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

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| **Name and address of the contracting authority: Branch of Agricultural Mechanical Engineers in Romania SIMAR Timisoara,**  **1989 Revolution avenue 15A, 300034 Timisoara, Timis, Romania**  **Title of the tender: Organization of the events**  **Reference number: 1 / eMS RORS-365**  **Date of launching: 19/12/2019** |

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

Subject of the contract:

The subject of this tender is: **Organization of the events**

Deadline for submission of the tenders:

The deadline for submission of tenders is **06/01/2020 at 13:00 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 **10.700 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 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: <70> points
* Proposed inputs: <20> points
* Time frame: <10> 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\*only for Romanian beneficiaries
* CAEN code enabled for the services provided

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

* Name and address of the tenderer
* Title of the tender: Organization of the events
* Reference number: eMS RORS – 365
* 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:

**Branch of Agricultural Mechanical Engineers in Romania SIMAR Timisoara,**

**1989 Revolution avenue 15A, 300034, Timisoara, Timis, Romania**

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 the project opening event in Timisoara for maximum 50 invited persons**

**Description of the activity**

The conference will take place in Timisoara city. The launch conference will be attended by maximum 50 people. The consultant will assure an appropriate location along with the beneficiary.

At the start of the project there will be a meeting as well as an opening press conference at Timisoara city where will be invited guests (students, professors, inhabitants of Banat, media, members of the local government).

Also, for a better dissemination of information and know-how acquired leaflets will be distributed to participants who will highlight the main objective of the project which is to locate, sanitize and maintain the sanitary land in the cross-border area in order to maintain a protected and healthy environment. The leaflets will be provided by the Contracting Authority.

**The organization of the event should include**:

- an air-conditioned room, with tables and chairs suitable for up to 50 people, equipped with sound system, video projector, computer, projection screen;

- cutlery, dishes, glasses, napkins, food heaters, refrigerator, coffee maker;

- the program of the event is 8 hours, from 9 am to 5 pm;

- minimum 3 waiters;

- **Cofee Break includes** drinks (coffee, tea, milk, sugar, plain and mineral water, natural and carbonated juices, minimum 1/2 l water / person, 1/2 l juice / person, minimum 1 coffee and 1 tea / person) and plates with hot pastry and finger foods, minimum 3 pcs. /the person.

- **Lunch includes**:

1. Cold snack buffet (minimum 300 gr./pers.)

2. Soup / Bortsch (minimum 400 ml./pers.)

3. Warm buffet (4 variants chicken, pork, beef and fish minimum 150 gr. meat / person and 200 gr. dishes / person)

4. Fruit buffet and candy bar (minimum 200 gr. fruit / pers. and 200 gr. cakes / pers.)

5. Beverages (open bar) includes (coffee, tea, milk, sugar, plain and mineral water, natural and carbonated juices, minimum 1/2 l water / person, 1/2 l juice / person, 1 coffee and 1 tea / the person)

- **Cofee Break includes** drinks (coffee, tea, milk, sugar, plain and mineral water, natural and carbonated juices, minimum 1/2 l water / person, 1/2 l juice / person, minimum 1 coffee and 1 tea / person).

**The total value of organizing the event is 2,600 Euro with T.V.A. included**

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

successful conference, photos, Presentation, table with participants signature, activity report.

**Required time frame**

The organization of the project opening shall take place in the period between **19.12.2019 – 17.03.2020**. The launch conference shall take place in maximum 10 days after the signing of he contract, but after an Order Note from the Contracting Authority.

* 1. **Round table organization in Romania**

**Description of the activity**

The round table will take place in Timisoara city. It will be attended by approximately 50 people, consisting in project team members from all partners, students, professors, inhabitants of Banat, media, members of the local government. The consultant will assure an appropriate location along with the beneficiary.

The event will be a project status update about the implementation and further steps.

**The organization of the event should include**:

- an air-conditioned room, with tables and chairs suitable for up to 50 people, equipped with sound system, video projector, computer, projection screen;

- cutlery, dishes, glasses, napkins, food heaters, refrigerator, coffee maker;

- the program of the event is 8 hours, from 9 am to 5 pm;

- minimum 3 waiters;

- **Cofee Break includes** drinks (coffee, tea, milk, sugar, plain and mineral water, natural and carbonated juices, minimum 1/2 l water / person, 1/2 l juice / person, minimum 1 coffee and 1 tea / person) and plates with hot pastry and finger foods, minimum 3 pcs. /the person.

- **Lunch includes**:

1. Cold snack buffet (minimum 300 gr./pers.)

2. Soup / Bortsch (minimum 400 ml./pers.)

3. Warm buffet (4 variants chicken, pork, beef and fish minimum 150 gr. meat / person and 200 gr. dishes / person)

4. Fruit buffet and candy bar (minimum 200 gr. fruit / pers. and 200 gr. cakes / pers.)

5. Beverages (open bar) includes (coffee, tea, milk, sugar, plain and mineral water, natural and carbonated juices, minimum 1/2 l water / person, 1/2 l juice / person, 1 coffee and 1 tea / the person)

- **Cofee Break includes** drinks (coffee, tea, milk, sugar, plain and mineral water, natural and carbonated juices, minimum 1/2 l water / person, 1/2 l juice / person, minimum 1 coffee and 1 tea / person).

**The total value of organizing the event is 2,500 Euro with T.V.A. included**

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

successful conference, photos, Presentation, table with participants signature, activity report.

