|  |
| --- |
| **PART A: INFORMATION FOR THE TENDERER** |

|  |
| --- |
| **Name and address of the contracting authority:** Chamber of Commerce and Industry of Serbia, Regional Chamber of Commerce of Central Banat Administrative District, Jevrejska 14, 23000 Zrenjanin, Republic of Serbia  **Title of the tender:** Organization of workshops and B2B meetings  **Reference number:** 389/CCIS/TD02  **Date of launching:** 15/10/2019 |

1. **INFORMATION ON SUBMISSION OF THE TENDERS**

Subject of the contract:

The subject of this tender is:

- Implementation of services as indicated in the technical information in the point 2 of these information;

Deadline for submission of the tenders:

The deadline for submission of tenders is <24**/10/2019 at 12:00 hours**>. Any tender received after this deadline will be automatically rejected.

The Contracting Authority is obliged to provide answer to all questions received no latter then 3 days before the deadline and has to publish them on the same web sites where the tender was published.

Financial information

The tenderers are reminded that the maximum available value of the contract is 8400 EUR.

The Financial offer must be presented as an amount in EUR or RSD and must be submitted using the template for the global-price version of PART C: FORMAT OF FINANCIAL OFFER.

In case when the offers are submitted in national currencies, the exchange rate to be used for checking financial compliance with available budget (during financial evaluation), shall be InforEuro exchange rate for the month when the tender is launched.

The applicable tax and customs arrangements are specified in the draft contract in Part A of this tender dossier.

Variant solutions

Tenderers are not authorised to tender for a variant in addition to this tender.

Subcontracting

Subcontracting is not allowed.

Award criteria:

***In case more than one offer received***: best value for money, weighting 80% technical quality, 20% price.

Evaluation criteria for technical offer:

* Organization and methodology: 40 points
* Proposed inputs: 40 points
* Time frame: 20 points

TOTAL: 100 points

***In case one offer received***: the Contracting Authority shall check whether the offer is administratively, technically and financially compliant with the requirements set by this tender documentation.

Interviews:

No interviews are foreseen.

Award notification:

The successful tenderer will be informed of the results of the evaluation procedure in written form.

Contract award notice will be published on the programme web site. The estimated time of publishing is 7 days from the deadline for submission of tenders.

Address and meanings for submission of the tenders:

The tenderers will submit their tenders using the **standard set of submission forms available in the Part B – Technical offer and the Part C - Financial offer**. Any other document supporting this invitation is sent for informational purposes only and is not to be modified nor submitted by the tenderer. The tender will be submitted in **1 original**. Any tenders not using the prescribed form may be rejected by the contracting authority.

In addition to the offer the tenderer is required to provide the following supporting documentation:

* Copy of legal registration

The tenders will be submitted in sealed envelopes, containing the following information:

* Name and address of the tenderer
* Title of the tender: Organization of workshops and B2B meetings
* Reference number: 389/CCIS/TD02
* The words: ‘’Not to be opened before the tender opening session’’ (and “Ne otvarati pre sastanka za otvaranje ponuda’’)

Tenders must be submitted using double envelope system, in an outer parcel or envelope containing two separate, sealed envelopes, one bearing the words "Technical offer”- part B and "Financial offer" - Part C. Any infringement of this rule (e.g. unsealed envelopes or references to price in the technical offer) is to be considered a breach of the rule, and will lead to rejection of the tender.

The tenders will be submitted in person, by post or courier service to the following address:

Chamber of Commerce and Industry of Serbia, Regional Chamber of Commerce of Central Banat Administrative District, Jevrejska 14, 23000 Zrenjanin, Republic of Serbia

Contact person: Predrag Stankov; +381 23 510 582

The tenderers are reminded that in order to be eligible the tenders need to be received by the contracting authority by the deadline indicated above.

1. **TECHNICAL INFORMATION**

The tenderers are required to provide services as indicated below. In the tenderer’s technical offer, the tenderers might indicate more details on the deliveries, referring back to the requirements below.

* 1. **Title of activity 1: Organization of workshops for study preparation (2 two-day events)**

There will be 2 workshops organized during the project implementation period. Both workshops will have two-day duration and will be held in Zrenjanin.

