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

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| **Name and address of the contracting authority: Territorial Administrative Unit Moldova Noua City, N. Balcescu str., no. 62, Moldova Noua city, Caras-Severin county, Romania**  **Title of the tender: Organization of the events**  **Reference number: 1 / eMS RORS-365**  **Date of launching: 08/11/2019** |

1. **INFORMATION ON SUBMISSION OF THE TENDERS**

Subject of the contract:

The subject of this tender is: **Organization of the events**

Deadline for submission of the tenders:

The deadline for submission of tenders is **18/11/2019 at 16:00 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 **4.500 EUR.** (For Romanian partners including VAT).

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.

[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: <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 web site. 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
* CAEN code enabled for the services provided

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

* Name and address of the tenderer
* Title of the tender: Organization of the events
* Reference number: RORS - 365
* The words: ‘’Not to be opened before the tender opening session’’ (and ”A nu se deschide inainte de sesiunea de deschidere’, “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:

Territorial Administrative Unit Moldova Noua City, N. Balcescu str., no. 62, Moldova Noua city, Caras-Severin county, Romania,

Contact person: Stâncă Narcis

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. **Organization of the project opening**

**Description of the activity**

The conference will take place in Moldova Noua. The launch conference will be attended by approximately 50 people. The consultant will assure an appropriate location along with the beneficiary.

At the start of the project there will be a meeting as well as an opening press conference at Moldova Noua where will be invited students, professors, inhabitants of Banat, media, members of the local government.

Also, for a better dissemination of information and know-how acquired leaflets will be distributed to participants who will highlight the main objective of the project which is to locate, sanitize and maintain the sanitary land in the cross-border area in order to maintain a protected and healthy environment. The leaflets will be provided by the Contracting Authority.

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

successful conference, photos, Presentation, table with participants signature, activity report.

**Required inputs:**

minimum 1 expert:

University degree

English language ( intermediate)

Computer skills ( MS office, internet)

**Required time frame**

The launch conference shall take place in maximum 30 days after the signing of he contract, but after an Order Note from the Contracting Authority.

* 1. **Round table organization**

**Description of the activity**

The round table will take place in Moldova Noua. It will be attended by approximately 20 people, consisting in project team members from all partners. The consultant will assure an appropriate location along with the beneficiary.

The event will be a project status update about the implementation and further steps.

Will take place in the period between 18.03.2020 – 18.06.2020. The date will be fixed with at least two weeks before the desired date, by an Order Note from the Contracting Authority.

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

successful conference, photos, Presentation, table with participants signature, activity report.

**Required inputs:**

minimum 1 expert:

University degree

English language ( intermediate)

Computer skills ( MS office, internet)

**Required time frame**

The round table shall take place in the period between 18.03.2020 – 18.06.2020. The date will be fixed with at least two weeks before the desired date, by an Order Note from the Contracting Authority.

**2.3 Organization of the project closing**

**Description of the activity**

The conference will take place in Moldova Noua. The final conference will be attended by approximately 50 people. The consultant will assure an appropriate location along with the beneficiary.

At the end of the project there will be a meeting as well as an closing press conference at Moldova Noua where it will be invited students, professors, inhabitants of Banat, media, members of the local government.

Also, for a better dissemination of information and know-how acquired leaflets will be distributed to participants who will highlight the main objective achieved through the project which is to locate, sanitize and maintain the sanitary land in the cross-border area in order to maintain a protected and healthy environment. The leaflets will be provided by the Contracting Authority.

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

successful conference, photos, Presentation, table with participants signature, activity report.

**Required inputs:**

minimum 1 expert:

University degree

English language ( intermediate)

Computer skills ( MS office, internet)

**Required time frame**

The final conference shall take place at the end of the project, which is estimated to be 17.03.2021. The date will be fixed with at least two weeks before the desired date, by an Order Note from the Contracting Authority.

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:** title of the contract

**REF:** reference number

**Concluded between:**

<*Title>*

*<Address of the contracting authority*>

(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*>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/NC, (including VAT for Romania partners)>.

