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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 Master Plan Study and project prioritization for “Banat Greenway Corridor”  **Reference number:** BANAT GREENWAY CORRIDOR/ RORS372/AFP/TD – 02  **Date of launching:** 31.01.2022. |

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 **10.02.2022 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 19.000,00 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: Development of Master Plan Study and project prioritization for “Banat Greenway Corridor”
* Reference number: BANAT GREENWAY CORRIDOR/ RORS372/AFP/TD – 02
* 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 Master Plan Study “Banat Greenway Corridor”**

The area covered by the study is Banat region of the Romanian-Serbian border area. This plan should be developed through the cross-border partnership and cooperation of the Cornereva Hall, Municipality of Kovačica, as well as "Friends of Pancevo". The cross-border tourism stakeholders (both Romanian and Serbian sides), representatives of local authorities, administrations of national parks and protected areas, members of local community and interest groups shall be included throughout the development plan, as well. Content of the cross- order Banat Greenway Corridor development program shall be:

* Development of a cross-border regional brand “Banat Greenway'' (regional image, brand identity, positioning),
* Trails Network Plan and develop new thematic trails,Attractive thematic trails routed through the rural areas which have natural heritage and cultural assets links Banat Greenway Corridor - connects the Unique Banat Sand (Deliblato Sands in Serbia), Danube and Banat's Mountains (in Romania), with themes:

1. Explore - Naive Art
2. Experience - Via Deliblaticum with Deliblato Sands Wine (countryside, nature & testing experience)
3. Discover - Danube in Banat (nature and culture along the left side of Danube in Banat, in Serbia and Romania)
4. Adventure - Banat's Mountains

* Development of marking Trails of Banat Greenway (use signage design & standards for signs)
* Action plan

The Consultant will act and implement in line with international standards and Serbian/Romanian regulatory framework with regard to:

* Elaboration of comprehensive study in terms of general best practice, legal knowledge, professional skills as well as ethical standards in line with the conducted needs defined by the Contractor, the Serbian/Romanian legal framework and international standards;
* Editing of elaborated materials in line with visibility requirements;
* Project management.
  1. **Activity 2: Projects suggestions**

Development of a project prioritisation for a relevant action plan based on the Master Plan. The purpose is to secure sustainability of the Master Plan – Banat Geenway Corridor.

From stakeholders the consultant will collect a minimum of 6 project idea proposals related to new thematic trails developed within the Master Plan for the Banat Greenway Corridor.

Through a prioritisation process, 4 project ideas will be prepared for integration in the action plan and 1 will be further elaborated.

**Required inputs**

The contractor list of implemented contracts in field of preparation/development of study/development programme/plans (marketing or master) 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:

Education background

University of Economics degree or similar

General professional experience

At least 10 years of general professional experience

Specific professional experience

Experience in preparation/development of study/plans or similar

**Required time frame**

The Master Plan Study and project prioritisation must be developed within 30 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 Master Plan Study and project prioritization for “Banat Greenway Corridor”

**REF:** BANAT GREENWAY CORRIDOR/ RORS372/AFP/TD – 02

**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 Master Study “Banat Greenway Corridor” in Serbia and Romania 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.

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 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 **30 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)