**Description of expected outputs / results to be achieved**

The events will take place in Zrenjanin, with duration of at least 5 hours/day and Contractor will provide conference room with appropriate technical equipment and working conditions, catering and refreshments for up to 20 people per event, as follows:

- Contractor will provide conference room with the following minimal requirements: capacity of minimum 20 persons, projection and IT system with Internet access; appropriate furniture (chairs, tables etc.) sufficient for all participants;

- Contractor will provide coffee break per day for 20 people. Coffee break servings should include: coffee, milk and sugar, still and sparkling water, tea, juices, cookies and pastry; all supplementary supplies (paper towels, plates, glasses, tableware, cups, tablecloths, etc.); all food and drinks must be fresh and under warranty; coffee break is to be organized near the workshop location;

- Contractor will provide lunch per day, for 20 people, including: soup 200ml/person, grilled meat 300g/person), seasonal salad 100g/person, still water and sparkling water and soft drinks 500ml/person, a dessert 100g/person, coffee and tea with milk and sugar – 1 piece/ person; all supplementary supplies; (paper towels, plates, glasses, tableware, cups, tablecloths, etc.); all food and drinks must be fresh and under warranty; lunch is to be organized near the workshop location;

- Contractor will take photos of the event and provide list of participants.

**Required inputs**

Sufficient number of qualified staff, equipment, premises and all other materials needed for provision of required services.

**Required time frame**

Estimated period: October 2019 – January 2020

Specific dates will be communicated by the Contracting Authority after confirmation with the partners, with a minimum of 10 days prior to the event*.*

* 1. **Title of activity 2: Organization of B2B meetings (one-day event)**

**Description of expected outputs / results to be achieved**

The event will take place in Zrenjanin, with duration of at least 8 hours/day and Contractor will provide conference room with appropriate technical equipment and working conditions, catering and refreshments for 60 people, as follows:

- Contractor will provide conference room with the following minimal requirements: capacity of minimum 60 persons, projection and IT system with Internet access; appropriate furniture (chairs, tables etc.) sufficient for all participants;

- Contractor will provide two coffee breaks per day for 60 people. Coffee break servings should include: coffee, milk and sugar, still and sparkling water, tea, juices, cookies and pastry; all supplementary supplies (paper towels, plates, glasses, tableware, cups, tablecloths, etc.); all food and drinks must be fresh and under warranty; coffee break is to be organized near the workshop location;

- Contractor will provide one lunch per day, for 60 people, including: soup 200ml/person, grilled meat 300g/person), seasonal salad 100g/person, still water and sparkling water and soft drinks 500ml/person, a dessert 100g/person, coffee and tea with milk and sugar – 1 piece/ person; all supplementary supplies; (paper towels, plates, glasses, tableware, cups, tablecloths, etc.); all food and drinks must be fresh and under warranty; lunch is to be organized near the event location;

- Contractor will take photos of the event and provide list of participants.

**Required inputs**

Sufficient number of qualified staff, equipment, premises and all other materials needed for provision of required services.

**Required time frame**

April 2020 – July 2020

Specific date will be communicated by the Contracting Authority after confirmation with the partners, with a minimum of 10 days prior to the event*.*

1. **ADDITIONAL INFORMATION**

The unsuccessful/successful tenderers will be informed of the results of the evaluation procedure. In this sense the CA shall send a notification to the successful tenderer and post an announcement on the website with the name of the successful tenderer followed by the mentioning that “all other tenders were not administratively /technically/ financially compliant”

Confidentiality

The entire evaluation procedure is confidential, subject to the Contracting Authority’s legislation on access to documents. The Evaluation Committee’s decisions are collective and its deliberations are held in closed session. The members of the Evaluation Committee are bound to secrecy. The evaluation reports and written records are for official use only and may be communicated neither to the tenderers nor to any party other than the Contracting Authority, the European Commission, the European Anti-Fraud Office and the European Court of Auditors.

