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

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| **Name and address of the contracting authority:**  Zavod za kulturu vojvođanskih Mađara, Poštanska 18, 24400 Senta, Serbia  **Title of the tender: External expertise and services in the organization of events and translation services for the project Banat Heritage**  **Reference number:** RORS00227 – LPSRBVMMI – TD04  **Date of launching:** 15.9.2025. |

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 **24/09/2025 at 14:00 hours**. Any tender received after this deadline will be automatically rejected. [The opening of offers is planned for 24th September 2025. – provisional date]

*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 **EUR 13.950,00,** i.e., **1,634,591.25 RSD** (according to the InforEUR RSD-EUR rate in September 2025. by which 117,175 RSD=1 EUR) including VAT (if VAT is applicable for the tenderer).

The Financial offer must be presented as an amount in **RSD VAT included** (if VAT is applicable for the tender) 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: **50 points**
* Proposed inputs: **30 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:

**1. Copy of legal registration (only if not publicly available from the Serbian Business Register Agency website or other relevant registry where the Tenderer is registered)**

**2. CVs of the key translator: Romanian – Serbian translator**

**3. CV of one event organizer key** expert with relevant experience in event management and management of payments (CV to be attached: Europass form is advised to be used) **OR** adequate list of reference of the Tenderer regarding similar organization of events (e.g. conferences, educational programmes, trainings with similar activities as planned for this contract) naming the contractor, value of the reference, scope and details of the work and dates of realization.

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

* Name and address of the tenderer
* Title of the tender: **External expertise and services in the organization of events and translation services for the project Banat Heritage**
* Reference number: **RORS00227 – LPSRBVMMI – TD04**
* The words: **‘’Not to be opened before the tender opening session’’ ( “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:

**Zavod za kulturu vojvođanskih Mađara**

**Poštanska 18**

**24400 Senta.**

**Serbia**

**To: Kormanyos Katona Gyongyi, 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.

**GENERAL BACKROUND BASED ON THE PROJECT APPLICATION**

*There are many unsurpassed cultural heritages that are constantly deteriorating. Such are the region houses, which in the past decades, usually on civil initiative, were created by the villages themselves, and they also collected their furnishings themselves. Unfortunately, the maintainers of these initiatives are constantly withdrawing, and the lack of money also affects the deterioration of these objects and their collection, which is often collected with great care, representing a significant value.*

*We are in the last hours to save them, even in digital form, for which the activities of the project are perfectly suited. The purpose of this activity is to explore, archive, document the culture of cultural associations, region houses, and folk programs operating in a multicultural environment, and to map and digitally save the cultural and folk heritage (digital saving of local history materials, photos, maps and cultural and folk art collections).*

*On the Serbian side, the aim of the activity is to assess the materials, intellectual and folk-art values of the region houses in three Banat settlements:*

***Rusko selo, Belo Blato and Vojlovica.***

*And in connection with this, to write the intellectual and cultural heritage of the settlements concerned in the form of a study in Serbian and English.*

*All architectural heritage, objects or other records related to an object are digitally recorded and then added to the Contracting Authority’s database after processing.*

*Local collections play a significant role in strengthening national, ethnic, and local self-awareness, and in many cases they are included in the local treasury — clarifying information about them also serves to enrich the local treasury.*

***All of the above material will be eventually digitized, and this is where we reach another aspect of the project where education of the partners’ institutions about digitization processes comes to surface****:*

*this tender deals with elements of the organizational parts of the educational events at the Contracting Authority (3 workshops), setting up/development of a joint exhibition showcasing the results of the research and the common heritage of the Banat (Romania and Serbia) region and the organizational parts of a one-day conference in Senta involving invited scholars, historians and researchers in the given subject. Where applicable the Tenderer will have to provide an interpreter in Romanian-Serbian-Romanian.*

***FURTHER BACKGROUND ON THE WORKSHOPS AND CONFERENCE BASED ON THE PROJECT APPLICATION***

***WORKSHOPS (*activity no. 2.2/2)**

*The use of digitization [of historical artifacts] has its own rules, which can only be applied by experts if they have adequate expertise. Because of this, in the project, we are planning joint trainings on several levels using the procured system and the web-portal, as well as the digitalization process itself:*

- **WORKSHOP 1:** *After completing the migration tasks, we will teach the use of the qulto system in the framework of a joint* ***one-day long workshops*** *for the professionals of the partner institutions, who will have the opportunity to learn about the use of the system and to exchange their experiences with regard to digitalization processes.*

10 people from both institutions participate in the work.

