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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:** Organization of events and marketing services  **Reference number:** BANAT GREENWAY CORRIDOR/ RORS372/AFP/TD – 05  **Date of launching:** 29.4.2022. |

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 **12.05.2022 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 14.740,00 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)
* List of implemented similar contracts
* 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: Organization of events and marketing services
* Reference number: BANAT GREENWAY CORRIDOR/ RORS372/AFP/TD – 05
* 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: Organization of 2 skill trainging**

The Contractor shall be responsible for organization of 2 skill training:

* 1 day Skill Training for Cycling Tour Guides for 20 participants. The goal is a develop local professional tour guides ''Banat Greenway lokal Cycling Tour Guides'' who will share the history of the area to promote its bike tourism globally and quality service for leisure cyclist and cycling tourist. A cycling tour guide must possess the following qualities: detailed knowledge of the trip, ability to describe scenic spots, good physical strength, knowledge of bike-related information, enthusiasm especially when providing service, first-aid skills and capability to handle emergency situations.
* 1 day Hospitality Skill Training for Greeters (local volunteers) for 20 participants. The goal is to develop network of ‘’Banat Greenway Greeters’’ and provide a free service walking tours, free and innovative experience to visitors with a local resident to explore natural and cultural heritage sites along Banat Greenways. Greeters it’s a volunteers who offers an opportunity to make free tours of the local places along the Banat Greenway through their passions and their favourite places during an original and unusual walk. Banat Greenway Greeters will be present on a website.

Within this activity the Contractor will be responsible for provision of:

* catering and refreshment for 2 one-day trainings (one refreshment and one catering per training). The refreshments shall include ½ l of fruit juice or water + one coffee per participant. The catering shall include 200g of meet (pork or fish or beef) + 150g of vegetable + 150g of bread + ½ l of fruit juice or water + one coffee per participant.
* One trainer per each training (one working day for training preparation + one working day for training provision per training)
  1. **Activity 2: Organization of the Fair**

The contractor will be responsible for organization of one-day tourism fair for promotion of local tourist offers with Tourism Stakeholder Conference ''Cyclists Welcome’’ in Serbia. The tourism fair, as an opportunity to present contribution of Banat Greenway for the SUSTAINABLE MOBILITY to promote using of non-motorized transport (on the thematic trails, places and infrastructure).

Within this activity the Contractor will be responsible for provision of:

* catering and refreshment for one-day tourism fair (one refreshment and one catering for 60 participants). The refreshments shall include ½ l of fruit juice or water + one coffee per participant. The catering shall include 200g of meet (pork or fish or beef) + 150g of vegetable + 150g of bread + ½ l of fruit juice or water + one coffee per participant.
  1. **Activity 3: Organization of Final Conference with press conference**

The contractor will be responsible for organization of Final Conference with press conference. Within this activity the contractor will be responsible for preparation of the video of the project activities, media coverage, invitation for 50 participants, venue preparation (hall and sound equipment), conference material for 50 participants as well as catering and refreshment. The catering and refreshment shall include 200g of meet (pork or fish or beef) + 150g of vegetable + 150g of bread + ½ l of fruit juice or water + one coffee per participant.

* 1. **Activity 4: Marketing-educational coordination services**

The contractor will be responsible for provision of the one expert for marketing – educational coordination services. The task of the expert shall be:

* Responsible for all educational activities
* Assisting the project Director, project coordinator and the Regional Tourism coordinator in coordination of marketing and educational efforts and opportunities
* Follows the trends in leisure/eco/nature/historical/cultural and mountain tourism and seeks opportunities for marketing activities benefiting the cross border area.
* Supports the project manager and Regional Tourism coordinator in selecting and developing appropriate marketing measures.
* Supports the project manager and Regional Tourism coordinator in updating the web page and social media site
* Assisting in Coordination and implementation of the activities
* Develops and maintains a detailed project schedule which includes administrative tasks in the project activities assigned
* Participation in Management Meetings
* Coordinate meetings, including travel arrangements and expense reports
* Maintains activity calendars
* Ensures coordination of the assigned tasks by the project
* Prepares and/or edits meeting minutes, presentations and tables
* Ensures adherence to deadlines
* Files all project documents (hard and soft copies)
* Responsible to track project changes and produces updated activity based schedule as agreed with the Project Manager
* Compiles summary documents. Collects and includes contributions of the partner
* Responsible to take input from the target groups and consultants to maintain the detailed schedule

**Required inputs**

The contractor list of implemented contracts in field of organization of events or similar. The implemented contracts within CBC Programmes as well as INTERREG IPA CBC Programme Romania – Serbia, will be an advantage.

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

Qualifications (e.g specific studies for the position, foreign languages, etc.):

Faculty degree in the tourism or economy or similar / working knowledge of English language

Professional experience

Min. 5 years working experience in tourism sector or a similar position

The same expert could be offered as trainer for skill trainings and for marketing-educational coordination services.

**Required time frame**

Two one-day skill trainings should be organized until the end of June 2022. The Fair should be organized in July 2022. The final conference with press conference should be organized at the end of the project implementation period (December 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 and marketing services

**REF:** BANAT GREENWAY CORRIDOR/ RORS372/AFP/TD – 05

**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 provision of Organization of events and marketing services 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 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>** |
| Upon approval of the first interim report | Balance payment | <40% of the contract value / Absolute amount > |
| Upon approval of the second interim report | Balance payment | <40% of the contract value / Absolute amount > |
| Upon approval of the final report | Balance payment | <20% of the contract value / Absolute amount > |
|  | **Total** | <Total contract value> |

The contractor will provide contracting authority with the brief reports on execution of the services, which will represent the basis for issuing payments. The first interim report will be submitted by the June 20th, 2022. The second interim report will be submitted by the end of July 2022. The final report will be submitted at the end of the implementation period of the contract

**Article 5: Duration of the contract**

The duration of the contract is **7 calendar months but no later than 20th December 2022**.

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)