|  |
| --- |
| NOT TO BE FILED IN BEFORE CONTRACT SIGNING  NOT TO BE SUBMITTED WITHIN THE OFFER!!! |

**FORMAT OF THE CONTRACT BETWEEN THE CONTRACTOR AND THE CONTRACTING AUTHORITY**

**CONTRACT TITLE:** Organization of workshops and B2B meetings

**REF:** 389/CCIS/TD02

**Concluded between:**

Chamber of Commerce and Industry of Serbia, Regional Chamber of Commerce of Central Banat Administrative District

Jevrejska 14, 23000 Zrenjanin, Republic of Serbia

(Contracting Authority)

AND

<*Title>*

*<Address of the contractor>*

*<Official registration number/VAT number[[1]](#footnote-1)>*

(Contractor)

**Article 1: Subject of the contract**

The subject of the contract is the Organization of workshops and B2B meetings as indicated in the contractor’s offer – ‘’Part B: Format of offer to be provided by the tenderer’’

**Article 2: Contract value**

The total contract value for implementation of services indicated in the Article 1 is: <XXX EUR/RSD.

For Serbian partners:

The contract shall be exempt from all duties and taxes, including VAT.

For Romanian Partners:

In accordance with IPA implementing regulation, for Romanian partners VAT can be an eligible expenditure. The Contracting Authority will pay the unit prices, as stated in the Financial Offer, and will pay the VAT if the VAT is clearly identified on the invoices.

**Article 3: Contracting documents**

The documents which form the part of this contract are (by the order of precedence):

* Contract agreement
* Contractor’s offer as provided in the tendering phase – ‘’Part B: Format of offer to be provided by the tenderer’’
* Contractor’s financial offer –“ Part C:Format of financial offer”
* Any other supporting documentation if applicable (\* - in case of asking for registration of company or other information)

For any issues not defined in this contract agreement the rules of General conditions will be applied

|  |  |  |
| --- | --- | --- |
| B8d | Draft contract : General conditions (Annex I) | [b8d\_annexigc\_en.pdf [http://ec.europa.eu/europeaid/prag/images/documents/f_pdf_16.gif](http://ec.europa.eu/europeaid/prag/annexes.do?annexName=B8d&lang=en)](http://ec.europa.eu/europeaid/prag/annexes.do?annexName=B8d&lang=en) |

<http://ec.europa.eu/europeaid/prag/document.do?isAnnexes=true>

**Article 4: Deliveries and payments**

The contractor will deliver without reservation the services indicated in the contractor’s offer ‘’Part B: Format of offer to be provided by the tenderer’’. The deliveries will be implemented within the indicated dates.

The contracting authority will pay to the contractor for the services in the amount indicated in the Article 2 of this contract document.

In case the contract is concluded in EUR, and payments are made in NC, applicable exchange rate must be InforEuro exchange rate for the month of the issuing of invoice or pre-invoice in case of VAT exemption.

The payments will be issued by the following time schedule.

|  |  |  |
| --- | --- | --- |
| **Month** |  | **<EUR/RSD>** |
| 2 | Interim payment | <30 % of the contract value / Absolute amount > |
| 4 | Interim payment | <30 % of the contract value / Absolute amount > |
| 9 | Balance final payment | < 40 % of the contract value / Absolute amount > |
|  | **Total** | <Total contract value> |

The contractor will provide contracting authority with the brief report on execution of the services, which will represent the basis for issuing interim and balance final payment.

**Article 5: Duration of the contract**

The duration of the contract is 9 months.

Commencement date is date of signature of the contract by both parties.

**Article 6: Resolving of disputes**

Any disputes arising out of or relating to this Contract which cannot be settled otherwise shall be referred to the exclusive jurisdiction of Serbian competent Court of Law in accordance with the national legislation of the state of the Contracting Authority.

|  |  |  |  |
| --- | --- | --- | --- |
| **For the Contractor** | | **For the Contracting Authority** | |
| Name: |  | Name: |  |
| Title: |  | Title: |  |
| Signature: |  | Signature: |  |
| Date: |  | Date: |  |

1. Where applicable. For individuals, mention their ID card or passport or equivalent document - number [↑](#footnote-ref-1)