For Serbian partners:

The contract shall be exempt from all duties and taxes, 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

|  |  |  |
| --- | --- | --- |
| 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.

|  |  |  |
| --- | --- | --- |
| **Day/Month** |  | **<EUR/RSD>** |
| < Day/Month > | Interim payment (\*if applicable) | <XX % of the contract value / Absolute amount > |
| < Day / Month > | Balance final payment | < XX % 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 <XX days/months>.

Commencement date is <dd/mm/yyyy>

**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 (\* - specify responsible court or arbiter body) in accordance with the national legislation of the state of the Contracting Authority.

|  |  |  |  |
| --- | --- | --- | --- |
| **For the Contractor** | | **For the Contracting Authority** | |
| Name: |  | Name: |  |
| Title: |  | Title: |  |
| Signature: |  | Signature: |  |
| Date: |  | Date: |  |

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| **PART B: FORMAT OF OFFER TO BE PROVIDED BY THE TENDERER** |
| **Name and address of the contracting authority: Territorial Administrative Unit Moldova Noua City, N. Balcescu str., no. 62, Moldova Noua city, Caras-Severin county, Romania**  **Title of the tender: Organization of the events**  **Reference number: 1 / eMS RORS-365** |

1. **TENDERER’S INFORMATION**

Submitted by:

|  |  |
| --- | --- |
|  | **Name(s) and address(es) of legal entity or entities submitting this tender** |
| **Tenderer** |  |
| **Legal representative** |  |
| **VAT/registration number[[2]](#footnote-2)** |  |
| **Address** |  |
| **Telephone/e-mail** |  |
| **Contact person** |  |

1. **TENDERER’S STATEMENT**

I undersigned hereby confirm that the services offered in this tender are in full conformity with the specifications submitted to us by the contracting authority. The detailed description of the offered services by us is provided in the next point.

In addition to that we confirm that our organisation/company is fully eligible for providing services under a contract financed by the EU funds. We confirm that we are not in any of the situations that would exclude us from competing in the EU financed tenders as indicated in the point 2.3.3. in the PRAG Manual.

Furthermore we agree to abide by the ethics clauses in Section 2.4.14 of the PRAG Manual and **have no conflict of interests or any equivalent relation with the Contracting Authority**.

1. **TECHNICAL OFFER**

The tenderers are required to provide technical offer, based on the requirements indicated by the contracting authority in the Part A: Information for the tenderer, Point 2: Technical information.

The tenderers are encouraged to provide details on the planned services including detailed specifications.

3.1 Organization and methodology:

(please describe in details proposed methodology and approach in providing services on the basis of contracting authority’s enquiry stated in the Part A “Information for tenderer”, Point 2 “Technical information”, Description of expected outputs / results to be achieved)

Title of activity 1. Organization of the project opening

Title of activity 2. Round table organization

Title of activity 3. Organization of the project closing

3.2 Proposed inputs by the tenderer:

(the tenderers are encouraged to provide detailed information, for example qualifications of the proposed staff, key experts …)

Title of activity 1. Organization of the project opening

Title of activity 2. Round table organization

Title of activity 3. Organization of the project closing

3.3Tenderer’s proposed time frame

(The identification and timing of major milestones in executing the contract)

Title of activity 1. Organization of the project opening

Title of activity 2. Round table organization

Title of activity 3. Organization of the project closing

|  |  |
| --- | --- |
| **Name** |  |
| **Signature** |  |
| **Date** |  |

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| **PART C: FORMAT OF FINANCIAL OFFER** |

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| **Name and address of the contracting authority: Territorial Administrative Unit Moldova Noua City, N. Balcescu str., no. 62, Moldova Noua city, Caras-Severin county, Romania**  **Title of the tender: Organization of the events**  **Reference number: 1 / eMS RORS-365** |

Global price: EUR / NC<amount>

Price must be presented in amount excluding all duties and taxes (e.g. VAT and all other taxes), for Serbian Partners.

