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

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| **Name and address of the contracting authority:** Municipality of Novi Kneževac, Kralja Petra Prvog Karadjordjevića 1,23330 Novi Kneževac, Republic of Serbia  **Title of the tender:** Organization of seminars and meeting  **Reference number:** TD 10-P3-RORS-463  **Date of launching:** 15/07/2021 |

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 this information;

Deadline for submission of the tenders:

The deadline for submission of tenders is 29/07/2021 at 15:00h. Any tender received after this deadline will be automatically rejected. Clarifications can be requested on the [cbcnoviknezevac@gmail.com](mailto:cbcnoviknezevac@gmail.com)

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 6.550 EUR/770.081,54 RSD according to the inforeuro exchange rate for month of July 2021. (For Romanian partners including VAT).

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 (July 2021)

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 website. The estimated time of publishing is 3 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
* List of Similar Contracts

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

* Name and address of the tenderer
* Title of the tender: Organization of seminars and meeting
* Reference number: TD 10-P3-RORS-463
* 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 Kneževac, Kralja Petra Prvog Karadjordjevića 1,23330 Novi Kneževac, Republic of Serbia

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. **Organization of seminars and meeting**

The contractor will follow the rules provided in Visual Identity Manual (VIM).

Necessary programme visibility tools are published together with the VIM at the following link: <http://www.romania-serbia.net/?page_id=212>

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| Item | Description | Quantity |
| Conferences | The contractor will contract and organize 3 conferences: one opening conference, a raising awareness conference and a closing conference in Severnobanatski region.  The conferences will be held to make the results of the project more visible to the mass-media and to the public, and to present the activities, objectives and benefits of the Project.  On these visibility events that will gather minimum 20 participants each, the services include catering (finger foods and/or sliders, salty/sweet snacks, coffee, sodas, juices, water etc. for min 20 people), disseminated printed visibility material and services that include program/agenda development, key speakers selection and communication/moderation, inviting the participants and communication with them, logistical issues of venue (with minimum 30 seats, desks as needed, tables for catering and refreshment) , IT / Audio-video equipment provision, hosts, technicians, moderation of the event, follow up material gathering, collection of list of participants and preparation of the conclusions, as well as brief report of no more than 10 pages in English language.  Project visibility will be ensured through the preparation, organization and follow up of conferences. | 3 |
| Thematic seminars for tour operators and local stakeholders | In order to promote the results of the project as a touristic product, the contractor will organize two thematic seminars, one for tour operators and one for local stakeholders in the region, with the topic: “Potentials of exploiting cultural and historical sights in the tourism industry”.  The activities include support and organisation of 2 Thematic seminars with an average of 20 participants each, include the costs of: program and the agenda design in coordination with Project Team, venue with logistics (with minimum 30 seats, desks as needed, tables for catering and refreshment) and catering service (finger foods and/or sliders, salty/sweet snacks, coffee, sodas, juices, water etc. for min 20 people), organization and implementation of the seminars, communication and material preparation, invitations and support to participants, support to Project team, follow up, and Report with Executive summary. | 2 |
| Project team meetings | The project team will organize 8 day to day project management and Steering committee meetings on the Serbian side (1 meeting per quarter / 2 days meeting combined with JSC meeting), in order to plan, coordinate and implement project activities.  The contractor will provide catering services (finger foods and/or sliders, salty/sweet snacks, coffee, sodas, juices, water etc. for min 10 people). | 8 |

**Required inputs:**

Contractor has provided services under at least one contract related to the services required by this contract which include the organization of similar events in the period of the previous 5 years. As proofs tenderer needs to deliver the copies of these contracts alongside List of Similar contract which is attached as part of this tender.

Required time frame

10 months from contract signature by both sides.

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:** Organization of seminars and meeting

**REF:** TD 10-P3-RORS-463

**Concluded between:**

Municipality of Novi Kneževac,

Kralja Petra Prvog Karadjordjevića 1,23330 Novi Kneževac,

Republic of Serbia

(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 services 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.

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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| **Month** |  | **<EUR/RSD>** |
| 2 | Interim payment | 70% of contract value |
| 10 | Balance final payment | 30% of contract value |
|  | **Total** | 100% of 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 10 months.

Commencement date is the date when the contract is signed by the 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 Basic Court of Kikinda 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: | Radovan Uverić |
| Title: |  | Title: | President |
| Signature: |  | Signature: |  |
| Date: |  | Date: |  |

1. Where applicable. For individuals, mention their ID card or passport or equivalent document - number [↑](#footnote-ref-1)