# SERVICE CONTRACT NOTICE

# ****Services related to the organization and implementation of events or meetings: Final Gala and Press Conferences****

# ****West University of Timisoara****

## ****1. Publication reference****

RORS-337 / 01

## **2. **Procedure****

Competitive negotiated procedure for services (PRAG version 2016)

## ****3. Programme title****

Interreg-IPA Cross-border Cooperation Romania-Serbia Programme

**4. Financing**

Project RoRS 337- ROmania Serbia NETwork for assessing and disseminating the impact of copper mining activities on water quality in the cross-border area (RoS-NET2), budgetary line: External expertise and services.

**5. Contracting Authority**

**West University of Timisoara (Romania) (WUT) / Universitatea de Vest din Timișoara (UVT), Blv. V. Pârvan 4, 300223, Timișoara, România**

# ****CONTRACT SPECIFICATION****

**6. Nature of contract**

Global price

**7. Contract description**

Contractor shall organize the following types of events (A) Services related to the organization and implementation of events: thematic excursion no. 1; (B) Services related to the organization and implementation of events: thematic excursion no. 1; (C) Services to assure the participation of WUT team to Middle Term Conference activity in Bor; (D) Services related to the organisation and implementation of events: press conferences; (E) Services related to the organisation and implementation of events: Final Gala.

**8. Number and titles of lots**

One lot only

**9. Maximum budget**

**27,700.00 EUR (twenty-seven thousand seven hundred Euros) including VAT (and all other taxes)**

**CONDITIONS OF PARTICIPATION**

**10. Eligibility**

Participation is open to all natural persons who are nationals of and legal persons (participating either individually or in a grouping – consortium - of tenderers) which are effectively established in a Member State of the European Union or in a eligible country or territory as defined under the Regulation (EU) N°236/2014 establishing common rules and procedures for the implementation of the Union's instruments for external action (CIR) for the applicable Instrument under which the contract is financed (see also heading 29 below) . Participation is also open to international organisations.

**11. Candidature**

All eligible natural and legal persons (as per item 10 above) or groupings of such persons (consortia) may apply.

A consortium may be a permanent, legally-established grouping or a grouping which has been constituted informally for a specific tender procedure. All members of a consortium (i.e., the leader and all other members) are jointly and severally liable to the Contracting Authority.

The participation of an ineligible natural or legal person (as per item 10) will result in the automatic exclusion of that person. In particular, if that ineligible person belongs to a consortium, the whole consortium will be excluded.

**12. Number of tenders**

No more than one application can be submitted by a natural or legal person whatever the form of participation (as an individual legal entity or as leader or member of a consortium submitting an application). In the event that a natural or legal person submits more than one application, all applications in which that person has participated will be excluded.

**13. Grounds for exclusion**

As part of the tender, tenderers must submit a signed declaration, included in the tender form, to the effect that they are not in any of the exclusion situations listed in Section 2.6.10.1. of the practical guide.

Tenderer included in the lists of EU restrictive measures (see Section 2.4. of the PRAG) at the moment of the award decision cannot be awarded the contract.

**14. Sub-contracting**

Subcontracting is allowed.

**PROVISIONAL TIMETABLE**

**15. Provisional commencement date of the contract**

25 February 2020 (estimated date)

**16. Implementation period of the tasks**

The services will be contracted for a period until 09th September.2021beginning with the last half of February 2020 (the estimated date of signing the contract).

**SELECTION AND AWARD CRITERIA**

**17. Selection criteria**

The following selection criteria will be applied to all the tenderers. In the case of tenders submitted by a consortium, these selection criteria will be applied to the consortium as a whole unless specified otherwise. The selection criteria will not be applied to natural persons and single-member companies when they are sub-contractors.

**1) Economic and financial capacity of candidate (**based on item 3 of the application form). In case of candidate being a public body, equivalent information should be provided. The reference period which will be taken into account will be the last three years for which accounts have been closed.

* **The average annual turnover of the tenderer during the past 3 years for which accounts have been closed must exceed the annualized maximum budget of the contract.**

**2)** **Professional capacity of the tenderer (**based on items 4 of the tender form).

The reference period which will be taken into account will be the last three years from submission deadline.

