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

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| **Name and address of the contracting authority:** Cornereva Hall, Str. Principala, no. 1, 327110 Cornereva Village, Romania  **Title of the tender:** Organization of events  **Reference number:** BANAT GREENWAY CORRIDOR/ RORS372/CH/TD-02  **Date of launching:** 11/03/2022 |

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 **21/03/2022 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 7904 EUR (Activity 1 – 1600 EUR, Activity 2 – 6304 EUR). (For Romanian partners 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: 40 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 web site. 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\*only for Romanian beneficiaries(only if not publicly available for Contracting Authority to consult)
* List of similar contracts
* CV of key expert

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

* Name and address of the tenderer
* Title of the tender: Organization of events
* Reference number: BANAT GREENWAY CORRIDOR/ RORS372/CH/TD-02
* The words: ‘’Not to be opened before the tender opening session’’ (and ”A nu se deschide inainte de sesiunea de deschidere’, “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:

**Cornereva Commune,**

**Str. Principala, no. 1,**

**327110 Comuna Cornereva,**

**Romania**

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 1*- Organization of workshop*

Description of expected outputs / results to be achieved

The Contractor will organize a one day workshop in Baile Herculane.

The Contractor will offer the following services:

1. Catering and refreshment for the participants – 25 persons, 2 times per day, 1 day

The Catering will consists at least of two types of starter (at least 150 gr/person) and three types of main course (meat with garnish – two types, one course without meat), mineral water (sparking and still) at least 500 ml/person, different type of soft drinks at least 500 ml/person, coffee with milk and sugar, bread. The Contractor will supply the cutlery and plates, tablecloth and table decoration. The Contractor will use only reusable cutlery and plates or disposable items made form environmental friendly material.

1. Promo material – 40 packages – containing at least flyers, pocket maps, trail info guide and leaflets. The packages will be prepared by the Tenderer and given to the participants (20 packages) and for PPs (20 packages). The cost of each package cannot exceed 20 euros. All the promotional materials must be in line with the visibility rules of the Interreg IPA-CBC Romania-Serbia Programme (https://www.romania-serbia.net/?page\_id=212&lang=en\_GB).

Also the Contractor will offer at least the following services:

- preparation of program and invitations;

- preparation of list of speakers and participants with contracting authority;

- sending invitations to all speakers and participants;

- identification and preparation of location;

- collecting of all presentations from the presenters before the event, 24h minimum;

- elaborating consolidated event schedule and operational plan, delivered at least 48h before event;

- checking/adjusting visibility according to program rules;

- preparation for distribution of promotional materials;

- preparation of reception desk/greeting area.

- operating the reception desk

- assuring functionality of support equipment

- coordination of speakers

Reporting:

- Delivering report min 5 pages (English) with minimum 10 pictures from activity 1

Required inputs

Experienced staff in organizing similar events. At least one similar contract. The Tenderers will fill up annexe 1 – List of similar contracts.

Required time frame

September 2022

* 1. Title of activity 2 – Organizing a fair and stakeholder conference

Description of expected outputs / results to be achieved:

The Contractor will organize a fair of promotion of local tourist offer with Tourism stakeholder Conference in Cornereva.

The Contractor will offer the following services:

1. Fair organizer assistant for 3 months. The assistant will be responsible for the organization of the fair. Will be in permanent contact with the Contracting Authority and the participants. Will coordinate the whole process. The assistant will be at the disposal of the Contracting Authority for 3 months and will fulfil its duties under the coordination of the Contracting Authority
2. Catering and refreshment for the participants – 60 persons, 2 times per day, 1 day

The Catering will consists at least of two types of starter (at least 150 gr/person) and three types of main course (meat with garnish – two types, one course without meat), mineral water (sparking and still) at least 500 ml/person, different type of soft drinks at least 500 ml/person, coffee with milk and sugar, bread. The Contractor will supply the cutlery and plates, tablecloth and table decoration. The Contractor will use only reusable cutlery and plates or disposable items made form environmental friendly material.

1. Technical logistical support – The Contractor will offer the needed logistical and technical support for organizing the fair, will offer at least the following services in the different phases of the activity:

Preparation phase:

- preparation of program and invitations;

- preparation of list of exhibitors and participants with contracting authority;

- sending invitations to all exhibitors and participants;

- identification and preparation of location;

- elaborating consolidated event schedule and operational plan, delivered at least 48h before event;

- checking/adjusting visibility according to program rules;

- preparation for distribution of promotional materials;

- preparation of reception desk/greeting area.

Implementation phase:

- operating the reception desk

- assuring functionality of support equipment

- mounting, de-mounting of exhibition furniture

Reporting:

- Delivering report min 10 pages (English) with minimum 20 pictures from activity 2

Required inputs

A key expert (fair organizer assistant) with at least 3 years of general professional experience, 1 year of specific experience in organizing events. Participation of the organization of at least 1 event of similar complexity. English knowledge. The Tenderers will fill up annexe 2 – Key experts.

Required time frame

September 2022

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 events

**REF:** BANAT GREENWAY CORRIDOR/ RORS372/CH/TD-02

**Concluded between:**

**Cornereva Commune,**

**Str. Principala, no. 1,**

**327110 Cornereva Village,**

**Romania**

(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 <*service*>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 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>** |
| < Day/Month > | Interim payment (\*if applicable) | <XX % of the contract value / Absolute amount > |
| < Day / Month > | Balance final payment | < XX % 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 <XX days/months>.

Commencement date is <dd/mm/yyyy>

**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 Caransebes Court 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-1)