- **WORKSHOP 2: There will be 2 kinds of on-site training related to the portal that represent one unit.**

***Workshop 2.1 Administrator training:*** *1 day-long workshop where there will be a training day for the administrators of the database, portal, digitization and makerspace software. This training is aimed for the project partners to be able to maintain the results of the project 10 experts/partner.*

***Workshop 2.2 Contributor workshop:*** *1 openly public workshop day will be organized in order to facilitate the use of the Portal and digital makerspace among volunteers, 15 people/partner.*

- **WORKSHOP 3:** *We are organizing* ***another******one-day long workshops*** *to learn the digitization process. Both institutions purchase new technical devices from the project, and we teach them how to use them and the associated software in joint workshops, so that the further digitalization steps can proceed unhindered. On these two workshops, 10 people each from both institutions take part, and their curriculum builds on each other.*

*The workshops create an additional opportunity for professionals to share their experiences with each other.*

**FURTHER BACKGROUND ON THE CONFERENCE BASED ON THE PROJECT APPLICATION**

**CONFERENCE (activity no. 2.4/4)**

*During the project, after the migration and digitization steps have been completed and an interactive web portal has been launched,* ***a large-scale conference*** *will be organized in Senta, and in Resita too, in order to familiarize public collections experts from both Serbia and Romania, as well as from other neighboring countries (the planned coutries are: Croatia, Hungary, Romania, Northern Macedonia, Bosnia and Herzegovina) with the common integrated system, its elements and its use.*

*The conferences will feature presentations by renowned experts in the field of digitization and a practical workshop to familiarize participants with the use of the portal and databases.*

*A one-day conferences is planned, with a maximum of 50 participants in total.*

***RELATED ACTIVITIES THAT ARE SUBJECT OF***

***THIS SINGLE TENDER PROCEDURE***

***Note: the planned location of every event is planned to be in Senta***

**2.1 Title of activity 1:**

**Developing the joint exhibition that will introduce the results of research in the project**

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

For the joint exhibition, the Tenderer has to provide/assist in the organization/logistics (in cooperation with the Contracting Autority) and bare the costs of:

* + **The tenderer has to closely cooperate on the execution of the taks to deliver the following results by the opening date of the exhbition.**

1. Printing min. 100 - 120 images from the digitized archive the exhibition, size A2, on plastic coated foam (foreks), in color or black and white, delivery to the client's premises and/or premises of the exhibition. The images will be provided by the Contracting Authority 1 month before the event the latest).

2. Printing, structuring and organization of the captions (small texts/descriptions) for the photos

3. Printing of 4 informational roll-ups (min. dim.: 85x200 max. dim. 150x200) – design will be provided by the CA two weeks the latest before the opening of the exhibtion

4. The Tenderer’s obligation is to find suitable place in coordination with the Contracting Authority for the exhibition within Senta (2 months the latest before the exhbition) and pay the renting fee for the exhibition venue.

5. Provision of catering/snacks (sandwiches, smorgasbord, or similar)/refreshement (non alcoholic beverages) for the participants of the opening ceremony of the exhibition (for max. 50 persons)

**Required inputs**

One event organizer key expert with relevant experience in event management and management of payments (CV to be attached: Europass form is advised to be used) **or** adequate list of reference of the Tenderer regarding similar organization of events (conferences, educational programmes, trainings with similar activities as planned for this contract) naming the contractor, value of the reference, scope and details of the work and dates of realization.

**Required time frame**

March 2026

**2.2 Title of activity 2:**

**Organising the 3 workshops for the users**

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

The Tenderer has to closely cooperate with the Contracting Authority in order to organize important parts of the workshops.

