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

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| **Name and address of the contracting authority:** Municipality of Novi Kneževac, Kralja Petra Prvog Karadjordjevića 1,23330 Novi Kneževac, Republic of Serbia  **Title of the tender:** Preparation of project technical documentation  **Reference number:** TD 02-P3-RORS-463  **Date of launching:** 07/02/2020 |

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 this information;

Deadline for submission of the tenders:

The deadline for submission of tenders is 19/02/2020 at 15:00h. Any tender received after this deadline will be automatically rejected. Clarifications can be requested on the [cbcnoviknezevac@gmail.com](mailto:cbcnoviknezevac@gmail.com)

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 5.650 EUR/ 663,970.48 RSD according to the inforeuro exchange rate for month of February 2020. (For Romanian partners including VAT).

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 (February 2020)

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: 30 points
* Time frame: 30 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 3 days after the date of contract signature.

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
* List of Similar Contracts
* Appropriate Certificates as described below in the point 2.1

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

* Name and address of the tenderer
* Title of the tender: Preparation of project technical documentation
* Reference number: TD 02-P3-RORS-463
* 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:

Municipality of Novi Kneževac, Kralja Petra Prvog Karadjordjevića 1,23330 Novi Kneževac, Republic of Serbia

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. **Development of Technical project documentation**

**From the Contractor it is expected to provide services of design of the technical project documentation. Since there is need for the technical documentation of the project from the contractor it is expected to do the following:**

**Development of the Conservation, Restoration and Restoration Project of the complex:**

**- complete project documentation for the reconstruction and conversion of a residential building into a tourist-visitor centre.**

**It covers the following projects: architecture, construction, water supply and sewerage, electricity, heating**

**- project of conservation and reconstruction of church, tomb, wall, furnace**

**- project of landscaping - 4200sqm (urban-architectural solution, greenery, electricity)**

The documentationshould consist from the drawings and textual part of description how to place water supply system, sewage, electricity and heating inside the tourism-visitors centre.

It is very important to state that this project will be used for obtaining construction permit and all the other relevant documents for the building.

For the needs of Municipality of Novi Kneževac it is necessary to develop the Project for the Building Permit and the Project for the Execution of Works.

The project for the Building Permit should be a set of mutually agreed projects defining the location of the facility's capacity at the site, functionality with the population, technological and other requirements. it is also necessary to have the spatial design, choice of structural system, sizing of the main structural elements, selection of construction products and required performance related to their essential characteristics, installation and selection of equipment, thus ensuring the fulfilment of location conditions and basic requirements for the object.

The project for a building permit should further elaborate the planned conception of the facility, in accordance with the location conditions. Conformity of the project for a building permit with the preliminary design is obligatory only in respect of the essential elements on the basis of which these location conditions, ie. conditions for design and connection are determined (depending on the type of object, ie works, eg purpose, maximum GRGP, horizontal and vertical regulation, position on the plot, access to the plot, number of functional units, capacities and method of connection to utility and other infrastructure, etc.).

For line infrastructure facilities, in addition to the above, in the project for a building permit, the space of the object with all the necessary elements should be uniquely defined in the space, which can only have displacements within the protective belt in relation to the route from the preliminary design.

For the objects referred, the construction permit project should elaborate the technical solutions determined by the Conceptual design.

A building permit project shall be developed for the purpose of obtaining a building permit in accordance Law of Republic of Serbia.

Project for the Execution of the construction works:

A project for execution should consist of the mutually agreed projects necessary for the execution of construction, crafts, installation works and other works, which determine the construction-technical, technological and exploitative characteristics of the facility with equipment and installations, the method of control and quality assurance of construction products, technical and technological and organizational solutions for the construction of the facility, the investment value of the facility, as well as the conditions of maintenance of the facility.

The execution project should elaborate the details and technological solutions determined by the project for the building permit, as well as the preliminary design for the reconstruction of the building, which are made on the basis of the decision approving the execution of those works.

The execution project is being designed for the purpose of construction of the facility and the execution of works and can also be made in stages, ie stages, in accordance with the dynamics of construction, that is, the execution of works.

