**SERVICE CONTRACT NOTICE**

**Development of Communications Materials and Publications**

**Location – West Region, Romania**

**1. Reference**

RORS215/Procurement03

**2. Procedure**

Simplified, services

**3. Programme title**

Educational and Networking Tools on development of Authentic Performance for professional integration”, Ref. no. RORS 215

**4. Financing**

Financing agreement, IPA Crossborder Cooperation Programme Romania-Serbia

**5. Contracting authority**

West University of Timisoara, Romania

**CONTRACT SPECIFICATION**

**6. Nature of contract**

Global price

**7. Contract description**

The Contractor will provide to the Contracting Authority provide design and manufacture materials, publications within the project “Educational and Networking Tools on development of Authentic Performance for professional integration”, Ref. no. RORS 215.

Communication materials consist of Educational diary brochures, Rollups, Flyers for project presentation, Customized pens, Customized notebooks, Customized postcards, Customized sticky notes, Organizer calendars, Customized eco bags, Audio DVD - Sounds of Banat.

Publications consist of Educational text-book and DVD (editing and printing), Audio-book for Banat traditional musical performance learning (editing), Audio-book for Banat traditional musical performance learning (inscribing on DVD), Brochures containing information on traditional musical performance in cross-border area (editing and printing).

**8. Number and titles of lots**

One lot only

**9. Maximum budget**

EUR 42.000, including VAT

**CONDITIONS OF PARTICIPATION**

**10. Eligibility**

All natural persons or legal persons can participate in public procurement procedures from any country, and all goods can originate from any country, irrespective of any thresholds.

**11. Number of tenders**

No more than one tender 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 a tender). In the event that a natural or legal person submits more than one tender, all tenders in which that person has participated will be excluded.

**12. 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.

**13. Sub-contracting**

Subcontracting is allowed.

**PROVISIONAL TIMETABLE**

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

30.08.2020

**15. Implementation period of the tasks**

3 months

**SELECTION AND AWARD CRITERIA**

**16. Selection criteria`**

The following selection criteria will be applied to the tenderers. In the case of tenders submitted by a consortium, these selection criteria will be applied to the consortium as a whole. if not 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 the tenderer (**based on item 3 of the tender form). In case of tenderer being a public body, equivalent information should be provided. The reference period which will be taken into account will be the last three financial years for which accounts have been closed.

Criteria for legal and natural persons:

-        The average annual turnover of the tenderer over the last three years must exceed or be equal to the annualised maximum budget of the lot

**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 preceding the submission deadline.

Criteria for legal and natural persons:

-        The tenderer is authorized to perform the activities covered by this contract.

**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 preceding the submission deadline.

Criteria for legal and natural persons:

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

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 the performance of the contract by producing a commitment by 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. Furthermore, the data for this third entity for the relevant selection criterion should be included in the tender in a separate document. Proof of the capacity will also have to be provided when requested by the contracting authority. 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 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.

**17. Award criteria**

Best price-quality ratio.

**TENDERING**

**18. Deadline for receipt of tenders**

The deadline for receipt of tenders is specified in point 8 of the instruction to tenderers.

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

**Tenders must be submitted using the standard tender form** for simplified procedures, the format and instructions of which must be strictly observed. The tender form is available from the following internet address: <http://ec.europa.eu/europeaid/prag/annexes.do?group=B>, under the zip file called Simplified Tender dossier.

The tender must be accompanied by a declaration on 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 a tender will not be taken into consideration.

**20. 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.

**21. Alteration or withdrawal of tenders**

Tenderers may alter or withdraw their tenders by written notification prior to the deadline for submission of tenders. No tender may be altered after this deadline.

Any such notification of alteration or withdrawal shall be prepared and submitted in accordance with point 9 of the instructions to tenderers. The outer envelope (and the relevant inner envelope if used) must be marked ‘Alteration’ or ‘Withdrawal’ as appropriate.

**22. Operational language**

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

**23. Legal basis**

Regulation or other instrument under which this contract is to be financed - See Annex A2 of the practical guide.

**24. Additional information**

Financial data to be provided by the candidate in the standard application form must be expressed in EUR. If applicable, where a candidate refers to amounts originally expressed in a different currency, the conversion to EUR shall be made in accordance with the InforEuro exchange rate of **July 2020** of the applicable InforEuro exchange rate, which can be found at the following address: <http://ec.europa.eu/budget/graphs/inforeuro.html>.

Opening hours of Registration office at West University of Timisoara are Monday to Friday, from 08:00 to 16:00, Romanian time