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

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| **Name and address of the contracting authority:** Miltonia Association, CONSTRUCTORILOR, NO 5, 307160, DUMBRAVITA  **Title of the tender:** Organizing event Plant a tree – give a new life and Eco-Tour  **Reference number:** RORS-393/MA/99848/TD 09  **Date of launching:** 10/03/2020 |

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 these information;

Deadline for submission of the tenders:

The deadline for submission of tenders is 18/03/2020 at 16:00 o`clock. 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 17.300 EUR (For Romanian partners including VAT). Activity 1 has a maximum available value of 5000 euro, activity 2 ha a maximum available value of 12.300 euro.

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.

[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: 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 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 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: Organizing event Plant a tree – give a new life and Eco-Tour
* Reference number: RORS-393/MA/99848/TD 09
* 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:

***ASOCIATIA MILTONIA***

***STRADA DOCTOR LIVIU GABOR NR.4, 300004 TIMIȘOARA***

***Monday-Friday, 08:00 – 17:00***

***Suzana Stoianovici – 0742 838 571***

***miltoniaassociation@gmail.com***

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.

**Title of activity 1*- „Plant a tree – give a new life, with catering services included” event***

Our Earth has been constantly trying to cope with the way in which human beings use natural resources, clear forest lands, cut trees, and contaminate the air, land, and water.

By planting trees and creating forests, many of the commercial needs of human beings are fulfilled, while not destroying what is left of the planet.

In this activity will participate group of elementary school children (V–VIII grade), participants of ECO – EDU competition, children with special needs and voluntaries.

We will plant 300 trees in Timis County.

* 1. ***Plant a tree – give a new life***
* The contractor will provide support in planting a number of 300 trees in Timis county.
* The Contractor will provide the following:
* 300 saplings, of minimum 1.50 m. The species will be indicated by the Contracting Authority after consultation with specialists;
* Manpower, to help the participants planting the trees;
* Tools, needed for the planting activity;
* Transportation of the tools and saplings to the place of the planting.

All the necessary authorizations, if needed, will be obtained by the Contracting Authority.

Also the Contracting Authority will indicate the exact places for afforestation.

Description of expected outputs / results to be achieved

*Planting of 300 trees*

* 1. ***Catering***

The contractor will provide catering for the participants to afforestation.

* The catering will contain water, juice, coffee, tea and pastry.

Description of expected outputs / results to be achieved

Catering for the participants to afforestation.

Required inputs

*Sufficient staff.*

Required time frame

*March 2020*

* 1. **Title of activity 2 *- Organizing of Tamis eco – tour***

In our previous project, Eco Tamis – new tourism product, implemented under INTERREG IPA CBC Programme Romania – Serbia, we were defined route on the Tamis shore, on the both sides of the border.

Now, a group of sport fishermen, hikers and bird watchers, composed with 40 people, 20 from Romania and 20 from Serbia, accompanied by the project team members, will spend 6 days on this route.

During these 6 days they will explore and enjoy the eco-tourism in this part of the region, namely on the defined route of the Tamis shore from Romania and Serbia.

The group will explore the beauty of the nature on both sides of the border by walking by the Tamis river, float with the catamaran, watch the birds, fishing, etc.

The detailed plan of the tour will be prepared by the Contractor in cooperation with Contracting Authority.

For this event the Contractor will provide the following services:

1. **Transportation** 
   * The Contractor will ensure transportation for 40 participants during 6 days, in Romania and in Serbia;
   * The Contractor will ensure transportation on the entire period of the tour in every place the participants will be taken.
2. **Accommodation**

* The Contractor will provide accommodation for 40 persons as follows:
* 3 night of accommodation, in Romania;
* 2 night of accommodation, in Serbia.
* The accommodation will include breakfast.
* The accommodation can be organised in hotels, pensions, tourist hostels etc.
* The accommodation can be arranged in more than one place

1. **Meals**

* The contractor will provide meals for maximum 50 persons, as follows:
* Day 1 - Lunch and dinner in Romania
* Day 2 - Lunch and dinner in Romania
* Day 3 - Lunch and dinner in Romania
* Day 4 - Lunch and dinner in Serbia
* Day 5 - Lunch and dinner in Serbia
* Day 6 - Lunch in Serbia
* The meals can be organised as catering and/or in restaurants, depending on the circumstances and place.
* The menu will be provided after consultation with the Contracting Authority.

The Contracting Authority will inform the Contractor about the number of persons with special needs and diet at least 7 days before the starting of the tour.

Description of expected outputs / results to be achieved

* + Organisation of Tamis eco-tour
  + Accommodation with breakfast for 40 persons for 5 nights
  + Transportation by bus for 40 persons

Meals for 50 persons – 6 lunches and 5 dinners

Required inputs

*Sufficient staff.*

Required time frame

*May 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:** Organizing event Plant a tree – give a new life and Eco-Tour

**REF:** RORS-393/MA/99848/TD 09

**Concluded between:**

Miltonia Association

Dumbravita, Str. Constructorilor nr.5

(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/NC, (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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| **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 <XX days/months>.

Commencement date is <dd/mm/yyyy>

**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 (\* - specify responsible court or arbiter body) 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)