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

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| **Name and address of the contracting authority:** School center “Nikola Tesla”, Sterijina 40-44, 26300 Vrsac, Serbia  **Title of the tender:** Travel organization services  **Reference number:** 406/SCNT/TD5  **Date of launching:** 25/08/2021 |

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 03/09/2021 at 12.00 hours. Any tender received after this deadline will be automatically rejected.

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. Questions regarding this procedure may be submitted to [zeljkoivkovic63@gmail.com](mailto:zeljkoivkovic63@gmail.com)until 5 days before tender submission deadline at 15.00.

Financial information

The tenderers are reminded that the maximum available value of the contract is 6760,00 EUR or 794.712,36 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 7days 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
* Proof of ownership or lease of vehicles to be used for transportation of children to abroad and certifications required (if applicable)

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

* Name and address of the tenderer
* Title of the tender: Travel organization services
* Reference number: 406/SCNT/TD5
* The words: ‘’Not to be opened before the tender opening session’’ and “Ne otvarati presastanka za otvaranjeponuda’’

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:

School center “Nikola Tesla”, Sterijina 40-44, 26300 Vrsac, Serbia

ŽeljkoIvković+381 64 7075250

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 requirementsbelow.

* 1. Title of activity 1*Internal travel to regional companies*

Description of expected outputs / results to be achieved

Contractor will provide support to Contracting Authority by provision of organization of study visit services and transportation of participants from Vrsac/Serbia required for implementation of EU funded project “e-Support services for career and vocational counseling of youth entering to the labor market” under Interreg IPA CBC Romania- Serbia Programme.

Contractor is expected to provide transportation of 50 persons (high school children with teachers) to at least 4 companies where contractor is expected to organize tour through production/working areas with guide in order to familiarize students with business operation and working processes of company.

Contractor is also expected to provide catering for participants with a minimum requirement of 0,5l of water and 1 sandwich per participant.

Study visit should be organized in one day to at least 4 companies located in at least two cities in Banat region.

Required inputs

Vehicles and all required permissions needed by Serbian Law (if applicable) for transportation of children, personnel, premises, supplies, equipment and other backstopping support required for service contract implementation.

Required time frame

*Activity will have 1 day duration*

* 1. Title of activity 2*Student travel Vrsac to Timisoara*

Description of expected outputs / results to be achieved

Contractor will provide support to Contracting Authority by provision of organization of study visit services and transportation of participants from Vrsac/Serbia to Timisoara required for implementation of EU funded project “e-Support services for career and vocational counseling of youth entering to the labor market” under Interreg IPA CBC Romania- Serbia Programme.

Contractor is expected to provide transportation of 27 persons (high school children with teachers) to Timisoara/Romania and back as well local transportation in Romania, catering and lodging for participants.

Exact agenda will be given to Contractor at least 7 days prior trip. Contractor is expected to provide following services:

* Transportation of Participants from Vrsacto Timisoara in one vehicle (bus/minibus) and back after visit is finished
* After arrival participants should check in accommodation. Accommodation should be at minimum 3 single bed and 12 two bed rooms. Each room should have toilet with shower, TV, AC/Heating and internet connection. For this service accommodation should be provided for two nights.
* Contractor should provide availability of bus/minibus for entire day to provide local transportation to several addresses in Romania (no more than 200km per day for three days). Addresses to be visited will be given to Contractor 7 days prior departure. Students will visit various companies and institutions in Romania in organization of Romanian Project Partner.
* Contractor is also required to provide participants with meals in following specifications at minimum:
* 2 Breakfast at location of accommodation. Participants should have opportunity to choose between several meal options. Water and juices should have no limit in quantity for each participant.
* 2 Lunches which may not have to be at location of accommodation. Participants should have opportunity to choose between several meal options. At least one meal option should include 250grams of meat, french fries, seasonal salad and dessert. Water and juices should have no limit in quantity for each participant.
* 2 Dinners at location of accommodation. Participants should have opportunity to choose between several meal options. At least one meal option should include 250grams of meat, french fries, seasonal salad and dessert. Water and juices should have no limit in quantity for each participant.
* 2 lunch packets during transportation. Contractor is expected to provide catering for participants with a minimum requirement of 0,5l of water and 1 sandwich per participant.

Required inputs

Vehicles and all required permissions needed by Serbian Law (if applicable) for transportation of children to abroad, personnel, premises, supplies, equipment and other backstopping support required for service contract implementation.

Required time frame

*Activity will have 3 days duration*

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:** Travel organization services

**REF:** 406/SCNT/TD5

**Concluded between:**

School center “Nikola Tesla”,

Sterijina 40-44, 26300 Vrsac, 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 Travel organization 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>** |
| 1 | Interim payment | <15% of the contract value / Absolute amount > |
| 6 | Balance final payment | <85 % 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 6 months.

Commencement date is date of signature of 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)