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

|  |
| --- |
| **Name and address of the contracting authority:** Association “Friends of Pančevo”, Bratstva i Jedinstva 24, Dolovo, 26 227 Pančevo, Republic of Serbia  **Title of the tender:** Technical assistance in public procurement procedures and reporting activities  **Reference number:** BANAT GREENWAY CORRIDOR/ RORS372/AFP/TD – 01  **Date of launching:** 31/12/2021 |

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 **12/01/2021 at 10:00 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 EUR 20.000,00. (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.

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: 25 points
* Time frame: 25 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 web site. The estimated time of publishing is 15 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 (in free form). Each reference stated in the list must be accompanied with certificate issued by the Contracting Authority with clear identification of the services provided and contracts’ value and the proof of the final payment (bank statement). The reference which is not confirmed by the Contracting Authority’s certificate as well as proof of final payment, will not be taken into account.
* CV of proposed key expert/s

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

* Name and address of the tenderer
* Title of the tender: **Technical assistance in public procurement procedures and reporting activities**
* Reference number: **BANAT GREENWAY CORRIDOR/ RORS372/AFP/TD – 01**
* 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:

**Association “Friends of Pančevo”  
Bratstva i Jedinstva 24  
Dolovo, 26 227 Pančevo,**

**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. **Task 1: Provision of expert’s support in preparation of tender dossier according to PRAG procedure**

The Contractor will provide the expert’s support to the project team for all procurement activities under the Action. The expert’s support should be provided by the key expert[[1]](#footnote-1) who meets minimum the following requirements:

Education background

University degree or similar

General professional experience

At least 5 years of postgraduate general professional experience

Specific professional experience

Experience in procurement procedure according to the PRAG rules or similar (preparation of tender dossiers or similar)

The Contractor will provide the deliverables to the Contracting Authority via e-mail. The Contracting Authority may provide suggestions and comments within maximum 10 working days after the deliverable has been provided. After the receipt of the comments, if any, the contractor will incorporate the comments and suggestions into the document within the maximum of 5 working days and resend them to the Contracting Authority. The correspondence with regards to deliverables will be done via e-mail. All goods, works and external services are to be selected through a procurement procedure, in conformity with PRAG principles and rules governing the INTERREG IPA CBC Programme Romania - Serbia. The Contracting Authority will inform the contractor on any changes in the project or relevant legal base and legal and procedural documents that may affect the work of the Contractor, as soon as the Contracting Authority comes into possession of these information.

The following procurement plan should be followed:

|  |  |  |  |
| --- | --- | --- | --- |
|  | ***Title*** | ***Contract type*** | ***Type of procedure*** |
| *1* | *Master plan and project prioritization for Banat Greenway Corridor* | *Service* | *Single tender* |
| *2* | *Development of website and mobile application* | *Service* | *Single tender* |
| *3* | *Design and printing of promo material* | *Service* | *Single tender* |
| *4* | *Organization of events and marketing services* | *Service* | *Single tender* |
| *5* | *Translation services* | *Service* | *Direct procurement* |
| *6* | *Audio, video and IT equipment* | *Supply* | *Simplify* |
| *7* | *Bicycles and cyclists’ equipment* | *Supply* | *Single tender* |
| *8* | *Tourist information signs and interpretation panels* | *Supply* | *Single tender* |
| *9* | *Project office furniture* | *Supply* | *Direct procurement* |
| *10* | *Furnitures and exhibition stands* | *Supply* | *Simplify* |
| *11* | *Mobile sanitary system* | *Supply* | *Single tender* |

In case of modification of the procurement plan, the Contractor will be informed by the Contracting Authority.

In case of needs, and upon the Contracting Authority request, the Contractor should provide experts’ support concerning evaluation of the received offers and contracting process.

***Description of expected outputs / results to be achieved***

The tender dossiers for the procedures mentioned in the procurement plan will be prepared in line with the PRAG and programme rules.

***Required inputs***

The list of implemented contracts in field of provision of expert’s support concerning procurement service according to the PRAG rules or similar.

***Required time frame***

The Contractor will provide the tender dossiers by email. Technical specifications for supply procedures and criteria for service procedures will be previously provided by the Contracting Authority to the Contractor. All the work will be done in the electronic form. The Contracting Authority will provide comments and suggestions that Contractor will add to the document. The Contractor will incorporate the comments and suggestions into the documents within the maximum 5 working days after the receipt. The delivery of the document by e-mail will be considered as the completed activity.

* 1. **Task 2: Provision of expert’s support in reporting according to programme’s rules**

The reporting expert will provide support to the project team for preparation of the interim and final reports. The expert’s support should be provided by the key expert[[2]](#footnote-2) who meets minimum the following requirements:

Education background

University degree or similar

General professional experience

At least 5 years of postgraduate general professional experience

Specific professional experience

Experience in reporting through eMS base under the projects financed within the INTERREG IPA CBC Programme or similar

This task includes provision of a support in preparation of project progress reports (narrative and financial), collection and archiving of necessary supporting documentation and their submission to the relevant control body through eMS database. The deadlines (timetable) for submission of reports stipulated by Subsidy contract, must be respected. The format of reports is defined by rules governing the INTERREG IPA CBC Programme Romania - Serbia. Furthermore, the contractor will provide support to the project team in preparation of clarifications on comments issued by control body as well as in answering on requests for additional information concerning submitted reports.

***Description of expected outputs / results to be achieved***

The reports submitted in line with requirements of the subsidy contract as well as programme rules.

***Required inputs***

The list of implemented contracts in field of provision of expert’s support concerning reporting on INTERREG IPA CBC programmes or similar.

***Required time frame***

The Contractor will provide support in line with required timetable of reports’ submission.

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.

|  |
| --- |
| 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:** Technical assistance in public procurement procedures and reporting activities

**REF:** BANAT GREENWAY CORRIDOR/ RORS372/AFP/TD – 01

**Concluded between:**

***Association “Friends of Pančevo”  
Bratstva i Jedinstva 24,  
Dolovo, 26227 Pančevo,***

***Republic of Serbia,***

(Contracting Authority)

AND

<*Title>*

*<Address of the contractor>*

*<Official registration number/VAT number[[3]](#footnote-3)>*

(Contractor)

**Article 1: Subject of the contract**

The subject of the contract is the 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: <amount> EUR/RSD, (without VAT)

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 (\* - 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

|  |  |  |
| --- | --- | --- |
| 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.

|  |  |  |
| --- | --- | --- |
|  |  | **EUR** |
| After approval of the final report | Balance final payment | <100 % of the contract value> |
|  | **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 balance final payment

**Article 5: Duration of the contract**

The duration of the contract is until 20th December 2022.

Commencement date is a day of the contract’s signature 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 the Commercial Court in accordance with the national legislation of the state of the Contracting Authority.

|  |  |  |  |
| --- | --- | --- | --- |
| **For the Contractor** | | **For the Contracting Authority** | |
| Name: |  | Name: |  |
| Title: |  | Title: |  |
| Signature: |  | Signature: |  |
| Date: |  | Date: |  |

1. The contractor can offer the same expert for task 1 procurement and task 2 reporting [↑](#footnote-ref-1)
2. The contractor can offer the same expert for task 1 procurement and task 2 reporting [↑](#footnote-ref-2)
3. Where applicable. For individuals, mention their ID card or passport or equivalent document - number [↑](#footnote-ref-3)