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

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| **Name and address of the contracting authority:** **Municipality of Jimbolia, T. Vladimirescu street, no. 81, Jimbolia, Timis County**  **Title of the tender: Events organization services (technical equipment and catering) and translation and interpretation services**  **Reference number: RORS 284 / Municipality of Jimbolia / 06**  **Date of launching: 04/05/2023** |

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 **12/05/2023 at 12:00 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 2.400 EUR, including VAT for lot I and 900 EUR, including VAT for lot II.

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: 55 points
* Proposed inputs: 35 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

- CAEN code enabled for the services provided

- List of similar contracts (Annex 1 of tender dossier)

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

* Name and address of the tenderer
* Title of the tender: Events organization services (technical equipment and catering) and translation and interpretation services
* Reference number: RORS 284 / Municipality of Jimbolia / 06
* The words: ‘’Not to be opened before the tender opening session’’ and ”A nu se deschide inainte de sesiunea de deschidere“

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 Jimbolia, T. Vladimirescu street, no. 81, Jimbolia, Timis County

Contact person: Ungureanu Etucy, e-mail: [etucy.takacs@jimbolia.ro](mailto:etucy.takacs@jimbolia.ro)

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.

**LOT I Organization of events**

* 1. **A two-days medical seminar – budget 1.200 euro, including VAT**

**Description of expected outputs / results to be achieved**

Catering (Swedish buffet):

a). Cold plates for 20 peoples (10 people in the first day and 10 in the second day) which will include: mozzarella fry with cherry tomatoes, smoked salmon patties, chicken breast schnitzel, peppers filled with cheese paste, fried meatballs with cucumbers, bruschette with tomatoes, stuffed sirloin steak, cow salted cheese, bread.

b). Light sweets, hot salty pastry, coffee and tea, milk, sugar, sparkling and still water.

The Contractor will provide disposable cardboard glasses and plates for coffee breaks, napkins, wooden coffee pallets, white / brown sugar, tea bags, water in 0.5 l bottles (not to use glasses anymore).

The Contractor will provide disposable cardboard glasses and plates for coffee breaks, napkins, wooden coffee pallets, white / brown sugar, tea bags, water in 0.5 l bottles (not to use glasses anymore).

The Contractor will ensure

- sound system, speaker microphones, video projector, projection screen

- event photography/filming services;

- secretarial services (receiving and registering participants)

**Required inputs**

For expected outputs the Contractor must ensure qualified and sufficient staff to provide all services.

The Contractor must have relevant experience in the field required by the activities described below

**Required time frame**

Estimated period: October 2023

Specific dates to be communicated by the Contracting Authority in due time for food preparation, after confirmation with all project partners. Any change regarding the date of the event will be announced by the Contracting Authority in due time.

* 1. **Closing Conference - budget 1.200 euro, including VAT**

**Description of expected outputs / results to be achieved**

Catering (Swedish buffet):

- catering for 50 peoples which will include: light sweets, hot salty pastry, coffee and tea, milk, sugar, sparkling and still water.

The Contractor will provide disposable cardboard glasses and plates for coffee breaks, napkins, wooden coffee pallets, white / brown sugar, tea bags, water in 0.5 l bottles (not to use glasses anymore).

The Contractor will ensure

- sound system, speaker microphones, video projector, projection screen;

- event photography/filming services;

- secretarial services (receiving and registering participants)

**Required inputs**

For expected outputs the Contractor must ensure qualified and sufficient staff to provide all services.

The Contractor must have relevant experience in the field required by the activities described below

**Required time frame**

Estimated period: December 2023

Specific dates to be communicated by the Contracting Authority in due time for food preparation, after confirmation with all project partners. Any change regarding the date of the event will be announced by the Contracting Authority in due time.

**LOT II Interpretation services**

**2.3. A two-days medical seminar – budget 300 euro, including VAT**

**Description of expected outputs / results to be achieved**

Romanian-Serbian/Serbian-Romanian interpreter throughout the event. The event will last a maximum of 4 hours/day (includes the time from the arrival of the guests to the start of the event and the time from the end of the event to the departure of the guests).

**Required inputs**

For expected outputs the Contractor must ensure qualified (authorized translator or a person of Serbian nationality) to provide services.

The Contractor must have relevant experience in the field required by the activities described below. The Contractor must attach the CV of the person who will perform the services.

**Required time frame**

Estimated period: October 2023

Specific dates to be communicated by the Contracting Authority in due time, after confirmation with all project partners. Any change regarding the date of the event will be announced by the Contracting Authority in due time.

**2.4. A two-days working visit – budget 300 euro, including VAT**

**Description of expected outputs / results to be achieved**

Romanian-Serbian/Serbian-Romanian interpreter throughout the event. The event will last a maximum of 4 hours/day (includes the time from the arrival of the guests to the start of the event and the time from the end of the event to the departure of the guests).

**Required inputs**

For expected outputs the Contractor must ensure qualified (authorized translator or a person of Serbian nationality) to provide services.

The Contractor must have relevant experience in the field required by the activities described below. The Contractor must attach the CV of the person who will perform the services.

**Required time frame**

Estimated period: June 2023

Specific dates to be communicated by the Contracting Authority in due time, after confirmation with all project partners. Any change regarding the date of the event will be announced by the Contracting Authority in due time.

**2.5. Closing conference – budget 300 euro, including VAT**

**Description of expected outputs / results to be achieved**

Romanian-Serbian/Serbian-Romanian interpreter throughout the event. The event will last a maximum of 8 hours (includes the time from the arrival of the guests to the start of the event and the time from the end of the event to the departure of the guests).

Translation services will mean approximately 50 pages.

**Required inputs**

For expected outputs the Contractor must ensure qualified (authorized translator or a person of Serbian nationality) to provide services.

The Contractor must have relevant experience in the field required by the activities described below. The Contractor must attach the CV of the person who will perform the services.

**Required time frame**

Estimated period: December 2023

Specific dates to be communicated by the Contracting Authority in due time, after confirmation with all project partners. Any change regarding the date of the event will be announced by the Contracting Authority in due time.

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: Events organization services (technical equipment and catering) and translation and interpretation services**

**REF: RORS 284 / Municipality of Jimbolia / 06**

**Concluded between:**

Municipality of Jimbolia

T. Vladimirescu street, no.81, Jimbolia, Timis County

(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 acquisition of realization of promotional materials services 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, 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 made after each event. The contractor will produce an activity report which, after being approved by the representatives of the contracting authority, will allow the contractor to issue the fiscal invoice.

**Article 5: Duration of the contract**

The duration of the contract is from the commencement date until 31.12.2023.

Commencement date is the date 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 Timisoara 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)