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

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| **Name and address of the contracting authority: Health Centre Veliko Gradiste**  **Title of the tender:** Procurement of services for organizing final conference, forum and workshops  **Reference number:** RORS Code 350/ Health Centre Veliko Gradiste / Procurement no. 01  **Date of launching: 18.11.2019.** |

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 **26.11.2019 at 10:00 hours.** Any tender received after this deadline will be automatically rejected.

\* - The tenderer should have minimum 7 days from the date of launching of the procurement procedure for preparation of the offer (excluding the day of publishing and the date of submission deadline).

\*\* - 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 9200 EUR. (For Romanian partners including VAT).

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

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 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: <50> points
* Proposed inputs: <20> points
* Time frame: <30> 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 10 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\*only for Romanian beneficiaries(only if not publicly available for Contracting Authority to consult);
* CAEN code eligible for the provided service.

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

* Name and address of the tenderer
* Title of the tender: Procurement of services for organizing final conference, forum and workshops
* Reference number: RORS Code 350 / Health Centre Veliko Gradiste / Procurement no. 01
* The words: ‘’Not to be opened before the tender opening session’’ (and ”Ne otvarati pre sednice 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:

Dom zdravlja Veliko Gradiste

Vojvode Putnika br.1

12220 Veliko Gradiste

Contact person: Liljana Stevanovic, Vojvode Putnika 1, +38112662240

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. Organization of one final conference

Description of expected outputs / results to be achieved

- The event will take place in Veliko Gradiste , estimated on the second half of July 2021. with a duration of at least 3 hours. Specific date to be communicated by the Contracting Authority after confirmation with the partner, with a minimum of 2 weeks prior to the event

- The provider must ensure a conference room with the following minimal requirements: capacity of minimum 50 persons, projection and IT system with Internet access; the conference room must be fitted with suitable furniture (chairs, tables etc) enough for all participants and the room must be large enough not to create a feeling of overcrowding; the provider must consult with the client regarding the arrangement of the room; hall will be considered ready to receive participants only after the beneficiary’s representative will agree on room preparation;

- The provider must ensure a coffee break for 50 people; during the coffee break the following will be served: coffee, milk and sugar, still and sparkling water, tea, juices, cookies and pastry, cold buffet, fruits; to ensure all necessary materials (napkins, plates, cups, cutlery, glasses, tablecloths, etc.); the provider is required to provide fresh products under warranty; the meal service must be provided close to the conference room; all menu items must be agreed upon with the Contracting Authority before the event;

- The provider must ensure interpretation for the Romanian and Serbian language;

- The provider must supply after the event a list of participants, photos and/or video material with the event, the agenda of the meeting and a report of the event.

Required inputs

The tenderer must have relevant experience in the field required by the activities described above.

Required time frame

*Estimated period****: July 2021***

*Specific date to be confirmed by the Contracting Authority after confirmation with the partner.*

* 1. Organization of one forum

Description of expected outputs / results to be achieved

- The event will take place in Veliko Gradiste, with a duration of at least 3 hours;

- The provider must ensure a conference room with the following minimal requirements: capacity of minimum 50 persons, projection and IT system with Internet access; the conference room must be fitted with suitable furniture (chairs, tables etc) enough for all participants and the room must be large enough not to create a feeling of overcrowding; the provider must consult with the client regarding the arrangement of the room; hall will be considered ready to receive participants only after the beneficiary’s representative will agree on room preparation;

- The provider must ensure a coffee break and lunch for 50 people; during the coffee break the following will be served: coffee, milk and sugar, cold buffet, still and sparkling water, tea, juices, cookies and pastry; the provider is required to provide fresh products under warranty; the meal service must be provided close to the conference room; all menu items must be agreed upon with the Contracting Authority before the event;

- The provider must supply after the event a list of participants, photos and/or video material with the event, the agenda of the meeting and a report of the event.

Required inputs

The tenderer must have relevant experience in the field required by the activities described above.

Required time frame

*Estimated period:* ***June 2020***

*Specific dates to be communicated by the Contracting Authority after confirmation with the partner, with a minimum of 2 weeks prior to the event.*

2.3. Organization of workshops.

There will be 4 workshops organized during the project implementation period. 2 workshops will have a one-day duration, respectively 2 workshops will have a two-day duration, all workshops will be held in Veliko Gradiste. Requirements will be described separately based on the duration of the workshop.

