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

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| **Name and address of the contracting authority: Politehnica University Timisoara**  **Victoriei Square no. 2, postal code 300006, Timisoara, Timis County**  **Title of the tender: Acquisition of organization of events services**  **Reference number: RORS 308 / Politehnica University Timisoara / 1**  **Date of launching: 23/07/2019** |

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 **01/08/2019 at 12:00 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 9.570 EUR, for Romanian partners including VAT.

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 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: 60 points
* Proposed inputs: 30 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

- Certificate of VAT registration

- List of contracts with a short description and value from the past 3 years (Annex 1)

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

* Name and address of the tenderer
* Title of the tender: Acquisition of organization of events services
* Reference number: RORS 308/ Politehnica University Timisoara/1
* 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:

Politehnica University Timisoara (Registratură)

Victoriei Square no. 2, postal code 300006, Timisoara, Timis County

Contact person Assoc. Prof. Dr. Eng. Cornelia Muntean (cornelia.muntean@upt.ro)

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 events

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

**2.1.1 Organization of Opening Conference**

- The event will take place in Timisoara.

- To ensure a conference room: capacity of minimum 30 persons, soundproofed, projection and IT system with Internet access.

- To ensure a coffee break for 30 people; during coffee break will be served: coffee, milk and sugar, still and sparkling water, tea, juices, cookies and pastry.

- To ensure lunch Swedish buffet, for 30 people, with hot and cold dishes:

cold food minimum 200 grams/person consisting of 3 types of meat, 2 types of salami/fillet, cheese, olives, vegetables (tomatoes, bell pepper);

hot food minimum 200 grams/person consisting of two main dishes with meat, side dish, salad – minim 1 type;

dessert 100 grams/person; still water or sparkling water 200 ml/person (at choice); bread 100 grams/person.

- For the coffee break and lunch, all the necessary materials (napkins, plates, cups, cutlery, glasses, tablecloths, etc.) are provided.

- To ensure accommodation reservation (minimum 3 star hotel): 4 single rooms, two nights.

**2.1.2 Organization of workshops**

There will be 8 workshops organized during the project implementation period.

To ensure the renting of a conference room to match the event: capacity of minimum 25 people, soundproofed, projection and IT system with Internet access.

To ensure a coffee break for 25 people. During coffee break 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.).

In the last implementation period of project implementation, September 2020 - December 2020, the tenderer must provide an external expert - medical doctor for workshop lecture and discussion with 25 people in the target group.

To provide transportation for up to 8 people on the route Timişoara - workshop location (localities from Timiş, Caraş-Severin, Mehedinţi) - Timişoara. The transport must be made by vehicles with high technical level and clean. In case of technical malfunction, the tenderer has the obligation to ensure other vehicle without additional costs. All costs related to the driver will be included in the global price.

**2.1.3 Workshop with Section for the training of young researchers and students**

The event will take place in Bor (Serbia) for 3 days.

The tmust to ensure accommodation for 5 persons, three nights, full board.

To ensure the transport along the route Timişoara – Bor (Serbia) - Timişoara for 5 people of the target group. The departure location and the destination address will be communicated to the tenderer by the Contracting Authority in due time. The transport must be made by vehicles with high technical level and clean. In case of technical malfunction, the tenderer has the obligation to ensure other vehicle without additional costs. The accommodation and meals for the driver is included in the global price.

**Required inputs**

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

The tenderer must have relevant experience in the field required by the activities described above (similar contracts, see Annex 1 of tender dossier).

**Required time frame**

Estimated period for activity 2.1.1: August – September 2019

Estimated period for activity 2.1.2: September 2019 until 11.12.2020

Estimated period for activity 2.1.3: October 2019

For all activities, specific dates to be communicated by the Contracting Authority after confirmation with the partner.

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: Acquisition of organization of events services**

**REF: RORS 308/ Politehnica University Timisoara/1**

**Concluded between:**

**Politehnica University Timisoara**

**Victoriei Square no. 2, postal code 300006, 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 Acquisition of organization of events 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

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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 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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| **Month** | **Type of payment** | **<EUR>** |
| Month | Interim payment (\*if applicable) | <XX % of the contract value / Absolute amount > |
| 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 from the commencement date until 12.12.2020.

Commencement date is the date of signature of the 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 Timisoara Court 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)