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

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| **Name and address of the contracting authority:** Association of Beekeepers from Romania - Timiș County Branch, Piata Traian, nr 3, postal code 300104, Timis County, Timisoara  **Title of the tender:** Expert for procurement  **Reference number:** RORS00240/ACATCB/TD1  **Date of launching:** 01/09/2025 |

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;

Deadline for submission of the tenders:

The deadline for submission of tenders is **12/09/2025 at 16:00 hours, local hour**. 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 to the email address [timis@aca.org.ro](mailto:timis@aca.org.ro) , no later than 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 **10.000 EUR** including VAT.

The Financial offer must be presented as an amount in EUR/National currency and must be submitted using the template for the global-price version of PART C: FORMAT OF FINANCIAL OFFER.

For this contract VAT is eligible cost.

In case when the offers are submitted in national currency, 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 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

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

* Name and address of the tenderer
* Title of the tender: **Expert for procurement**
* Reference number: **RORS00240/ACATCB/TD1**
* The words: ‘’Not to be opened before the tender opening session’’ ( ”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:

**Association of Beekeepers from Romania - Timiș County Branch**

**(Ro: Asociația Crescătorilor de Albine din România – Filiala Județeană Timiș)**

**Piata Traian no 3, postal code 300104, Timisoara**

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 – Expert for procurement**

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

The project “ **RORS00240 – Banat Honey Route**” focuses on tourism development and involves three regions: South Banat district in Serbia, and Timiș and Caraș-Severin counties in Romania.

The Banat region, divided only by a border, has strong potential for beekeeping and apitherapy but lacks a structured tourism offer, especially in eco- and health tourism, and suffers from limited digital promotion. The project aims to create a new cross-border tourist product – the Banat Honey Route – showcasing the health benefits of bee products while strengthening cooperation between South Banat (Serbia), Timiș and Caraș-Severin (Romania).

The project aims to develop the Banat Honey Route as an innovative cross-border eco- and health-tourism product in South Banat (Serbia), Timiș and Caraș-Severin (Romania). The initiative will equip beekeepers with multifunctional trailers for apitherapy, support laboratory testing of bee products, and promote their health benefits through a dedicated digital platform and targeted promotional activities.

To achieve this objective, four partner organizations will cooperate to:

* Provide beekeepers with modern tools and apitherapy equipment.
* Deliver training workshops to increase beekeepers’ knowledge on apitherapy and the healing properties of bee products.
* Establish laboratory capacity for testing and certification of honey and related products to ensure quality and safety.
* Develop an online platform and digital tour (including drone footage) to present the Banat Honey Route to a wider audience.
* Organize a promotional tour with tourism stakeholders, NGOs, travel agencies, and media representatives to showcase the new route.

This cross-border collaboration will strengthen tourism promotion, raise the visibility of local beekeepers, and create a sustainable tourist offer that improves the health and well-being of visitors through apitherapy.

The Banat Honey Route is a novel concept not yet implemented in the programme area, providing added value and long-term benefits for the region.

To successfully design and implement this complex project, the Association of Beekeepers from Romania – Timiș County Branch seeks specialized consultancy support for the preparation of procurement tender documentation.

All procurement dossiers shall be prepared in full compliance with the rules of the **INTERREG-IPA Romania–Serbia Programme** (see [www.romania-serbia.net](http://www.romania-serbia.net?utm_source=chatgpt.com) ). The Contracting Authority (CA) will provide the consultant with all relevant information and supporting documents required for drafting the **Technical Specifications/Terms of Reference**. The consultant’s final deliverable will consist of an **electronic version of the procurement documentation**, prepared in accordance with the agreed technical report and in the format specified by the CA.

For the execution of these tasks, the consultant will work in close cooperation with the **Project Manager and Financial responsible**, and will support the Project Manager in maintaining records of all implemented procurement procedures. The procurement expert will also review and align procurement activities with the **Contracting Plan**, the Applicant Guide, the Project Schedule, the provisions of the Lead Beneficiary (LB), and the requirements of the Managing Authority. Where necessary, the consultant will communicate with the Managing Authority through the CA.

The consultant shall be responsible for:

* Preparing draft tender dossiers in line with programme requirements and project timelines;
* Ensuring compliance of all procurement activities with programme rules and internal procedures;
* Delivering timely reports for the assigned activities as per project implementation requirements.

The **Contracting Authority** retains responsibility for initiating and transmitting the final tender dossiers for publication on [www.romania-serbia.net](http://www.romania-serbia.net?utm_source=chatgpt.com) as well as for uploading and submitting the technical reports for verification.

**Qualifications and Skills**

* University degree;
* Diploma or completed training in the field of public procurement;
* Proficiency in using MS Office applications (Excel, Word, PowerPoint);
* Proven knowledge and experience in implementation, verification, and/or consultancy of tender procedures under national/European funding programmes or equivalent projects;
* Strong communication skills in spoken and written English.

**Professional Experience**

* Solid understanding of standard procurement methods and/or PRAG procedures;
* Participation in at least one project involving implementation, verification, or consultancy of tender procedures;
* Minimum of 3 years general professional experience;
* Minimum of 2 years specific experience in the field of public procurement.

The consultant’s qualifications, skills, and professional experience shall be evidenced by the CV of the proposed expert. The Contracting Authority reserves the right to request additional supporting documents to verify the information provided in the CV.

**Required inputs**

Prepare a number of 5 procurement dossiers according with specific procurement rules set out by the Interreg IPA CBC Romania-Serbia Programme divided in 4 single tender procedures for services, and 1 competitive negotiated procedure for supplies as described in the below table:

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| Award procedure | Description |
| Services single tender | Organization of apitherapy seminars for tourism organization, travel agencies, NGOs |
| Services single tender | Organization of open days for the promotion of Banat Honey Rout to general public |
| Services single tender | Making drone footage of Timis county and Caras-Severin county beekeepers apiaries for the digital online tour |
| Services single tender | Promotional material - including project billboards, roll-ups, honey bee hive models, honey jars, t-shirts, etc. |
| Simplified procedure | Banat Honey Route trailers - 5 trailers equipped with honey bee hives capable of providing apitherapy |

**Required time frame**

The estimated period for the implementation of the tasks by the procurement expert will be a maximum of 12 months.

Validity of tenders 90 days after the deadline for the submission of tenders.

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:** Expert for procurement

**REF:** RORS00240/ACATCB/TD1

**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/National currency with VAT included/excluded>.

For all Partners:

In accordance with IPA implementing regulation, for all 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 eligible and is clearly identified on the invoices.

For this contract VAT is eligible cost.

**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) | <https://wikis.ec.europa.eu/download/attachments/44168995/b8d_annexigc_en.pdf> |

<https://wikis.ec.europa.eu/display/ExactExternalWiki/Annexes#Annexes-AnnexesB(Ch.3):Servicecontracts>

**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 National currency, 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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| **Day/Month** |  | **EUR** |
| 1-12 | Balance final payment | 100% of the contract value |
|  | **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 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)