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

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| **Name and address of the contracting authority:** Municipality of Novi Knezevac, Kralja Petra I. Karadjordjevica 1., 23330 Novi Knezevac  **Title of the tender:** Supervision service and expertise  **Reference number:** TD 10 - P3 - RORS-463  **Date of launching:** 27/04/2022 |

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 this information related to supervision of construction works;

Deadline for submission of the tenders:

The deadline for submission of tenders is **06/05/2022 at 13:00hours (local time)**. 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 11.800,00 EUR.

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.

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: 70 points
* Proposed inputs: 20 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 15 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 document
* CV of proposed experts

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

* Name and address of the tenderer
* Title of the tender: Supervision service and expertise
* Reference number: TD 10 - P3 - RORS-463
* The words: ‘’Not to be opened before the tender opening session’’ (and ”A nu se deschideinainte de sesiunea de deschidere’, “Ne otvarati pre sastanka 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:

**Municipality of Novi Kneževac,**

**Kralja Petra I. Karađorđevića 1., 23330 Novi Kneževac**

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: CONSERVATION SUPERVISION OF WORKS

Conservation supervision includes:

- Supervision of whether the works are performed in accordance with the archaeological documentation, conditions and design

- Supervision of whether the works are performed in accordance with the Law on the Protection of Cultural Monuments and the Law on Construction Planning

- Quality control of works

- Giving suggestions

- Recording of all changes through the construction log

- Participation in the inspection of performed works

The architect-conservator should follow the works:

1. conservation and reconstruction of archeological findings "Monastery Majdan

2. reconstruction and conversion of a residential building into a tourist visitor center

3. exterior landscaping

The works on the archeological site will be performed on the surfaces that have been archeologically researched. The design was made on the basis of project and archeological documentation of the Ministry of Science, Education and Sports of Subotica and drawings of sites, which are an integral part of the project documentation, as well as on the basis of analogy with similar objects from the same period.

A part of the foundation of the medieval church measuring 11.70 mx 6.90 m with two bell towers measuring 4.20 m 4.20 m and part of the nave, which is placed in the east-west direction, slightly moved in the SW-NE direction, is being reconstructed. The church has access from the west, ie the SW.

A fence wall next to it is being preserved, which is connected to the south bell tower and extends in the NW-SE direction in the length of 19.60 m, it continues administratively in the NE-SW direction in the length of 19 m.

The masonry tomb is located inside the courtyard, ie the fence wall, south (SE) of the church and lies parallel to the nave of the church. The tomb measures approximately 2.40 mx 0.86 m.

The furnaces are located south of the church complex. The largest of several discovered furnaces, measuring approximately 3.00 mx 0.80-1.00 m, oriented in the east-west direction, is partly preserved and partly reconstructed.

Conservation and reconstruction of the findings is performed at the site and in the dimensions defined and documented during archaeological excavations.

Architectural consultations and supervision include:

- instructions for the works to be performed according to the decision on the approval for reconstruction, ie according to the project and the Conditions of the Ministry of Science, Education and Sports of Subotica;

- control whether the works are performed according to the decision on the approval for reconstruction, ie according to the design and Conditions of the Ministry of Science, Education and Sports of Subotica and timely taking measures in case of deviation of the works from those projects;

- instructions, control and verification of works on the reconstruction of the church, grave site and furnace. Instruction (in cooperation with an archaeologist) for the dismantling of archaeological remains, their marking, and reassembly / masonry with extension mortar with white cement.

- control and checking the quality of work;

- giving the necessary instructions to the contractor, especially in case of deviation of the construction from the project

- cooperation with the Ministry of Science, Education and Sports of Subotica, archaeologist, and designer in order to ensure the proper implementation of the design concept of the archaeological site, as well as cooperation with the contractor;

- resolving other issues that arise during the execution of works.

**Required inputs**

**Key expert 1: Team leader: Architect-conservator**

Qualifications and skills:

- Certificate of architect, professional degree of architect conservator and work in the profession min. 5 years

- Participation in the development of the Conditions or the Development of the Conservation and Reconstruction Project min. 2 archeological sites from a similar period (XII, XIII century) or participation in works on conservation and reconstruction of sites.

**Required time frame**

6 months from signature of contract by both parties

2.2 Title of activity: CONSTRUCTION AND ARCHAEOLOGICAL SUPERVISION

**PROFESSIONAL SUPERVISION - CIVIL ENGINEER OR ARCHITECT**

Professional supervision includes:

* control whether the construction is carried out according to the decision on the approval for reconstruction, ie according to the project and the conditions of the Ministry of Science, Education and Sports of Subotica and timely taking measures in case of deviations from those designs;
* control and verification of the quality of execution of all types of works and application of regulations, standards and technical norms;
* control and verification of the quantity of performed works (verification of construction books, temporary and completed situations, invoices for performed works, etc.), or the degree of performance of works, if provided by the contract on professional supervision with the investor;
* check whether there is evidence of the quality of materials, equipment and installations that are installed in the facility and whether there is documentation proving their quality (certificate, test report, etc.);
* control and verification of the quality of performed works which, according to the nature and dynamics of the construction of the facility, cannot be checked in the later stages of the construction of the facility (works on the foundation, reinforcement, formwork, insulation, etc.);
* giving the necessary instructions to the contractor, especially in case of deviation of the construction from the design
* regular monitoring of the dynamics of construction of the facility and compliance with the agreed deadlines, if it is provided by the contract on professional supervision with the investor;
* cooperation with MZZSK Subotica, architect-conservator and designer in order to ensure the proper implementation of the design concept of the building, as well as cooperation with the contractor in selecting the details of technological and organizational solutions for the execution of works;
* resolving other issues that arise during the construction or execution of works.

**ARCHAEOLOGICAL SUPERVISION**

Archaeologist should follow the works:

**1. Conservation and reconstruction of archeological finds "Majdan Monastery"**

**2. Reconstruction of a residential building in the visitor center GF + Att in the immediate vicinity of the archeological site (earthworks)**

**3. Exterior landscaping of the plots 293, 294, 304/2, 305/3, cadastral municipality Majdan, Novi Kneževac (earthworks)**

The works on the archeological site will be performed on the surfaces that have been archeologically researched. The project was made on the basis of project and archeological documentation of the Ministry of Science, Education and Sports of Subotica and drawings of sites, which are an integral part of the project documentation, as well as on the basis of analogy with similar objects from the same period.

A part of the foundation of the medieval church measuring 11.70 mx 6.90 m with two bell towers measuring 4.20 m 4.20 m and part of the nave, which is placed in the east-west direction, slightly moved in the SW-NE direction, is being reconstructed. The church has access from the west, ie the SW.

A fence wall next to it is being preserved, which is connected to the south bell tower and extends in the NW-SE direction in the length of 19.60 m, it continues in the NE-SW direction in the length of 19 m.

The masonry tomb is located inside the courtyard, ie the fence wall, south (SE) of the church and lies parallel to the nave of the church. The tomb measures approximately 2.40 mx 0.86 m.

The furnaces are located south of the church complex. The largest of several discovered furnaces, measuring approximately 3.00 mx 0.80-1.00 m, oriented in the east-west direction, is partly preserved and partly reconstructed.

Conservation and reconstruction of the findings is performed at the site and in the dimensions defined and documented during archaeological excavations.

Archaeological consultations and supervision include:

* instructions that the works on the conservation and reconstruction of the archeological site of the Majdan Monastery should be carried out according to the archaeological documentation, the Conditions of the Ministry of Science, Education and Sports of Subotica and the Project;
* control whether the works are performed according to the design and the Conditions of the Ministry of Science, Education and Sports of Subotica and timely taking measures in case of deviation of the execution of works from those designs;
* instructions, control and verification of works on conservation and reconstruction of the church, grave site and furnace. Instructions for discovering archeological remains that are buried and protected. Instruction (in cooperation with the architect) for dismantling of archeological remains, their marking, and reassembly / masonry with extension mortar with white cement.
* control and checking the quality of work;
* giving the necessary instructions to the contractor, especially in case of deviation of the construction from the design
* cooperation with MZZSK Subotica, architect-conservator and designer in order to ensure the proper implementation of the design concept of the archaeological site, as well as cooperation with the contractor;
* resolving other issues that arise during the execution of works.
* Archaeological supervision over all earthworks related to the reconstruction of the residential building in the visitor center GF + Att in the immediate vicinity of the archaeological site and the external arrangement of plots 293, 294, 304/2, 305/3 C.M Majdan, Novi Kneževac

**Required inputs**

**Key expert 2: Civil engineer or architect**

* Certificate of civil engineer or architect with passed professional exam of conservator, and work in the profession of min. 5 years

**Key expert 3: Archeologist**

* Certificate of archaeologist, degree of conservator archaeologist, work in the profession for at least 5 years
* Participation in the development of the Conditions or the Development of the Conservation and Reconstruction Project min. 2 archeological sites from a similar period or participation in works on conservation and reconstruction of sites.
* Published work / works related to the archeology of the medieval period

**Required time frame**

6 months from signature of contract by both parties

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:** Supervision service and expertise

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

**Concluded between:**

Municipality of Novi Kneževac

Kralja Petra I Karađorđevića 1.

23330 Novi Kneževac

Republic of Serbia

Official registration number: 08385327

VAT number: 101460424

(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 related to implementation of supervision of construction works 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>.

For Serbian partners:

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

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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** |  | **RSD** |
| 3 | Interim payment (\*if applicable) | 50 % of the contract value / Absolute amount |
| 6 | Balance final payment | 50 % 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 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 Law of the Republic of Serbia 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: | Irena Slavković |
| Title: |  | Title: | President of the Municipality |
| Signature: |  | Signature: |  |
| Date: |  | Date: |  |

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