**Required time frame**

The round table shall take place in the period between **19.12.2020 – 17.06.2020**. The date will be fixed with at least two weeks before the desired date, by an Order Note from the Contracting Authority.

**2.3** **Organization of one workshop in Romania**

**Description of the activity**

The workshop will take place in Timisoara city. The workshop will be attended by approximately 50 people consisting in project team members from all partners and guests (students, professors, inhabitants of Banat, media, members of the local government). The consultant will assure an appropriate location along with the beneficiary.

The event will be a project status update about the implementation and further steps.

**The organization of the event should include**:

- an air-conditioned room, with tables and chairs suitable for up to 50 people, equipped with sound system, video projector, computer, projection screen;

- cutlery, dishes, glasses, napkins, food heaters, refrigerator, coffee maker;

- the program of the event is 8 hours, from 9 am to 5 pm;

- minimum 3 waiters;

- **Cofee Break includes** drinks (coffee, tea, milk, sugar, plain and mineral water, natural and carbonated juices, minimum 1/2 l water / person, 1/2 l juice / person, minimum 1 coffee and 1 tea / person) and plates with hot pastry and finger foods, minimum 3 pcs. /the person.

- **Lunch includes**:

1. Cold snack buffet (minimum 300 gr./pers.)

2. Soup / Bortsch (minimum 400 ml./pers.)

3. Warm buffet (4 variants chicken, pork, beef and fish minimum 150 gr. meat / person and 200 gr. dishes / person)

4. Fruit buffet and candy bar (minimum 200 gr. fruit / pers. and 200 gr. cakes / pers.)

5. Beverages (open bar) includes (coffee, tea, milk, sugar, plain and mineral water, natural and carbonated juices, minimum 1/2 l water / person, 1/2 l juice / person, 1 coffee and 1 tea / the person)

- **Cofee Break includes** drinks (coffee, tea, milk, sugar, plain and mineral water, natural and carbonated juices, minimum 1/2 l water / person, 1/2 l juice / person, minimum 1 coffee and 1 tea / person).

**The total value of organizing the event is 3.000 Euro with T.V.A. included**

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

successful conference, photos, Presentation, table with participants signature, activity report.

**Required time frame**

The workshop shall take place in the period between **19.12.2020 – 17.12.2020**. The date will be fixed with at least two weeks before the desired date, by an Order Note from the Contracting Authority.

**2.4** **Organization of the project cloesing event in Timisoara for maximum 50 invited persons.**

**Description of the activity**

The conference will take place in Timisoara. The final conference will be attended by maximum 50 people. The consultant will assure an appropriate location along with the beneficiary.

At the end of the project there will be a meeting as well as an closing press conference at Timisoara where it will be invited guests (students, professors, inhabitants of Banat, media, members of the local government.

Also, for a better dissemination of information and know-how acquired leaflets will be distributed to participants who will highlight the main objective achieved through the project which is to locate, sanitize and maintain the sanitary land in the cross-border area in order to maintain a protected and healthy environment. The leaflets will be provided by the Contracting Authority.

**The organization of the event should include**:

- an air-conditioned room, with tables and chairs suitable for up to 50 people, equipped with sound system, video projector, computer, projection screen;

- cutlery, dishes, glasses, napkins, food heaters, refrigerator, coffee maker;

- the program of the event is 8 hours, from 9 am to 5 pm;

- minimum 3 waiters;

- **Cofee Break includes** drinks (coffee, tea, milk, sugar, plain and mineral water, natural and carbonated juices, minimum 1/2 l water / person, 1/2 l juice / person, minimum 1 coffee and 1 tea / person) and plates with hot pastry and finger foods, minimum 3 pcs. /the person.

- **Lunch includes**:

1. Cold snack buffet (minimum 300 gr./pers.)

2. Soup / Bortsch (minimum 400 ml./pers.)

3. Warm buffet (4 variants chicken, pork, beef and fish minimum 150 gr. meat / person and 200 gr. dishes / person)

4. Fruit buffet and candy bar (minimum 200 gr. fruit / pers. and 200 gr. cakes / pers.)

5. Beverages (open bar) includes (coffee, tea, milk, sugar, plain and mineral water, natural and carbonated juices, minimum 1/2 l water / person, 1/2 l juice / person, 1 coffee and 1 tea / the person)

- **Cofee Break includes** drinks (coffee, tea, milk, sugar, plain and mineral water, natural and carbonated juices, minimum 1/2 l water / person, 1/2 l juice / person, minimum 1 coffee and 1 tea / person).

**The total value of organizing the event is 2.600 Euro with T.V.A. included**

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

successful conference, photos, Presentation, table with participants signature, activity report.

**Required time frame**

The final conference shall take place at the end of the project, which is estimated to be in the period **19.12.2020-17.03.2021**. The date will be fixed with at least two weeks before the desired date, by an Order Note from the Contracting Authority.

1. **ADDITIONAL INFORMATION**

The unsuccessful/successful tenderers will be informed of the results of tin he 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:** title of the contract

**REF:** reference number

**Concluded between:**

<*Title>*

*<Address of the contracting authority*>

(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*>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/NC, (including VAT for Romania partners)>.

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

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

<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.

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| **Day/Month** |  | **<EUR/RSD>** |
| < Day/Month > | Interim payment (\*if applicable) | <XX % of the contract value / Absolute amount > |
| < Day / Month > | Balance final payment | < XX % 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 <XX days/months>.

Commencement date is <dd/mm/yyyy>

**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 (\* - specify responsible court or arbiter body) 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)