Note:

[The above amount must not be broken down further]

|  |  |
| --- | --- |
| **Name** |  |
| **Signature** |  |
| **Date** |  |

**EVALUATION REPORT – SERVICES, SINGLE TENDER**

**REF.: 1 / eMS RORS-365**

Maximum available budget: **4.500** **EUR** equivalent <XXX > RON National currency calculated using the Inforeuro exchange rate from November 2019.

The tender submission deadline was <dd/mm/yyyy>.

The evaluation is implemented by the Contracting Authority (CA), represented by the Evaluator(s) <Evaluator 1’s name and surname>, <Evaluator 2’s name and surname>, <Evaluator 3’s name and surname>.

In case of one offer received, the Evaluator shall not assign points but will check if the offer is administratively, technically and financially compliant with the requirements set by this tender documentation and acceptable.

1. **Administrative check**

| Tender envelope number | Tenderer's name | Within deadline? (Y/N) | Tender documentation is complete? (Y/N) | Eligible nationality? (Y/N) | Financial offer is in separate envelope? (Y/N) | Offer complete and administratively compliant?  (Y/N) |
| --- | --- | --- | --- | --- | --- | --- |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| …. |  |  |  |  |  |  |

1. **Technical evaluation**

In case one offer received [delete if not applicable]

|  |  |  |
| --- | --- | --- |
| Tenderer name | Technically compliant (Y/N) | Remarks |
|  |  |  |

In case of more than one offer received [delete if not applicable]

**Maximum no. of points for each tenderer is 100. Note: Only tenderers with average score of at least 75 points qualify for the financial evaluation**

**Tenderer 1 :(** *name of tenderer***)**

|  |  |  |
| --- | --- | --- |
| **Evaluation criteria** | **Score** | **Remarks** |
| Organization and methodology - *insert max no.xx of points,*  Proposed inputs - *insert max no. xx of point,*  Time frame- *insert max no. xx of point* |  |  |
| **Total** |  |  |
| **Average score (Mathematical average)** |  |  |
| **Technical score[[3]](#footnote-3)/ Eliminated** |  |  |

**Tenderer 2: (***name of tenderer***)\*** add as many tables as tenderers

|  |  |  |
| --- | --- | --- |
| **Evaluation criteria** | **Score** | **Remarks** |
| Organization and methodology - *insert max no.xx of points,*  Proposed inputs - *insert max no. xx of point,*  Time frame- *insert max no. xx of point* |  |  |
| **Total** |  |  |
| **Average score (Mathematical average)** |  |  |
| **Technical score / Eliminated** |  |  |

1. **Financial evaluation**

| **Tender envelope number** | **Tenderer name** | **Financial offer (NC/EUR)** | **The financial offer is within the available budget?** | **Financial score[[4]](#footnote-4) / Eliminated** |
| --- | --- | --- | --- | --- |
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **…** |  |  |  |  |

1. **Final score**

| **Tender envelope number** | **Tenderer name** | **Technical score** | **Financial score** | **FINAL SCORE\*** | **RANKING** |
| --- | --- | --- | --- | --- | --- |
| **1** |  |  |  |  |  |
| **2** |  |  |  |  |  |
| **…** |  |  |  |  |  |

\* *- Final score is calculated: Technical score \* 0, 8 + Financial score \* 0, 2*

The winning offer is <name of tenderer> for the price of <XXXX EUR/NC>.

Observations: (e.g. correspondence concerning clarifications sought from tenderers)

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name and surname** | **Signature** | **Date** |
| **Evaluator 1** |  |  |  |
| **Evaluator 2** |  |  |  |
| **Evaluator 3** |  |  |  |

1. Where applicable. For individuals, mention their ID card or passport or equivalent document - number [↑](#footnote-ref-1)
2. Where applicable. For individuals, mention their ID card or passport or equivalent document - number [↑](#footnote-ref-2)
3. Technical score = (final score of the technical offer in question/final score of the best technical offer) x 100. [↑](#footnote-ref-3)
4. Financial score is calculated by the following method. The cheapest tender receives 100 points. Other tenders are calculated: Cheapest tender / Tender X)\*100 [↑](#footnote-ref-4)