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

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| **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:** Development of website and mobile application for “Banat Greenway Corridor”  **Reference number:** BANAT GREENWAY CORRIDOR/ RORS372/AFP/TD – 03  **Date of launching:** 16.08.2022. |

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 **25.08.2022 at 10:00 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 [zoranavladu@gmail.com](mailto:zoranavladu@gmail.com)

Financial information

The tenderers are reminded that the maximum available value of the contract is 3.400,00 EUR.

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 from the deadline for submission of tenders.

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)
* CV of proposed expert.

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

* Name and address of the tenderer
* Title of the tender: Development of website and mobile application for “Banat Greenway Corridor”
* Reference number: BANAT GREENWAY CORRIDOR/ RORS372/AFP/TD – 03
* 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  
Zorana Vladu**

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. **Activity 1: Development of an interactive website with interactive map**

The service on development of the website includes:

* Development of the graphic appearance/design of the website respecting the visibility rules and requirements of the cross-border Interreg IPA cross-border cooperation program Romania-Serbia, but also accepting the already created visual identity of the project;
* Technical development of the website structure shall include at least the following sections: 1. About the project; 2. Tracks; 3. Multimedia; 4. Services; 5. Information; The Contracting Authority reserves the right to modify the website structure during the implementation of the contract;
* Within the website, there should be an interactive map and promotional corner (in the form of banners, links, etc) for of interested parties;
* Incorporating all information (texts) and materials submitted by the Contracting Authority;
* Ensuring standard levels of website security and protection;
* Technical maintenance of the website in accordance with possible needs, adding new or deleting existing sections.

The following technical requirements should be achieved:

* Creation of a website in a trilingual model (Serbian, Romanian, English);
* CMS (Content Management System) for content management;
* The site must be implemented in one of the server programming languages with a connection to the management system and databases;
* Responsive design (automatic adaptation to mobile devices);
* Creating planned sections with dropdown menus with the ability to add new dropdown menu items if needed;
* Lease of an adequate domain and hosting;
* Creating a website connection with existing and future profiles on social networks of the Contracting Authority.
  1. **Activity 2: Development of an mobile phone application with QR code**

The following technical requirements should be achieved:

* The mobile application must be adapted for android or similar operational system, while with the backend software it is necessary to use PHP or JAVA or similar (for better visual effect than in native code);
* The application must be able to map any change in a focus area and that a user with an active location service can easily get a route to their tree by using the map on their smartphone/tablets;
* MySQL or similar should be used to create the database.

**Required inputs**

The tenderer must be registered for performing the following activities: information service activities, work on websites, web browser portal activities, data processing services, hosting activities, as well as other similar activities.

The tenderer shall provide an expert who meets minimum the following requirements:

Education background

High school degree or similar

Specific professional experience

Experience in development of websites or similar

**Required time frame**

The website and mobile application must be developed within 21 calendar days.

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:** Development of website and mobile application for “Banat Greenway Corridor”

**REF:** BANAT GREENWAY CORRIDOR/ RORS372/AFP/TD – 03

**Concluded between:**

**ASSOCIATION “FRIENDS OF PANČEVO”  
Bratstva i Jedinstva 24, Dolovo  
26 227 Pančevo, 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 Development of website and mobile application for “Banat Greenway Corridor” 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. The payment will be done in EUR for international supplier or in RSD for local supplier.

In case the contract is concluded in EUR, and payments are made in NC or viceversa, 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>** |
| Upon approval of the final report | Balance payment | <100% 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 balance final payment.

**Article 5: Duration of the contract**

The duration of the contract is **21 calendar days**.

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-1)