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

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| **Name and address of the contracting authority:** Caritas Banat Sanctus Gerhardus Association  **Title of the tender: *Organizing events***  **Reference number:** 223/CARITAS/03  **Date of launching:** 07/08/2025 |

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 18.08.2025. 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 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 19300 EUR, including VAT (Activity 1 – 2500 EUR, Activity 2 – 9000 EUR, Activity 3 – 1800 EUR, Activity 4 – 6000 EUR).

The Financial offer must be presented as an amount in EUR 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: 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** 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.

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

* Name and address of the tenderer
* Title of the tender: ***Organizing events***
* Reference number: 223/CARITAS/03
* The words: ‘’Not to be opened before the tender opening session’’ ( “Ne otvarati pre sastanka za otvaranje ponuda”/”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:

Asociația Caritas Banat Sanctus Gerhardus

307110 Ciacova, str. Carpati nr. 6, jud. Timis, Romania

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 – Workshop for staff and experts

The contractor will organize a workshop for staff and experts. Foreseen number of participants: 20 persons.

Location: Ciacova, Timis county, Romania

The contractor will provide the following services for the event:

– coffee for 20 persons (with milk and sugar) - mineral water for 20 persons (at least 40 bottle ½ Liter – sparkling and still), pastry (at least 200 gr/person – 4 kg) – 2 ocassions

- meal for 20 persons – starter (2 types one with meat and one whitout), soup (2 types one with meat and one whitout) main course (2 types one with meat and one vegetarian), dessert, sparkling and still water (1 liter/person), coffee (with milk and sugar)

- expert fees – at least 3 person, who can cover a cca. 5 hour long workshop. The experts should have expertise in elderly care, health care, project development for elderly people etc. The main topic of the workshop is ” The present and the future of the social care system toward the process of deinstitutionalization of health and care services”. The experts will be choosen in cooperation with the Beneficiary.

- documenting the event – at least 20 photos, participants list

- providing the necessary equipment (laptop, projector, microfon if needed).

The venue of the event will be provided by the Beneficiary.

Description of expected outputs / results to be achieved

Workshop with participation of 20 persons.

Required inputs

Sufficient staff

Required time frame:

Until 15.09.2025

* 1. Title of activity 2 – Training for staff for the preparation of target group to individual living

The contractor will organize a training for the staff. Foreseen number of participants: 20 persons.

Location: Ciacova, Timis county, Romania

The contractor will provide the following services for the event:

- elaboration of the training material – the Contractor will provide the expert/experts who will elaborate the training material in the field of preparation of target group to individual living. The training material will become the property of the Beneficiary and can be used freely by all intrested parties.

– coffee for 20 persons (with milk and sugar) - mineral water for 20 persons (at least 40 bottle ½ Liter – sparkling and still), pastry (at least 200 gr/person – 4 kg) – 2 ocassions

- meal for 20 persons – starter (2 types one with meat and one whitout), soup (2 types one with meat and one whitout) main course (2 types one with meat and one vegetarian), dessert, sparkling and still water (1 liter/person), coffee (with milk and sugar)

- trainer fees – at least 3 person, who can cover a cca. 5 hour long workshop. The trainers will be choosen in cooperation with the Beneficiary. The trainers will use the elaborated trainig material as the base of the training.

- documenting the event – at least 20 photos, participants list

- providing the necessary equipment (laptop, projector, microfon if needed).

The venue of the event will be provided by the Beneficiary.

Description of expected outputs / results to be achieved

Training with participation of 20 persons.

Required inputs

Sufficient staff

Required time frame:

11.11.2025 - 10.02.2026

* 1. Title of activity 3 – Kick-off event in Ciacova

The contractor will organize a kick-off event and press conference. Foreseen number of participants: 20 persons.

Location: Ciacova, Timis county, Romania

The contractor will provide the following services for the event:

– coffee for 20 persons (with milk and sugar) - mineral water for 20 persons (at least 40 bottle ½ Liter – sparkling and still), pastry (at least 200 gr/person – 4 kg)

- documenting the event – at least 20 photos, participants list

- providing the necessary equipment (laptop, projector, microfon if needed).

- elaborating of press material (at least 5 pages about the project)

The venue of the event will be provided by the Beneficiary.

Description of expected outputs / results to be achieved

Kick off meeting with participation of 20 persons.

Required inputs

Sufficient staff

Required time frame:

Until 15.09.2025

* 1. Title of activity 4 – Cross border community events for elderly

The contractor will organize two cross-border community event. Foreseen number of participants: 30 persons.

Location: Ciacova, Timis county, Romania

The contractor will provide the following services for the event:

– coffee or tee for 30 persons (with milk and sugar) - mineral water for 30 persons (at least 60 bottle ½ Liter – sparkling and still), pastry (at least 200 gr/person – 6 kg), fruits (at least one fruit/person – banana, orange, apple, etc)

- meal for 30 persons – starter (2 types one with meat and one whitout), soup (2 types one with meat and one whitout) main course (2 types one with meat and one vegetarian), dessert, sparkling and still water (1 liter/person), coffee or tee (with milk and sugar). The Contractor will take into consideration the diatery needs of the target group and will provide personalised meals if necessary. The Beneficiaey will provide the necessary information, at least 3 days before the event.

- documenting the event – at least 20 photos, participants list

- realising programe for the elderly persons such as walks, sports and maintenance exercises, spiritual activity, social educative and cultural programs. The activities will be choosen after consultation with the Beneficiary. The Contractor will provide the trainers and the necessary equipment.

The venue of the event will be provided by the Beneficiary.

Description of expected outputs / results to be achieved

Two cross-border community event with 30 participants each.

Required inputs

Sufficient staff

Required time frame:

Until 10.08.2026

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: *Organizing events***

**REF:** 223/CARITAS/03

**Concluded between:**

Caritas Banat Sanctus Gerhardus Association

307110 Ciacova, str. Carpati nr. 6, jud. Timis, Romania

(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.

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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| **Month** |  | **EUR** |
| Month 2 | First interim report | 22.5 % of the contract value Absolute amount > |
| Month 11 | Balance final payment | 77.5% 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 11 months, but not later than 10.08.2026.

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)