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

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| **Name and address of the contracting authority:** Regional Development Agency South Banat Ltd, Pancevo, Karadjordjeva 4, 26000 Pancevo, Serbia  **Title of the tender:** Organization of Events  **Reference number:** RORS00240/RDASB/TD2  **Date of launching:** 12.09.2025 |

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 **22.09.2025 at 12:00 hours**. Any tender received after this deadline will be automatically rejected.

Questions regarding this procedure may be submitted before 15.09.2025 at 15:00 at following e-mail address:

[office@rrajuznibanat.rs](mailto:office@rrajuznibanat.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 14.500,00 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: Organization of Events
* Reference number: RORS00240/RDASB/TD2
* 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 Development Agency South Banat Ltd, Pancevo,

Karadjordjeva 4, 26000 Pancevo, Serbia

For: 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 requirementsbelow.

* 1. Title of activity 1: Organization of press conferences

Description of expected outputs / results to be achieved

Contractor will provide support to Contracting Authority in organization of 3 press conferences which are going to be organized in venueprovided by Contractor in City of Pančevo. Event will last for up to 4 hours.

In particular the Contractor should perform the following activities:

* Provision of venue suitable for this type of event clean, well lit, equipped with sound and video presentation equipment and heated or cooled if necessary. Prior event locatio and venue need to be aproved by Contracting Authority.
* Prepare venue for this type of event including equipment and visibility elements
* Provide participation of representatives of at least 3 news/media
* Provide at least 1 publication of press article in local/regional media.
* Provide catering services for 10 people during event. Catering will at least include: buffet, min 7 salty bites, both meat-based and vegetarian, carbonated or non-carbonated bottled water and soft drinks (500ml per person), a dessert (100g per person), coffee and tea (with milk and sugar – 1 piece per person). The Contractor will also provide glasses, cups and adequate arrangement of the venue.
* The Contractor will also take photographs of the event and provide printed out attendance lists.

Required inputs

All necessary personnel equipment, premises and supplies for implementation of service required.

Required time frame

*August 2025- July 2027*

* 1. Title of activity 2: Organization of promotional tour

Description of expected outputs / results to be achieved

Contractor will provide support to Contracting Authority in organization of crossborder tours to South Banat daistrict as well Timis and Caras Severin county (4 days in total). Two days will be spent for visiting beekeepers and all of Banat Honey trailers in South Banat district, one day will be spent in Timis county and one day in Caras-Severin county.

In particular the Contractor should perform the following activities:

* Organize transportation for 50 participants by bus on each tour day in all three crossborder regions.
* Provide participants with 1 meal per day during 4 days in activity. Contractor is also obligated to provide participants with at least 1 snacks per dayin the form of a lunchbox during field tours as well two liters of water.
* The Contractor will also take photographs of the events during activity and provide printed out attendance lists.
* Contractor will be informed about exact date and agenda of activity at least 7 days in advance.

Required inputs

All necessary personnel equipment, premises and supplies for implementation of service required.

Required time frame

*August 2025- July 2027*

* 1. Title of activity 3: Organization of educational workshop for beekeepers

Description of expected outputs / results to be achieved

Contractor will provide support to Contracting Authority in organization of educational workshop event which is going to be organized in venue provided by Contractor in City of Pančevo. Event will last for up to 4 hours.

In particular the Contractor should perform the following activities:

* Provision of venue suitable for this type of event clean, well lit, equipped with sound and video presentation equipment and heated or cooled if necessary. Prior event locatio and venue need to be aproved by Contracting Authority.
* Prepare venue for this type of event including equipment and visibility elements
* Secure the presence of at least one expert lecturer in topics of beekeeping science and practices. The lecturer has to be pre-aproved by the Contracting Authority prior to his/her engagment.
* Provide catering services for up to 30 people during event. Catering will at least include: buffet, min 7 salty bites, both meat-based and vegetarian, carbonated or non-carbonated bottled water and soft drinks (500ml per person), a dessert (100g per person), coffee and tea (with milk and sugar – 1 piece per person). The Contractor will also provide glasses, cups and adequate arrangement of the venue.
* The Contractor will also take photographs of the event and provide printed out attendance lists.
* Contractor will be informed about exact date of event to be organised at least 7 days in advance.

Required inputs

All necessary personnel equipment, premises and supplies for implementation of service required.

Required time frame

*August 2025- July 2027*

* 1. Title of activity 4: Organization of seminars for tourism organizations

Description of expected outputs / results to be achieved

Contractor will provide support to Contracting Authority in organization of 2 seminar events which is going to be organized in venue provided by Contractor in City of Pančevo. Each event will last for up to 4 hours.

In particular the Contractor should perform the following activities:

* Provision of venue suitable for this type of event clean, well lit, equipped with sound and video presentation equipment and heated or cooled if necessary. Prior event locatio and venue need to be aproved by Contracting Authority.
* Prepare venue for this type of event including equipment and visibility elements
* Provide catering services for up to 10 people during event. Catering will at least include: buffet, min 7 salty bites, both meat-based and vegetarian, carbonated or non-carbonated bottled water and soft drinks (500ml per person), a dessert (100g per person), coffee and tea (with milk and sugar – 1 piece per person). The Contractor will also provide glasses, cups and adequate arrangement of the venue.
* The Contractor will also take photographs of the event and provide printed out attendance lists.
* Contractor will be informed about exact date of each event to be organised at least 7 days in advance.

Required inputs

All necessary personnel equipment, premises and supplies for implementation of service required.

Required time frame

*August 2025- July 2027*

* 1. Title of activity 5: Organization of open days

Description of expected outputs / results to be achieved

Contractor will provide support to Contracting Authority in organization of 2 open day events which are going to be organized in venue provided by Contractor in South Banat. Each event will last for up to 6 hours.Contractor is expected to provide venue for the event, presentation equipment and catering. Expected number of participants is 25 persons in total for each event.

* Catering should be organized during entire event and it should be in form of buffet consisting of coffee, water, non-alcoholic drinks and snacks.
* 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 EU External Actions concerning acknowledgement of EU financing of the project (see <https://romania-serbia.net/> for more information)
* Contractor will be informed about exact date of each event to be organised at least 7 days in advance.

Required inputs

All necessary personnel equipment, premises and supplies for implementation of service required.

Required time frame

*August 2025- July 2027*

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:** Organization of Events

**REF:** RORS00240/RDASB/TD2

**Concluded between:**

Regional Development Agency South Banat Ltd, Pancevo,

Karadjordjeva 4, 26000 Pancevo, 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 organization of Events 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/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 iseligible and is clearly identified on the invoices.

For this contract VAT is eligiblecost.

**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/RSD>** |
| 12 | Interim payment | <50 % of the contract value / Absolute amount > |
| 22 | Balance final payment | <50 % 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 01.07.2027.

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)