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

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| **Name and address of the contracting authority:** City of Vrsac, Trg Pobede 1, 26300 Vrsac, Republic of Serbia  **Title of the tender:** Event organization  **Reference number:** 283/City of Vrsac/TD3  **Date of launching:** 27.09.2019. |

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 **07.10.2019 at 12:00 hours**. 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. Questions regarding this procedure may be submitted to marina.putnik@vrsac.org.rs

Financial information

The tenderers are reminded that the maximum available value of the contract is 7470 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 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: 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\*only for Romanian beneficiaries(only if not publicly available for Contracting Authority to consult)

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

* Name and address of the tenderer
* Title of the tender: Event organization
* Reference number: 283/City of Vrsac/TD3
* 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 Vrsac, Trg Pobede 1, 26300 Vrsac, Republic of Serbia

Marina Putnik +381 13 800 896

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 requirementsbelow.

* 1. Activity 1: Organization of Conferences

Description of expected outputs / results to be achieved

Contractor will provide support to Contracting Authority in organization of two promotion conferences which will be organized in City of Vrsac. For each event Contractor is expected to provide conference hall with required technical/presentation equipment, catering and refreshment for 50 participants. Event will last for up to 4 hours.

In particular the Contractor should perform the following activities for each event:

* Provide a conference room for one day, with air conditioning and adapted for at least 50 persons – the room will be used up to 4 hours. Contractor should provide preparation and cleaning services.
* Provide all necessary technical conditions for the realization of the events, which include: a computer, a video projector, projection screen, a set up sound system and other accessories.
* Provide catering services for 50 people after event. Catering will at least include: soup (200ml per person), minced grilled meat (250g per person), seasonal salad (100g per person), carbonated or non-carbonated bottled water and soft drinks (500ml per person), a dessert (50g per person), coffee and tea (with milk and sugar – 1 piece per person). The Contractor will also provide glasses, cups and adequate arrangement of the venue.

During event Contractor will provide refreshment consisting of minimum 1 coffee, 0.3l of water and 0.3l juices per participant.

* The Contractor will also take photographs of the event and provide printed out attendance lists.
* Contractor will provide consecutive translator Romanian-Serbian during events.

The Contractor must also comply with the latest Communication and Visibility Manual for Interreg IPA CBC Romania- Serbia Programme

(See <http://www.romania-serbia.net> )

Required inputs

Personnel, premises, supplies, equipment and other backstopping support required for service contract implementation.

Required time frame

*October 2019-July 2021*

2.2 Activity 2: Organization of four joint Interregional Work Group (IWG) meetings

Description of expected outputs / results to be achieved

Contractor will provide support to Contracting Authority in organization of four IWG meetings which will be organized in City of Vrsac. For each event Contractor is expected to provide meeting hall with required technical/presentation equipment, catering and refreshment for 30 participants. Event will last for up to 4 hours.

In particular the Contractor should perform the following activities for each event:

* Provide a conference room for one day, with air conditioning and adapted for at least 30 persons – the room will be used up to 4 hours. Contractor should provide preparation and cleaning services.
* Provide all necessary technical conditions for the realization of the events, which include: a computer, a video projector, projection screen, a set up sound system and other accessories.
* Provide catering services for 30 people after event. Catering will at least include: soup (200ml per person), minced grilled meat (250g per person), seasonal salad (100g per person), carbonated or non-carbonated bottled water and soft drinks (500ml per person), a dessert (50g per person), coffee and tea (with milk and sugar – 1 piece per person). The Contractor will also provide glasses, cups and adequate arrangement of the venue.

During event Contractor will provide refreshment consisting of minimum 1 coffee, 0.3l of water and 0.3l juices per participant.

* The Contractor will also take photographs of the event and provide printed out attendance lists.

The Contractor must also comply with the latest Communication and Visibility Manual for Interreg IPA CBC Romania- Serbia Programme

(See <http://www.romania-serbia.net> )

Required inputs

Personnel, premises, supplies, equipment and other backstopping support required for service contract implementation.

Required time frame

*Feb 2020-May 2020*

2.3 Activity 3: Organization of four Round tables

Description of expected outputs / results to be achieved

Contractor will provide support to Contracting Authority in organization of four Round tables which will be organized in City of Vrsac. For each event Contractor is expected to provide meeting hall with required technical/presentation equipment and refreshment for 30 participants. Event will last for up to 4 hours.

In particular the Contractor should perform the following activities for each event:

* Provide a conference room for one day, with air conditioning and adapted for at least 30 persons – the room will be used up to 4 hours. Contractor should provide preparation and cleaning services.
* Provide all necessary technical conditions for the realization of the events, which include: a computer, a video projector, projection screen, a set up sound system and other accessories.

During event Contractor will provide refreshment consisting of minimum 1 coffee, 0.3l of water per participant.

* The Contractor will also take photographs of the event and provide printed out attendance lists.

The Contractor must also comply with the latest Communication and Visibility Manual for Interreg IPA CBC Romania- Serbia Programme

(See <http://www.romania-serbia.net> )

Required inputs

Personnel, premises, supplies, equipment and other backstopping support required for service contract implementation.

Required time frame

*Sep 2020-Dec 2020*

2.4 Activity 4: Organization of 16 campaign events

Description of expected outputs / results to be achieved

Contractor will provide support to Contracting Authority in organization of promotion campaign events which will be organized in City of Vrsac, Bela Crkva, Plandiste and Alibunar. For each event Contractor is expected to required technical/presentation equipment. 10 events will last for up to 8 hours and 6 events will last up to 2 hours.

In particular the Contractor should perform the following activities for each event:

* Provide all necessary technical conditions for the realization of the events, which include: a computer, a video projector, projection screen, a set up sound system and other accessories.
* The Contractor will also take photographs of the event.

The Contractor must also comply with the latest Communication and Visibility Manual for Interreg IPA CBC Romania- Serbia Programme

(See <http://www.romania-serbia.net> )

Required inputs

Personnel, premises, supplies, equipment and other backstopping support required for service contract implementation.

Required time frame

*Sep 2020-Nov 2020*

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:** Event organization

**REF:** 283/City of Vrsac/TD3

**Concluded between:**

*City of Vrsac,*

*Trg Pobede 1, 26300 Vrsac,*

*Republic of Serbia*

(Contracting Authority)

AND

<*Title>*

*<Address of the contractor>*

*<Official registration number/VAT number[[1]](#footnote-2)>*

(Contractor)

**Article 1: Subject of the contract**

The subject of the contract is the Event organization 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

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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** |  | **<EUR/RSD>** |
| 6 | Interim payment | <60% of the contract value / Absolute amount > |
| 12 | Interim payment | <27% of the contract value / Absolute amount > |
| 21 | Balance final payment | <13% 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 21 months.

Commencement date is 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 Serbian competent Court of Law 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-2)