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

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| **Name and address of the contracting authority: Didactic Corp House Caraș-Severin, Str. Bega no. 1, postal code 320059, Caraș-Severin county**  **Title of the tender:** Organization of Training sessions and Events on both sides of the Border  **Reference number:** RORS-314/CCDCS/PP1/Training Events  **Date of launching: 03.09.2020** |

* **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 **14.09.2020 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 8550,00 EUR**. (For Romanian partners including VAT).

The Financial offer must be presented as an amount in **EUR/RON** 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: **60 points**
* Proposed inputs: **20 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 web site. The estimated time of publishing is **5 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 (only if not publicly available for Contracting Authority to consult)
* Certificate issued by the Trade Register Office which shows the current address and objects of the company or equivalent
* If not obvious from legal registration and in case legal representative did not sign tender documentation but authorised representative: duly authorised signature - an official document (statutes, power of attorney, notary statement, etc.), proving that the person who signs on behalf of the company/venture/consortium is duly authorised to do so
* List of similar contracts – Annex I
* CV of expert/expert’s – Annex IV; copy of documents attesting that the expert/experts are qualified to organize courses/training’s (qualification)

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

* Name and address of the tenderer
* Title of the tender: **Organization of Training sessions and Events on both sides of the Border**
* Reference number: **RORS-314/CCDCS/PP1/Training events**
* 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:

**Name and Address of the contracting authority:** Didactic Corp House Caraș-Severin, Str. Bega no. 1, postal code 320059, Caraș-Severin county

**Contact person:** Elena Blujdea

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.

* **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.

*Organized P3 in Resita during 3 days for 12 attendees from Bor and 12 from Resita for exchange of good practices in inclusive education from a cross border perspective. Law on basic educational system of RS (2009) defined inclusive education as available, good quality and rightful education for every child and according to it significant financial and human resources were used to establish inclusive education. Inclusive approaches in education required changes in educational practices, new working organizations, increased competence levels of teachers. Professional teams for inclusive education were established in schools, creating for students who need significant support The Individual Programme for Inclusion with short-term objectives, activities and expected results for each student. Children from vulnerabile groups and other children who achieve more slowly school subjects are involved into regular Primary schools and are provided with equal conditions for education opposed to earlier periods of educational practice when they were students of specialized schools that directly influenced their social exclusion. Introducing inclusive education increased the number of children from poor Roma families and disabled children in the first grade by 8 %. However, implementation was followed by numerous difficulties, from inadequately equipped teachers who lack competences to resistance of teachers, parents and peers to the new-comers. This causes violation of the child’s right to education (Articles 28. and 29. Convention on the Rights of the Child), different types of discrimination, negligence and even child abuse. Exchange of good practices in EU countries, involvement of these children and youth into various inclusive activities in the Club, learning support for both individuals and groups and constant monitoring of inclusive education by different actors will contribute to inclusion and prevent early school leaving by vulnerable categories of youth.*

***Professional courses***

* 1. **Title of activity: Professional courses**

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

Through this activity we plan to exchange of good practices in EU countries, involvement of these children and youth into various inclusive activities in the Club, learning support for both individuals and groups and constant monitoring of inclusive education by different actors will contribute to inclusion and prevent early school leaving by vulnerable categories of youth. We also believe that so they can have a much better response to challenges that may appear every day. Programming courses will be planned as follows:

* **special training »Exchange of good practices in inclusive education from a cross border perspective in Resita«** for 12 participant from Bor and 12 from Reșița.
* **special training and knowledge in the field of inclusive education** for 24 teachers. The knowledge obtained through these courses will be also used in the joint training sessions, and teachers will be able to share their knowledge and even improve it.

The contractor must provide the following:

Option 1 (face to face course)

* Preparation of teaching materials and organization of courses. Each teacher will have material
* Photos and Video of the courses
* Provide list of participants for each course (with the project logo)
* Coffee break servings which should include: coffee, milk and sugar, still and sparkling water, tea, juices, cookies and pastry; all supplementary supplies (paper towels, plates, glasses, tableware, cups, tablecloths, etc.); all food and drinks must be fresh and under warranty (24 participants + translator + 2 trainers) x 3 days
* Lunch for (24 participants + translator + 2 trainers) x 3 days
* Accommodation for participants and local transport (12 from Bor x 4 days – halfboard - breakfast and dinner)
* Interpretation from Romania into Serbia and vice versa for 3 days
* Documents/Certificates attesting the training
* Sightseeing tour (24 persons)
* Course hall (observing the distance rules)
* Protective and disinfection materials (mask + visor, hand and surface disinfectants, thermometer)
* 2 trainers (with competences in the field of the course)
* Diner for 20 persons

Option 2 (online training)

* 2 trainers (with competences in the field of the course and online training skills)
* Interpretation from Romania into Serbia and vice versa for 3 days
* Preparation of teaching materials and organization of courses. Each teacher will have material
* Photos and Video of the courses
* Provide list of participants for each course (documents that certified the presence on video conferencing)
* Online platform (posting materials and video conferencing - Zoom)

All costs regarding transport, meal, accommodation and salary for experts will be provided by the Contractor.

**2.2. Title of activity: Translation of documents**

* Documents translation from Serbian-Romanian and Romanian-Serbian (to be provided during the training session)

**2.3. Travel cost for participants**

* Renting bus for participants of training, two activities in Bor (Reșița-Bor-Reșița x 2 trips x 700km) (12 and 16 People with notification in 10 days before).

**2.4. Implementation of activities in Club**

* Workshop materials for 180 participants (paper, stickers, pens, markers, flipchart paper)
* Coffee break servings which should include: coffee, milk and sugar, still and sparkling water, tea, juices, cookies and pastry; all supplementary supplies (paper towels, plates, glasses, tableware, cups, tablecloths, etc.); all food and drinks must be fresh and under warranty for 180 participants.

All these will be delivered at the address of **the contracting authority in 2 days after the notification.**

* Fuel for minibus of **Didactic Corp House Caraș-Severin (diesel 130 l).**

Regarding the transport to Bor and return in case that the restriction of COVID 19 are not lifted we’ll make an additional note to the contract.

**Required inputs**

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

***Trainers with competences in the course specific domain (Inclusive education), trainer certificate for adult training.***

***Translator Romanian-Serbian-Romanian authorized/with native Serbian language skills.***

***The Contractor must have relevant experience in the field required by the activities described below. In order to prove the experience in the field, the tenderers must complete Annex 1***

**Required time frame: 21.09.2020 - 02.10.2020 with possibility of extension (Period 3). Having in consideration the situation with COVID-19, the contracting authority may change the period.** Specific dates and the variants will be communicated by the Contracting Authority in due time for preparation.

* **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:** Organization of Training sessions and Events on both sides of the Border

**REF:** RORS-314/CCDCS/PP1/Training Events

**Concluded between:**

**Concluded between:**

**Didactic Corp House Caraș-Severin, Str. Bega no. 1, postal code 320059, Caraș-Severin 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 **Professional courses** 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/RON, (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 RON, 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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| **Day/Month** |  | **<EUR/RSD>** |
| < Day/Month > | Interim payment (\*if applicable) | <XX % of the contract value / Absolute amount > |
| < Day / 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 **03.10.2020 with possibility of extension**.

Commencement date is the date in which the contract will be signed 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 Reșița 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)