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

|  |
| --- |
| **Name and address of the contracting authority: Theoretical High School ,, Dositei Obradovici ",**  **no. 6, Gen. I.Dragalina Street, Timisoara, Timis County**  **Title of the tender: Acquisition of transport services**  **Reference number: RORS 224 / GSBP / TD 5**  **Date of launching: 21/10/2019** |

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 **29/10/2019 at 15:00 hours, local time**. 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 10.800 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.

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:

* Legal entity registration certificate
* Certificate for confirmation of company details issued by the Trade Register Office
* Certificate regarding the payment of taxes to the Fiscal Authority (for Romania ANAF)
* Certificate for the payment of taxes to the local authorities

Last two supporting documents can be delivered also before the signing of the contract.

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

* Name and address of the tenderer
* Title of the tender: Acquisition of transport services
* Reference number: RORS 224 / GSBP / TD 5
* The words: ‘’Not to be opened before the tender opening session’’ and ”A nu se deschide inainte de sesiunea de deschidere’

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:

Theoretical High School ,, Dositei Obradovici ", no. 6, Gen. I.Dragalina Street, Timisoara, Timis County

Jupunschi Vera +40 740844196

Opening hours: 08.00-15.00

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. Transport services in Serbia

For proper implementation of project “Banat Schoolingua”, RORS 224, partner Theoretical High School ,, Dositei Obradovici " requires several transport services in Serbia.

* 10 transport routes (tour and retour) for 10 persons for 10 language workshops in Serbia;
* 10 transport routes (tour and retour) for 10 persons for 10 vulnerable workshops in Serbia;
* 2 transport routes (tour and retour) for 30 persons for 2 knowledge quiz in Serbia;
* 1 transport route (tour and retour) for 15 persons for 1 debate in Serbia;
* 5 transport routes (tour and retour) for 20 persons for Promotion of higher education institutions in Serbia;
* 1 transport route (tour and retour) for 30 persons for One event for testing students of the mother tongue in Serbia;
* 1 transport route (tour and retour) for 20 persons for Public Event in Serbia – press conference.

Transport conditions:

* the number and the appropriate type and means of transport necessary to carry out the events program and which satisfy the conditions imposed on the safety of the traffic, the comfort of the passengers and the protection of the environment; for estimated number of **30** routes (tour and return) and **435** students participating in the several events, on the route **Timisoara, Romania** – **Vrsac, Serbia** and **Vrsac, Serbia** - **Timisoara, Romania**;
* observing the legal regulations regarding the approval, registration and carrying out periodic technical inspections / periodic technical revisions for the proposed means of transport for performing the required services;
* the maintenance and repair operations necessary for the means of transport, established by the contract awarded, in compliance with the legal regulations in force regarding the carrying out of these activities (the authorization of the economic operator, the technical-material base, the personnel used, etc.);
* maintaining the proper technical status of the means of transport, auxiliary installations and their cleaning;
* compliance with the transport capacities imposed by the CA;
* the winning bidder commits himself to pay the following from his own funds: electric/diesel/petrol/gas on the journey; toll roads; drivers; Green book; any expenses for repairs; the fines and penalties due to the customs or police bodies due to the fault of the drivers; to replace the means of transport at his own expense in case it fails; to provide qualified and trained drivers who comply with the legislation in force and the established program of travel, to comply precisely with the provisions of this contract and of the graph communicated.

The exact number of transport services will be announced to the service provider with at least 24 hours before the date when the service is requested.

For the transport will be required to have proper transportation for groups of 10, 15, 20 and 30 persons.

The services will be provided only on an order basis. The order will be perform by CA before the event. The issuance of an order depends unilaterally on the CA's decision.

The CA does not undertake to order a certain quantity of services, the services set out in the specifications containing estimated quantities. Contracting Authority will also decide in good time to notify the provider of the exact number of persons for whom the transport services will be provided.

Required inputs

For expected outputs the Contractor must ensure qualified and sufficient staff to provide all services.

The Contractor must have relevant experience in the field required by the activities described below.

Required time frame

Estimated period: November 2019 – August 2020

Specific dates to be communicated by the Contracting Authority in due time for preparation after confirmation with lead partner of the project.

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: Acquisition of transport services**

**REF: RORS 224 / GSBP / TD 5**

**Concluded between:**

**Theoretical High School ,, Dositei Obradovici ",**

**no. 6, Gen. I.Dragalina Street, Timisoara, Timis County**

(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 transport services 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, (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

|  |  |  |
| --- | --- | --- |
| 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.

|  |  |  |
| --- | --- | --- |
| **Day/Month** |  | **<EUR/RSD>** |
| November 2019- August 2020 | Interim payments | <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 from signature of the contract until August 2020.

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 Timisoara Court 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)