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

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| **Name and address of the contracting authority:** Regional Agency for Socio Economic Development – Banat Ltd., Dr Kornela Radulovića 18, 23000 Zrenjanin, Republic of Serbia  **Title of the tender:** Event organization  **Reference number:** RORS00250/RDABanat/TD4  **Date of launching:** 03/12/2025 |

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 **12/12/2025 at 12:00 hours**. Any tender received after this deadline will be automatically rejected.

Questions regarding this procedure may be submitted before 06/12/2025 at 15:00 at following e-mail address:

[branislav.milosav@rcrbanat.rs](mailto:branislav.milosav@rcrbanat.rs)

The Contracting Authority will publish Q&A on <http://www.romania-serbia.net> on the same page where tender dossier is published no latter then 3 days before the deadline.

Financial information

The tenderers are reminded that the maximum available value of the contract is 5.000,00 EUR including VAT.

The Financial offer must be presented as an amount in EUR or RSD with VAT included 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 (only if not publicly available from the Serbian Business Register Agency website)

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

* Name and address of the tenderer
* Title of the tender: Event organization
* Reference number: RORS00250/RDABanat/TD4
* 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:

Regional Agency for Socio Economic Development – Banat Ltd.,

Dr Kornela Radulovića 1823000 Zrenjanin, Republic of Serbia

For: Irena Vukić, Director

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. Title of activity 1 Organization of two day training

Description of expected outputs / results to be achieved

Contractor will provide support to Contracting Authority in organization one two day event which will be organized in Zrenjanin/Serbia. For this event Contractor is expected to provide required venue, technical/presentation equipment, catering and refreshment for 20 participants. Event will last for up to 6 hours each of two consecutive days.

In particular the Contractor should perform the following activities for event:

* Provide a conference room for one day, with air conditioning and adapted for at least 20 persons – the room will be used up to 6 hours for two consecutive days. Contractor should provide preparation and cleaning services.
* Provide all necessary technical conditions for the realization of the event, which include: a computer, a video projector, projection screen, a set up sound system, and other accessories.
* Provide catering services for 20 people during event. Catering will at least include: minced grilled meat (300g per person), French fries (150g per person) seasonal salad (100g per person), carbonated or non-carbonated bottled water and soft drinks (500ml per person), a dessert (100g per person), coffee and tea (with milk and sugar – 2 pieces per person). The Contractor will also provide glasses, cups and adequate arrangement of the venue.
* The Contractor should provide necessary staff for event organization, such as technician, waitress etc.
* The Contractor will also take photographs of the event and provide printed out attendance lists.

The Contractor must also comply with the latest Communication and Visibility Manual for Interreg IPA CBC Romania- Serbia Programme

(See <http://www.romania-serbia.net> )

Required inputs

Personnel, premises, supplies, equipment and other backstopping support required for service contract implementation.

Required time frame

*December 2025-December 2026*

* 1. Title of activity 2 Organization of round table

Description of expected outputs / results to be achieved

Contractor will provide support to Contracting Authority in organization one day event which will be organized in Zrenjanin/Serbia. For this event Contractor is expected to provide required venue, technical/presentation equipment, catering and refreshment for 25 participants. Event will last for up to 4 hours.

In particular the Contractor should perform the following activities for event:

* Provide a conference room for one day, with air conditioning and adapted for at least 25 persons – the room will be used up to 4 hours. Contractor should provide preparation and cleaning services.
* Provide all necessary technical conditions for the realization of the event, which include: a computer, a video projector, projection screen, a set up sound system, and other accessories.
* Provide catering services for 25 people during event. Catering will at least include: minced grilled meat (300g per person), French fries (150g per person) seasonal salad (100g per person), carbonated or non-carbonated bottled water and soft drinks (500ml per person), a dessert (100g per person), coffee and tea (with milk and sugar – 2 piece per person). The Contractor will also provide glasses, cups and adequate arrangement of the venue.
* The Contractor should provide necessary staff for event organization, such as technician, waitress etc.
* The Contractor will also take photographs of the event and provide printed out attendance lists.

The Contractor must also comply with the latest Communication and Visibility Manual for Interreg IPA CBC Romania- Serbia Programme

(See <http://www.romania-serbia.net> )

Required inputs

Personnel, premises, supplies, equipment and other backstopping support required for service contract implementation.

Required time frame

*July 2025-December 2026*

* 1. Title of activity 3 Organization of Project Closing Conference

Description of expected outputs / results to be achieved

Contractor will provide support to Contracting Authority in organization one Conference event which will be organized in Zrenjanin/Serbia. For this event Contractor is expected to provide required venue, technical/presentation equipment, catering and refreshment for 30 participants. Event will last for up to 4 hours.

In particular the Contractor should perform the following activities for event:

* Provide a conference room for one day, with air conditioning and adapted for at least 50 persons – the room will be used up to 4 hours. Contractor should provide preparation and cleaning services.
* Provide all necessary technical conditions for the realization of the event, which include: a computer, a video projector, projection screen, a set up sound system, equipment for translation and other accessories.
* Provide catering services for 30 people during event. Catering will at least include: minced grilled meat (300g per person), French fries (150g per person) seasonal salad (100g per person), carbonated or non-carbonated bottled water and soft drinks (500ml per person), a dessert (100g per person), coffee and tea (with milk and sugar – 2 piece per person). The Contractor will also provide glasses, cups and adequate arrangement of the venue.
* The Contractor should provide necessary staff for event organization, such as technician, waitress, hostess, translator Romanian-Serbian etc.
* The Contractor will also take photographs of the event and provide printed out attendance lists.

The Contractor must also comply with the latest Communication and Visibility Manual for Interreg IPA CBC Romania- Serbia Programme

(See <http://www.romania-serbia.net> )

Required inputs

Personnel, premises, supplies, equipment and other backstopping support required for service contract implementation.

Required time frame

*November 2026*

* 1. Title of activity 4 Organization of 2 work meetings

Description of expected outputs / results to be achieved

Contractor will provide support to Contracting Authority in organization two one day events which will be organized in Zrenjanin/Serbia. For each event Contractor is expected to provide required venue, catering and refreshment for 15 participants. Event will last for up to 3 hours.

In particular the Contractor should perform the following activities for each event:

* Provide a conference room for one day, with air conditioning and adapted for at least 15 persons – the room will be used up to 3 hours. Contractor should provide preparation and cleaning services.
* Provide catering services for 15 people during event. Catering will at least include: minced grilled meat (300g per person), French fries (150g per person) seasonal salad (100g per person), carbonated or non-carbonated bottled water and soft drinks (500ml per person), a dessert (100g per person), coffee and tea (with milk and sugar – 2 pieces per person). The Contractor will also provide glasses, cups and adequate arrangement of the venue.
* The Contractor should provide necessary staff for event organization, such as waitress etc.

The Contractor must also comply with the latest Communication and Visibility Manual for Interreg IPA CBC Romania- Serbia Programme

(See <http://www.romania-serbia.net> )

Required inputs

Personnel, premises, supplies, equipment and other backstopping support required for service contract implementation.

Required time frame

*December 2025-December 2026*

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:** Event organization

**REF:** RORS00250/RDABanat/TD4

**Concluded between:**

Regional Agency for Socio Economic Development – Banat Ltd.,

Dr Kornela Radulovića 18

23000 Zrenjanin, 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 Event organization 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 with VAT included>.

In accordance with IPA implementing regulation, VAT is 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

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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| **Month** |  | **<EUR/RSD>** |
| 6 | Interim payment | <25 % of the contract value / Absolute amount > |
| 11 | Balance final payment | <75 % 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 until 03.12.2026

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)