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

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| **Name and address of the contracting authority:** General Hospital Pozarevac, Bratstva i jedinstva 135, 12000 Pozarevac  **Title of the tender:** Acquiring professional promotional services and event organization for project “Improvement of the Neoplazic pathology management through the development and implementation of cross border medical excellence center”  **Reference number:** RORS-498.TD05.P2  **Date of launching:** November 19th 2019 |

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

Subject of the contract:

The subject of this tender is:

- Acquiring professional promotional services and event organization for project “Improvement of the Neoplazic pathology management through the development and implementation of cross border medical excellence center”;

Deadline for submission of the tenders:

The deadline for submission of tenders is **November 29th 2019, 13:00 hours (local time)**. 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 19.800,00 EUR.

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.

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 15 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 document
* CV of expert

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

* Name and address of the tenderer
* Title of the tender: Acquiring professional promotional services and event organization for project “Improvement of the Neoplazic pathology management through the development and implementation of cross border medical excellence center”
* Reference number: RORS-498.TD05.P2
* The words: “Not to be opened before the tender opening session” (and ”A nu se deschide inainte de sesiunea de deschidere’, “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:

**General Hospital Pozarevac**

**Bratstva i jedinstva 135, 12000 Pozarevac**

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 Project Promotion Conference in Požarevac.**

Contractor should organize a one-day Project Promotion Conference in Požarevac for min. 50 people. The purpose of the event is to inform medical experts, general public and media representatives of “Improvement of the Neoplazic pathology management through the development and implementation of cross border medical excellence center” project objectives, expected results and plan of activities and provide visibility for the project. The Contractor is expected to handle logistics:

* **Invitation** of participants and media representatives,
* Providing a **moderator** for the event in order to provide participants with guidance throughout the event and provide organisational support.
* Technical support; s**upporting equipment** should include: laptop, projector, conference desk, video beam.
* **Visibility elements** developed for the project should be displayed and promotional materials should be distributed.
* **Catering**; a lunch type menu should be served:
  + **Catering** with lunch type menu served in a smorgasbord/buffet style for minimum 50 people. Soup and salad, as well as min. 2 choices of main course and dessert choices should be served. For refreshments, non-alcoholic beverages such are carbonated and non-carbonated drinks, mineral water, coffee and tea should be provided (2 servings per person).

Program of the event and list of participants should be developed in close cooperation with Contracting Authority.

**2. Organization of 4 Project Press Conferences in Požarevac.**

During the project implementation period, Contractor should organize 4 press conferences in Požarevac. Project Press Conferences will be organized with the aim to secure quality visibility of all project activities implemented and all project results achieved. Local, regional and national media will be invited to take a part in press conferences.

The timing of press conferences will depend on the dynamics of project implementation and will be decided jointly with the Contracting Authority. For each press conference, the Contractor is expected to handle logistics: invitation of media representatives, providing a moderator, appropriate venue, technical support and visibility elements. Material presented at the event and list of participants should be developed in close cooperation with Contracting Authority.

**3. Design and printing of project promotional materials**

In order to promote the project objectives and the project results, the Contractor should design, print and distribute promotional materials. All promotional materials should be printed three lingual: Serbian, Romanian and English. The design should be approved, visual identity elements of project NEOPATMAN. The following promotional materials should be provided by the Contractor:

- Leaflets (4.000 units) – design and print 3-lingual promotional leaflets about project NEOPATMAN in color. Leaflets should be distributed at project events to media representatives and stakeholders. Minimum format of the print: A5 (folded); paper type: “kunstdruk” paper minimum 110 grams, full color on both sides.

- Brochures (2.000 units) - design and print 3-lingual promotional brochures about project NEOPATMAN in color. Brochures should be distributed at project events to media representatives and stakeholders. Minimum format of the print: A5; paper type: “kunstdruk” paper minimum 110 grams with hard covers, number of pages: minimum 8, full color on both sides.

- Roll-up (2 pcs) - design and print 3-lingual promotional roll-ups about project NEOPATMAN in color. Roll-ups should be displayed at various project events. Format, min. conference (85mm x 2000mm); Print: Full colour 4/4.

- Promotional materials for persons attending the conferences and seminars (400 sets):

Special promotional materials will be prepared for persons attending project events. A total of 400 NEOPATMAN promotional sets should be prepared and distributed. The promotional sets should contain the following elements: Paper bag, pen, notebook and USB memory sticks. Each element should be designed with visual identity details of project NEOPATMAN.

Information about the project will be provided by the Contracting Authority. Texts included on the promotional material will be subject of approval by the Contracting Authority.

**Required inputs**

**Key expert 1: PR manager**

Specific professional experience:

• Experience in managing promotional activities (engagement in at least 1 EU funded project will be an asset).;

**Required time frame**

12 months from signature of contract by both parties

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.

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| 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:** Acquiring professional promotional services and event organization for project “Improvement of the Neoplazic pathology management through the development and implementation of cross border medical excellence center”

**REF:** RORS-498.TD05.P2

**Concluded between:**

General Hospital Pozarevac

Bratstva i jedinstva 135, 12000 Pozarevac

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 service related to Acquiring professional promotional services and event organization for project “Improvement of the Neoplazic pathology management through the development and implementation of cross border medical excellence center” 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>.

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

**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

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| 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 RSD, 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.

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| **Month** |  | **RSD** |
| 1st-2nd Month | Interim payment | 40 % of the contract value |
| 7th-8th Month | Interim payment | 30 % of the contract value |
| 12th Month | Balance final payment | 30 % of the contract value |
|  | **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 12 months.

Commencement date is signature of 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 Law of the Republic of Serbia in accordance with the national legislation of the state of the Contracting Authority.

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| **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)