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

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| **Name and address of the contracting authority: Caraș-Severin County Council, 320084 Reșița, 1st December 1918 Square, No 1, Caraș-Severin County, Romania.**  **Title of the tender: Organising events**  **Reference number: 1/eMS RORS 283**  **Date of launching: 01 /10/2021** |

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 < **18/10/2021 at 13:00 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 1 000 EUR, including VAT.

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: 50 points
* Proposed inputs: 30 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 website. The estimated time of publishing is 7 days from the deadline for submission of tenders.

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

- Copy of Translator authorisation.

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

* Caraș-Severin County Council, 320084 Reșița, 1st December 1918 Square, No 1, Caraș-Severin County, Romania.
* Title of the tender: Organising events
* Reference number: 1/eMS RORS 283
* 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:

Caraș-Severin County Council, 320084 Reșița, 1st December 1918 Square, No 1, Caraș-Severin County, Romania

Contact person: Adina UNGUREANU

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.

The content of the menu will be customized by event category and participants: project conference, adults.

The specific of the event is emergency situations.

Description of expected outputs / results to be achieved

* 1. **Catering and coffee break**

The tenderer will present in the technical offer catering **A and B packages**, taking into account the **pandemic rules for organising events**.

**A single unit package - *to go/take away***

1. Gas water 500 ml/bottle – 10 pieces
2. No gas water 500 ml/bottle – 10 pieces
3. Gas juice - min 300 ml/bottle – 20 pieces
4. No gas juice – min 300 ml/bottle – 20 pieces
5. Tea selection - hot, including sugar – min 200 ml/each – for 25 persons
6. Coffee, including sugar, milk – min 200 ml/each - for 25 persons
7. Cookies/sweet pastry – min 200 g/each – 50 packages
8. Hot meal: meat, vegetables, bread, kit for eating – 50 packages

The Contractor will also provide glasses, cups and adequate arrangement of the venue. The containers (cups, plates, etc) used must be recyclable. Each glass/cup/plate must have a lid (to cover the recipient).

Coffee break will be organized in accordance with the programme of the event. Food portions will be individual packed ”single unit package”, *to go/take away*.

**B – Swedish buffet**

1. Gas water 500 ml/bottle – 10 pieces
2. No gas water 500 ml/bottle – 10 pieces
3. Gas juice - min 300 ml/bottle – 20 pieces
4. No gas juice – min 300 ml/bottle – 20 pieces
5. Tea selection - hot, including sugar – min 200 ml – for 25 persons
6. Coffee, including sugar, milk – min 200 ml - for 25 persons

Cold food -

meat: ham, meatballs, sausages

vegetables – pepper, potatoes, olives

cheese,

bread,

Sweet pastry/cookies – min 200 g/for each person

The Contractor will also provide glasses, cups, plates, kit for eating and adequate arrangement of the venue. The containers (cups, plates, etc) used must be recyclable. Each glass/cup/plate must have a lid (to cover the recipient).

Coffee break will be organized in accordance with the programme of the event.

The Authority Contracting will ensure the conference room for 50 persons in central zone of Resita City, Caraș-Severin County, Romania.

**January 2022 – February 2022**

**Closure conference**

catering and coffee break for aprox 50 persons

* 1. **Translation RO-SE**

January 2022 - February 2022 – Closure Conference with emergency situations themathic and participation of Serbian partners.

The details will be communicated to the Contractor with at least 7 days before every event.

Description of expected outputs / results to be achieved

**Task required to be performed:**

1. Simultaneous translation Romanian - Serbian
2. Simultaneous translation Serbian – Romanian

Provision of consecutive and simultaneous translation between Romanian and Serbian Language during project event, including discussions time before and after the event.

Translations will be necessaries in the specific of the project: emergency situations, Green IT platform for emergency situations, emergency situations equipment, etc.

Required inputs

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

The Contractor must have relevant experience in the field required by the activities described below.

Required time frame

January 2022 – February 2022

Exact date to be fixed during the contract implementation in due time for good organisation.

Location is Resita city, Caraș-Severin county, Romania, the date for organizing the event will be communicated by the contracting authority to the Contractor in due time before the event is organized.

The Contractor must respect all rules for pandemic period Covid 19.

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:** Organising events

**REF:** 1/eMS RORS 283

**Concluded between:**

Caraș-Severin County Council

320084 Reșița, 1st December 1918 Square, No 1, Caraș-Severin County, Romania.

(Contracting Authority)

AND

<*Title>*

*<Address of the contractor>*

*<Official registration number/VAT number[[1]](#footnote-2)>*

(Contractor)

**Article 1: Subject of the contract**

The subject of the contract is the *Organising events* 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 date.

The contracting authority will pay to the contractor for the services in the amount indicated in the Article 2 of this contract document.

Contracting Authority has the right to decide all details about contracted services, and the Contractor has the obligation to have a respectfuly behaviour with personal of Contracting Authority. The communication between Contracting Authority an Contractor will be by phone, on-line, or in any ways is necessaire.

The Contractor must respect all rules for pandemic period Covid 19.

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 of the final amount will be paid after the event, based on the report and invoice issued by the Contractor and approved by the Contracting Authority. The report and invoice issued by the Contractor must be presented to Contracting Authority in maximum 10 working days after the event, in romanian and english and must contain all informations necesaires.

The contractor will provide Contracting Authority with the brief report on execution of the services, which will represent the basis for issuing and balance final payment.

**Article 5: Duration of the contract**

The duration of the contract is from the commencement date until 05 February 2022.

Commencement date is the day when last person sign.

**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, Caraș-Severin county 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-2)