The execution project is obligatory for the construction of buildings for which a building permit has been obtained.

For line infrastructure facilities, in addition to the foregoing, the design project shall elaborate details and technological solutions within the boundaries of the construction space, determined by the project for a building permit.

The preparation of a performance project is also obligatory for the execution of works performed on the basis of a decision approving the performance of those works in the following cases: fire protection shall be regulated for reconstruction works, except for category "A" facilities (see law on construction building and development of technical documentation of the Republic of Serbia), as well as reconstruction works for line infrastructure facilities, except for the reconstruction of the electricity distribution and electronic communication network for which no technical control of the preliminary design is prescribed.

The technical documentation need to contain the projects that are made in parts, by area, ie content.

The projects are marked in the technical documentation by ordinal number and must be stacked according to the following areas and order:

1) number "1": architecture;

2) number "2": construction and other construction projects;

3) number "3": hydro technical installations;

4) number "4": power installations;

5) number "5": telecommunication and signal installations;

6) number "6": mechanical installations;

7) number "7": technology;

8) number "8": traffic and traffic signalization;

9) number "9": external arrangement with synchronous layout of installations and connections, landscape architecture and horticulture;

10) number "10": preparatory works (demolition, earthworks, foundation pit protection).

The project of connection to the public utility infrastructure needs to be the part of the project of the respective area, ie type of installations.

Each project of a particular area can be divided into several volumes that are appropriately labelled, depending on the content of the project (for example: 2/1 construction, 2/2 roads, etc., 3/1 plumbing, 3/2 sewers, etc., 6/1 heating, 6/2 ventilation and air conditioning, etc.).

In the technical documentation for engineering structures, projects need to be numbered and stacked according to fields and rules of the profession, depending on the class and category of the facility, with the number "1" denoting that project that defines the object in space, respectively, if no architectural projects are made, another project that determines the location, disposition and functional characteristics of the facility (eg hydroelectric project of hydroelectric power plant, road route project, pipelines, railways, bridge construction project, antenna pole, chimney, etc.).

In case the technical documentation does not contain all the projects referred to in the above text of this document, the attached projects do not change the ordinal number of the project by area.

The Principal Designer determines which projects by area will contain the technical documentation, depending on the type of technical documentation and the class and purpose of the facility.

The content of the project of each area is certified by the responsible designer for the project.

In the case of works on existing objects, the technical documentation shall also include an account of the status determined on the basis of the archival project, with a mandatory reference to that archival project or archival project or a snapshot of the existing state if the archival project does not exist, in accordance with Law on the Construction of the republic of Serbia, and law on development of the Technical documentation of the Republic of Serbia.

Upon the contract signature the Contractor will be supplied with the Basic Design of the project as well as all the necessary documentation for the implementation of this contract. Contracting Authority will deliver all of this documents to the contractor for the successful implementation of the task.

**Required inputs:**

Contractor has provided services under at least one contract related to the services required by this contract which include the development of technical documentation for the project in the period of the previous 5 years. As proofs tenderer needs to deliver the copies of these contract alongside List of Similar contract which is attached as part of this tender.

The contractor needs to have appropriate certificates related to the development of the technical documentation in accordance with the “RULEBOOK ABOUT THE CONTENT, METHOD AND PROCEDURE OF DESIGN AND METHOD OF CONTROL OF TECHNICAL DOCUMENTATION, BY CLASS AND PURPOSE” of Law of Republic of Serbia and in accordance with the LAW ON CONSTRUCTION of the Republic of Serbia.

Required time frame

4 months from contract signature by both sides.

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:** Preparation of project technical documentation

**REF:** TD 02-P3-RORS-463

**Concluded between:**

Municipality of Novi Kneževac,

Kralja Petra Prvog Karadjordjevića 1,23330 Novi Kneževac,

Republic of Serbia

(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 *service* 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.

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** |  | **<EUR/RSD>** |
| 1 | Interim payment | 50% of contract value |
| 4 | Balance final payment | 50% of contract value |
|  | **Total** | 100% of 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 4 months.

Commencement date is the date when the contract is signed by the 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 Basic Court of Kikinda 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)