* **The tenderer is authorized to perform the activities covered by this contract at the moment of tender submission.**
* **At least one person with experience in the fields related to this contract, working for the tenderer**

**3) Technical capacity of tenderer** (based on items 5 and 6 of the tender form). The reference period which will be taken into account will be the last three years from submission deadline.

* **The tenderer has provided services under at least 1 (one) contract, maximum 3 contracts with cumulative budget of at least that of this contract, in fields similar or related to this contract which was/ were implemented at any moment in the past three years, before the submission deadline.**

This means that the project the tenderer refers to could have been started or completed at any time during the indicated period but it does not necessarily have to be started and completed during that period, nor implemented during the entire period. Tenderers are allowed to refer either to projects completed within the reference period (although started earlier) or to projects not yet completed. In the first case the project will be considered in its whole if proper evidence of performance is provided (statement or certificate from the entity which awarded the contract, proof of final payment for services). In case of projects still on-going only the portion satisfactorily completed during the reference period although started earlier will be taken into consideration. This portion will have to be supported by documentary evidence (similarly to projects completed) also detailing its value. If a tenderer has implemented the project in a consortium, the percentage that the tenderer has successfully completed must be clear from the documentary evidence, together with a description of the nature of the services provided if the selection criteria relating to the pertinence of the experience have been used.

Previous experience which would have led to breach of contract and termination by a contracting authority shall not be used as reference. This is also applicable concerning the previous experience of experts required under a fee-based service contract.

An economic operator may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. It must in that case prove to the contracting authority that it will have at its disposal the resources necessary for performance of the contract, for example by producing a commitment on the part of those entities to place those resources at its disposal. Such entities, for instance the parent company of the economic operator, must respect the same rules of eligibility - notably that of nationality - and must comply with the selection criteria for which the economic operator relies on them. With regard to technical and professional criteria, an economic operator may only rely on the capacities of other entities where the latter will perform the works or services for which these capacities are required. With regard to economic and financial criteria, the entities upon whose capacity the tenderer relies, become jointly and severally liable for the performance of the contract.

**18. Award criteria**

Best price-quality ratio.

**APPLICATION**

**19. Deadline for receipt of applications**

The deadline for receipt of tenders is specified in point 8 of the instruction to tenderers and it is 17th February 2020, 14.00 local hour.

Any application received by the Contracting Authority after this deadline will not be considered.

**20. Tender format and details to be provided**

**All tenders must be submitted using the standard application form**, the format and instructions of which must be strictly observed. The tender form is available from the following Internet address:

<http://www.romania-serbia.net/> at Transparency section, Public procurement subsection.

The application must be accompanied by a declaration of honour on exclusion and selection criteria using the template available from the following Internet address:

<http://ec.europa.eu/europeaid/prag/annexes.do?chapterTitleCode=A>

Any additional documentation (brochure, letter, etc.) sent with an application will not be taken into consideration.

**21. How tenders may be submitted**

Tenders must be submitted in English exclusively to the Contracting Authority, using the means specified in point 8 of the instructions to tenderers.

**Tenders submitted by any other means will not be considered.**

By submitting a tender, tenderers accept to receive notification of the outcome of the procedure by electronic means.

**22. Alteration or withdrawal of tenders**

Candidates may alter or withdraw their applications by written notification prior to the deadline for submission of applications. No application may be altered after this deadline.

Any such notification of alteration or withdrawal shall be prepared and submitted in accordance with point 8 of the instructions to tenderers. The outer envelope (and the relevant inner envelope if used) must be marked 'Alteration' or 'Withdrawal' as appropriate.

**23. Operational language**

All written communications for this tender procedure and contract must be in English.

**24. Legal basis**

Regulation (EU) N°236/2014 of the European Parliament and of the Council of 11 March 2014 laying down common rules and procedures for the implementation of the Union's instruments for financing external action and

Commission implementing regulation (EU) No 447/2014 of 2 May 2014 on the specific rules for implementing Regulation (EU) No 231/2014 of the European Parliament and of the Council establishing an Instrument for Pre - accession assistance (IPA II);

Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012;

Commission Decision (EU) 2018/1520 of 9 October 2018 repealing Delegated Regulation (EU) No 1268/2012 on the rules of application of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union;

Practical Guide to Contract Procedures for EU external actions published on the EuropeAid:

http://ec.europa.eu/europeaid/prag/previousVersions.do

**24. Additional information**

Not applicable.