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

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| **Name and address of the contracting authority:** City of Zrenjanin, Trg Slobode 10, 23000 Zrenjanin, Republic of Serbia  **Title of the tender:** Supervision of construction works on RCEE  **Reference number:** RORS300/CityofZrenjanin/TD3  **Date of launching:** 30.10.2019. |

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 **08.11.2019 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 [darko.vukic@grad.zrenjanin.rs](mailto:darko.vukic@grad.zrenjanin.rs)

Financial information

The tenderers are reminded that the maximum available value of the contract is 10.000 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
* CV, diploma, licence and proof of employment of Civil Engineer with licence number 310 or 311 or 317 or 410 or 411 or equivalent issued or certified by relevant institution in Serbia in according with Serbian legislation with relevant experience in field of performing of construction works, technical design and/or supervision.

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

* Name and address of the tenderer
* Title of the tender: Supervision of construction works on RCEE
* Reference number: RORS300/CityofZrenjanin/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 Zrenjanin, Trg Slobode 10, 23000 Zrenjanin, Republic of Serbia

Darko Vukic +381 23 3150 111

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: Supervision of works

Description of expected outputs / results to be achieved

The objective of the contract is the provision of works supervision services in the capacity of the Contractor under National legislative conditions of contract for construction works. The Contractor shall provide technical and financial supervision of the works as defined in the contract during the implementation of works contract Reconstruction of Regional Centre for Energy Efficiency in Zrenjanin. Also the contract covers the capacity of the 'supervision engineer' under the Serbian law on physical planning and construction and regulation on methods and procedures for supervision of works. Works are funded under IPA Interreg CBC Romania-Serbia Programme and Works Contract is to be signed under PRAG 2016 rules. Supervision service must be provided within legal framework of this type of work Contracts.

The location on which the building is being built is on the cad. lot no. 7540, KO Zrenjanin in Zrenjanin, Dr. Kornela Radulovica Street no.18, Zrenjanin. The project envisages the construction of the building - energy efficiency center , number of floors -1,B + GF + F1 , which consists of two structural units - a reinforced concrete main building and a steel structure of glass facade supports. The building is i base regular, rectangular in shape, with a foundation surface of approximately 175m2 Vertically, the building is designed on 3 levels with a roof structure consisting of 3 roof slabs, supported by reinforced concrete beams.

In particular Contractor acting as Supervisor is expected to provide:

* Full compliance with provisions of the Law on Planning and Construction and Rulebook on Content and Way of Conducting Professional Supervision, as well as other relevant regulations applicable in this field
* Taking charge of implementation of contractual obligations relating execution of works agreed upon between the Contracting Authority and the Contractor;
* Considering, commenting, accepting or contesting the detailed time schedule before commencement of works, as well as during the execution of works;
* Regular follow-up of dynamics of conformity with agreed deadlines;
* Execution of works in accordance with content, quality, quantity, accuracy and dynamics;
* Influencing the Contractor regarding compliance with the construction deadline prescribed in accordance with the Contract and warns the Contracting Authority about the eventual delays
* Control of the execution of works according to the technical documentation and provide necessary explanations and instructions regarding interpretation of technical documentation
* Control of compatibility of all types of works with design-technical documentation based on which construction of the facility and timely reaction in case of deviations from construction plan are performed
* Regular and timely monitoring of quality of executed works and checking if conditions and measures defined by law or other regulations, standards and technical standards are applied in performance of all types of works;
* Timely detection of change of construction conditions and taking the necessary actions in case that these conditions influence further execution of works;
* Directing the execution of works through usage of construction log book and in accordance with the technical documentation, bid and signed contract;
* Control and verification of interim payment certificates and final certificate – Verifies each of the Contractor’s interim (or final) certificate;
* Control of correctness of performance of necessary adjustments and deviations from technical documentation;
* Registration of each change and event relevant for evaluation of quality, scope and deadlines;
* Follow-up with application of conditions and environmental protection measures;
* Veracity and accuracy of costing, approved certificate and preparation, together with the Contractor, of all accounting documents for the final statement;
* Gathering and preservation of complete documentation necessary for taking-over certificate (attestations, records, construction log book, master construction book, records on as-built state);
* Signing of the construction log book and master construction book;
* Control of material in terms of gathering of attestations for material which the Contractor plans to incorporate (quality control of material and equipment which are incorporated, i.e. placed, and check if they are accompanied with necessary attestations, certifications and other documentation proving their quality);
* Control of incorporated materials in terms of organization of control tests (identification of location for sampling, definition of number of samples, measurements and the like) and engagement of an independent laboratory. The Contracting Authority, at the request of the Supervising Body, engages an independent laboratory to test the quality of incorporated materials;
* Imposing interruption and/or suspension in case of delivery and/or incorporation of material which is suspected to lack the required quality and characteristics demanded in relevant rulebooks and standards, as well as in the technical documentation based on which the works are being executed, and in case of inadequate technology for execution of works or adverse weather conditions and other similar situations;
* Participation in Commission for acceptance of works as per the final statement.
* Administrative orders issued by the Supervisor shall be dated, numbered and entered in a register. The Supervisor shall send them electronically (by email) to representatives of the Contractor and the Contracting Authority. Hard copies shall be delivered by hand to representatives of the Works Contractor and of the Contracting Authority.

Required inputs

* All necessary personnel, equipment, premises and supplies for implementation of service required.
* On site office will be provided by Works Contractor.

Required time frame

* *November 2019-December 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:** Supervision of construction works on RCEE

**REF:** RORS300/CityofZrenjanin/TD3

**Concluded between:**

*City of Zrenjanin,*

*Trg Slobode 10, 23000 Zrenjanin,*

*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 Supervision of construction works on RCEE 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/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 after 50% of construction works are finished | 50 % of the contract value |
| **13** | Balance final payment after provisional acceptancy of building is accepted | 50 % of the contract value |
|  | **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 13 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)