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

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| **Name and address of the contracting authority:** Municipality of Novi Knezevac, Kralja Petra I Karadjordjevica 1, 23330 Novi Knezevac, Serbia  **Title of the tender:** Tourism expert  **Reference number:** 395/Novi Knezevac/TD2  **Date of launching:** 10/11/2021 |

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 **19/11/2021 at 12:00hours**. Any tender received after this deadline will be automatically rejected.

Questions regarding this procedure may be submitted before 12/11/2021 at 15:00 at following e-mail address:

[rors395@noviknezevac.rs](mailto:rors395@noviknezevac.rs)

The Contracting Authority will publish Q&A on <http://www.romania-serbia.net> on the same page where tender dossier is published no latter then 3 days before the deadline.

Financial information

The tenderers are reminded that the maximum available value of the contract is 6.000,00 EUR or 705.476,40 RSD.

The Financial offer must be presented as an amount in EUR or RSD 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: 40 points
* Proposed inputs: 40 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 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

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

* Name and address of the tenderer
* Title of the tender: Tourism expert
* Reference number: 395/Novi Knezevac/TD2
* The words: ‘’Not to be opened before the tender opening session’’ and “Ne otvarati pre sastanka za otvaranje ponuda’’

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:

Municipality of Novi Knezevac, Kralja Petra I Karadjordjevica 1,

23330 Novi Knezevac, Serbia

For: EU Project implementation team RORS 395

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.

* 1. Title of activity 1Tourism expert activities

Description of expected outputs / results to be achieved

Contractor will support Contracting Authority acting as Tourism expert necessary for implementation of EU funded project ” Using cultural traditions from Valcani-Novi Knezevac region for the promotion of tourism in historical Banat – RORS 395” activities under Interreg IPA CBC Romania- Serbia Programme.

Contractor will act as tourism expert and participate in making of an assessment study, which will explore the region's tourism offer (Municipalities of Novi Knezevac, Coka, Kikinda, Valcani, Dudestii Vechi, Beba Veche and Sannicolau Mare). Contractor will cover only sites located in Serbia, however he will need to cooperate with Romanian Contractor engaged for equivalent service. Each main attraction will be identified with a description, photo series and particular characteristics. Also calendar of events - which will indicate all the traditionally/regularly organized cultural programs in the region, will be developed. The study will be a comprehensive inventory of the tourism offer of the region. The study will be realized by the cultural experts of the partners with the help of Contractor. Contractor will assure the joint methodology and research methods. The study will include all the attractions, main cultural events, and tourism related businesses.

After finishing the assessment study, Contractor acting as tourism expert will assist local experts in development of comprehensive tourist route, which will contain the most important attractions in the region. The tourist route will include the necessary information about the attractions (opening hours, contact information, routes, etc.) and the tourism related businesses (restaurants, hotels, tourism agencies, leisure activities). All the information will be gathered and included in a brochure and also will be available on the website of the project. The brochure will be send to tourism information points and tourism related businesses. The website will include more details. After finishing the elaboration, the partners will organize a conference in Novi Knezevac, where they will invite the representatives of the local administrations, NGO`s, cultural institutions and tourism related businesses, will present the tourist route and offer the possibility to the participants to discus and make suggestions to the proposed material. After the conference Contractor and local experts will include the useful suggestions into the promotion assets in order to finish creation of tourist route.

Contractor is expected to provide expert support related to touristic issues in making of 20 minutes long promotion movie to specialized company engaged to make promotion video which will promote toursm offer of region and facilitate creation and promotion of new tourist route.

Web site will be created by other specialized company and Contractor is expected to support Contracting Authority related to touristic issues and assisting in creation of web site which will have sole purpose to promote touristic offer of region and eventually creation of new touristic route.

Web site and promotion video will be used by Contracting Authority in extensive online marketing campaign with a purpose of promotion of new touristic product. Social networks will be also included in campaign.

Also two new cultural events will be organized as pilot projects (one in Novi Knezevac and one in Valcani), based on existing will be organized events in order to increase visibility and promote region. Contracting Authority will acquire modern outdoor stage with lighting and sound system for this activity. Contractor is expected to assist Contracting Authority in conceptual design, organization and promotion of event organized in Serbia.

Required inputs

All necessary personnel equipment, premises and supplies for implementation of service required.

Required time frame

*November 2021 – January 2023*

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:** Tourism expert

**REF:** 395/Novi Knezevac/TD2

**Concluded between:**

Municipality of Novi Knezevac,

Kralja Petra I Karadjordjevica 1,

23330 Novi Knezevac, Serbia

(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 Tourism expert services 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/RSD.

The contract shall be exempt from all duties and taxes, including VAT.

**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

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 RSD, 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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| **Month** |  | **<EUR/RSD>** |
| 6 | Interim payment after assessment study is finished | < 80 % of the contract value / Absolute amount > |
| 14 | Balance final payment | < 20 % 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 14 months.

Commencement date is date of signature of the contract 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 Serbian competent Court of Law 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)