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

|  |
| --- |
| **Name and address of the contracting authority:** City of Pančevo, Trg kralja Petra I 2-4 26000 Pančevo, Republic of Serbia  **Title of the tender:** Research Study  **Reference number:** RORS13 / City of Pancevo / TD-04  **Date of launching:** 22/03/2019 |

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 01/04/2019 at 12:00 **hours**. Any tender received after this deadline will be automatically rejected.

Financial information

The tenderers are reminded that the maximum available value of the contract is 5000 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 RSD, 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 website. 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: Research Study
* Reference number: RORS13 / City of Pancevo / TD-04
* 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:

**CITY OF PANCEVO**

**2-4 Trg kralja Petra I**

**26000 Pancevo, Serbia**

**Project Energy Efficiency**

**Contact person: Andjela Vila, Project Manager Assistant**

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.

The city of Pančevo is a partner to the Romanian City of Rešica, on the INTERREG IPA CBC Romania-Serbia Project "Energy Efficiency - Precondition for a Better Environment". The infrastructure work package of the project is the energy rehabilitation of the Sports Hall in in Pančevo.

* 1. Title of activity 1 Research Study

Description of expected outputs / results to be achieved

Contractor is expected to provide Research Study concerning the impact of innovative renewable energy solutions in line with following specifications:

I AIM OF THE RESAERCH

Developed as a starting point, was the Energy Efficiency Study of the building:  
- Book 1 - Analysis of the current state and  
- Book 2 - Proposed measures and assessment of improvements.

Based on this, the energy rehabilitation of the facility has been completed and, after the completed work, it is necessary to analyse the effects of the adopted measures. This analysis refers to:  
- narrow context: analysis of the building itself, analysis of the building site within the sports and recreation centre “Streliste”, as the Sports hall is an inseparable part of this centre in many aspects.  
- broader context: analysis on the broader social agenda and consideration of the obligation to apply energy efficiency measures in order to improve the state of the environment and improve the quality of life of the population in accordance to domestic legislation, as well as international regulations, on which the Republic of Serbia has obligated itself.  
Also, through the study it is necessary to consider the possibilities of further improvement of the site, in the light of the above criteria.  
  
II RESEARCH STUDY  
Required content:  
Introduction (state of the environment in the world and in our country, in the city, science and technology in the function of quality of life and sustainable development)  
1. Analysis of the impact of innovative technologies in order to increase the quality of life of the population  
1.1. The aim of the research  
1.2. Concept and importance of energy efficiency and environmental protection  
1.2.1. International Legislation  
1.2.2. Local legislation  
1.2.3. Influence of energy efficiency measures and environmental protection on  
indicators of quality of life (in ecological, economic, urban,  
socio-social sense, concept of quality of life and sustainable  
development, zero emission concept)  
1.3. General characteristics of the location  
1.3.1. Geography  
1.3.2. Climate  
1.3.3. Hydrology  
1.3.4. Geomorphology  
1.3.5. Urban

2. Analysis of the impact of new technologies on the energy consumption, the targeted object of the Hall of Sports within the implementation of the project "Energy efficiency –The Premise of a better environment"  
2.1. Location and description from the perspective of energy efficiency and environmental protection

2.2. Situation prior to energy rehabilitation (Book 1)  
2.3. Situation after energy Rehabilitation-Energy Passport developed (Book 2 as a premise and projection of expected results, site measurements as proof of improvement)

3. Analysis of new technology available for use of renewable energy sources  
3.1. The potential for further improvements (use of other renewable sources and  
other measures, potential of the locations for use of geothermal energy, water, sun and wind)  
3.2. Effects of applying energy efficiency measures  
3.2.1. Close up effect (measurements in the hall, in whole SRC)  
3.2.2. Wider level of effect on social community (city economy - lower costs from  
budget, an example of good practice, raising social and social awareness)

4. Analysis of the impact of new technologies on a particular building *(by Serbian Law “Elaborat energetske efikasnosti“)  to provide source of information for future similar projects*.

4.1. “Elaborat energetske efikasnosti, postojeće stanje i predloženo (novo) stanje” of the Swimming pool at the Sports centre “Streliste”  
4.2. Recommendations for upgrades (social responsibility, promotion through education, educational social events, various benefits - economic, social,  
promotion of positive examples, active involvement of the local government and themselves citizens, action plan, analysis, monitoring (measurement) and promotion of effects applied measures)  
4.3. Urban ecology (cities as places of innovation and change of ecological awareness,  
the concept of a smart city, the integration of environmental demands into urban development, urban ecology as a brand - especially important for Pancevo)  
Conclusion (cause-effect link: energy efficiency - sustainable development - quality of life)  
Literature  
  
  
III EXPECTED EFFECTS OF THE RESEARCH FOR STUDY  
The study is expected to show the real results of the implementation of concrete measures of energy rehabilitation of the Sports Hall, as well as to examine the results obtained in relation to the local level and in relation to the wider social context.  
Also, the study should show if there are other possibilities for improving the state of the environment and the quality of life of the population through the application of new measures of energy efficiency in the observed area, as well as other measures that will encourage the development of environmental awareness, and to propose further steps in this direction.  
  
IV AVAILABLE DOCUMENTATION  
1. Energy Efficiency Study of the sports hall

- Book 1 - Analysis of the current state and  
- Book 2 - Proposed measures and assessment of improvements.

2. Project of the constructed building of the Sports Hall (“Projekat izvedenog objekta” by Serbian law)

3. Swimming pool building of the Sports Center Streliste Project of the current state (“Objekat Zatvoreni Bazen SRC Strelište Projekat izvedenog stanja” by Serbian law”)

Required inputs

sufficient number of qualified and experiences staff, expert/s for required Study, equipment and other backstopping support as well previous experience.

Required time frame

*April 2019 - May 2019*

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:** Research Study

**REF:** RORS13 / City of Pancevo / TD-04

**Concluded between:**

CITY OF PANCEVO

2-4 Trg Kralja Petra I

26000 Pančevo (Serbia)

VAT number: 101049012

(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 Research Study 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.

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

For any issues not defined in this contract agreement the rules of General conditions will be applied (Annex B8dof PRAGb8d\_annexigc\_en.pdf)

<http://ec.europa.eu/europeaid/prag/previousVersions/annex.do?num=2015.0&lang=en>

**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.

|  |  |  |
| --- | --- | --- |
| **Month** |  | **<EUR/RSD>** |
| 2 | Balance final payment after all requirements for this service are finished | 100 % 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 balance final payment

**Article 5: Duration of the contract**

The duration of the contract is 2 months.

Commencement date is date of signature of Contract by both sides

**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 Trade Court Pancevo 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)