2.3.1. One-day workshops (2 workshops)

Description of expected outputs / results to be achieved

- The events will take place in Veliko Gradiste, with a duration of at least 5 hours;

- The provider must ensure a conference room with the following minimal requirements: capacity of minimum 20 persons, projection and IT system with Internet access; the conference room must be fitted with suitable furniture (chairs, tables etc) enough for all participants and the room must be large enough not to create a feeling of overcrowding; the provider must consult with the client regarding the arrangement of the room; hall will be considered ready to receive participants only after the beneficiary’s representative will agree on room preparation;

- The provider must ensure a coffee break for 20 people. During the coffee break the following will be served: coffee, milk and sugar, still and sparkling water, tea, juices, cookies and pastry; to ensure all necessary materials (napkins, plates, cups, cutlery, glasses, tablecloths, etc.); the provider is required to provide fresh products under warranty; the meal service must be provided close to the conference room; all menu items must be agreed upon with the Contracting Authority before the event;

- The provider must ensure the serving of a lunch, for 20 people, with 3 courses; still water or sparkling water 500 ml/person (at choice); to ensure all necessary materials (napkins, plates, cups, cutlery, glasses, tablecloths, etc.); the provider is required to provide fresh products under warranty; the meal service must be provided close to the conference room; all menu items must be agreed upon with the Contracting Authority before the event;

- The provider must ensure interpretation for the Romanian and Serbian language;

- The provider must supply after the event a list of participants, photos and/or video material with the event, the agenda of the meeting and a report of the event.

Required inputs

The tenderer must have relevant experience in the field required by the activities described above.

Required time frame

*Estimated period****: February 2020 (1 workshop), June 2021 (1 workshop).***

*Specific dates to be communicated by the Contracting Authority after confirmation with the partner, with a minimum of 2 weeks prior to the event.*

2.3.2. Two-day workshops (2 workshops)

Description of expected outputs / results to be achieved

- The events will take place in Veliko Gradiste , with a duration of at least 5 hours/day;

- The provider must ensure a conference room with the following minimal requirements: capacity of minimum 30 persons, projection and IT system with Internet access; the conference room must be fitted with suitable furniture (chairs, tables etc) enough for all participants and the room must be large enough not to create a feeling of overcrowding; the provider must consult with the client regarding the arrangement of the room; hall will be considered ready to receive participants only after the beneficiary’s representative will agree on room preparation;

- The provider must ensure a coffee break/day for 30 people. During the coffee break the following will be served: coffee, milk and sugar, still and sparkling water, tea, juices, cookies and pastry; to ensure all necessary materials (napkins, plates, cups, cutlery, glasses, tablecloths, etc.); the provider is required to provide fresh products under warranty; the meal service must be provided close to the conference room; all menu items must be agreed upon with the Contracting Authority before the event;

- The provider must ensure the serving of a lunch/day, for 40 people, with 3 courses; still water or sparkling water 500 ml/person (at choice); to ensure all necessary materials (napkins, plates, cups, cutlery, glasses, tablecloths, etc.); the provider is required to provide fresh products under warranty; the meal service must be provided close to the conference room; all menu items must be agreed upon with the Contracting Authority before the event;

- The provider must ensure interpretation for the Romanian and Serbian language;

- The provider must ensure accommodation for up to 10 participants for 1 night in a hotel of minimum 3 stars;

- The provider must ensure the serving of diner, for up to 10 people, still water or sparkling water 500 ml/person (at choice); to ensure all necessary materials (napkins, plates, cups, cutlery, glasses, tablecloths, etc.); the provider is required to provide fresh products under warranty; all menu items must be agreed upon with the Contracting Authority before the event;

- The provider must supply after the event a list of participants, photos and/or video material with the event, the agenda of the meeting and a report of the event;

- The Contracting Authority will confirm with the provider the exact number of participants requiring accommodation with a minimum of 10 days before the workshop .

Required inputs

The tenderer must have relevant experience in the field required by the activities described above.

Required time frame

*Estimated period:* ***Decembar 2019***

*Specific dates to be communicated by the Contracting Authority after confirmation with the partner, with a minimum of 2 weeks 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.