For the workshops, the Tenderer has to provide/assist in the organization/logistics (in cooperation with the Contracting Autority) and bare the costs of:

* A room with chairs for a minimum of 30-35 people, where education can take place, which must be located in the town of Senta.
* The room should be available on all days of training from 7:00 AM to 7:00 PM.
* The room must be equipped with a possibility to set up a projector and screen.
* The room ought to have air-conditioning and heating.
* During one break/workshop, provide savory pastries and still and/or sparkling water, coffee.

It is preferable not to use plastic or paper cups, plastic plates and cuttlery.

* Provide lunch as cocktail reception at the venue OR lunch at a restaurant for the participants max. 1 hour long (savory pastries and main dishes served in cocktail style or at tables). Non-alcoholic beverages: still and sparkling water, carbonated and/or non-carbonated juices, tea and/or coffee, or similar.

**Required inputs**

* One event organizer key expert with relevant experience in event management and management of payments (CV to be attached: Europass form is advised to be used) **or** adequate list of reference of the Tenderer regarding similar organization of events (conferences, educational programmes, trainings with similar activities as planned for this contract) naming the contractor, value of the reference, scope and details of the work and dates of realization.

**Required time frame**

September – October 2025

Planned/Provisional dates by the CA: September 29th 2025 – October 2nd 2025 or in the course of October

**2.3 Title of activity 3:**

**Interpretation Romanian-Serbian**

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

The Tenderer has to provide one or two experienced Romanian-Serbian translator(s) for the following events:

-3 workshops (altogether four consequent days): cca. 8 hours of work/day

-opening of the joint exhibiton: 1,5 hours

-conference: cca. 8 hours of work

Note: the travel fees, per diems, working hours and all costs should be calculated into the financial offer of the Tenderer

**Required inputs**

At least 1 qualified RO-SRB-RO interpreter (CV to be attached)

If possible: usage of translation equipment (conference translation equipment) to provide simultaneous translation, if not possible, the interpreter has to be prepared to do consecutive translation or chuchotage.

**Required time frame**

September – October 2025: for activity 2.1./1 (3 workshops)

March 2026: activity 4 and opening of the exhibition (activity 1)

**2.4 Title of activity 4:**

**Organizing the expert conference about the digitalisation in Senta**

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

For the conference, the Tenderer has to provide/assist in the organization/logistics (in cooperation with the Contracting Autority) and bare the costs of:

* A room with chairs for a minimum of 50 people, which must be located in the town of Senta.
* The room should be available on the first day from 7:00 AM to 7:00 PM.
* The room must be equipped with a possibility to set up a projector and screen.
* The Tenderer has to set up a LED-wall for presentation purposes, min 3x2 metres.
* The Tenderer has to set up an audio system as well, microphones for the speakers and speaker set.
* The room ought to have air-conditioning and heating.
* Organize decoration: e.g. flowers for the venue
* During two brakes at the venue, provide savory pastries and still and/or sparkling water, coffee/tea. It is preferable not to use plastic or paper cups, plates and cuttlery.
* Provide a cocktail reception at the venue OR lunch at a restaurant for 50 people lasting 1 hour (savory pastries and main dishes served in cocktail style). Non-alcoholic beverages: still and sparkling water, carbonated and non-carbonated juices, tea and/or coffee.
* 1 or 2 day of accommodation + dinner and breakfast for 20-25 participants that come from other countries or further distances.
* Accommodation must be in Senta.
* Accommodation should be in rooms with a maximum of 2 beds.
* Fees and travel costs for 6-9 lecturers

NOTE: The venue, catering, and timing witihin the conference will be in details developed in close cooperation between the contracting sides, at least 2 months before the event.

**Required inputs**

* One event organizer key expert with relevant experience in event management and management of payments (CV to be attached: Europass form is advised to be used) **or** adequate list of reference of the Tenderer regarding similar organization of events (conferences, educational programmes, trainings with similar activities as planned for this contract) naming the contractor, value of the reference, scope and details of the work and dates of realization.

**Required time frame**

March 2026

**General overview of the required general inputs**

* A brief decription of the approach in realization of the Contract obligations (in a max of 500 words) as organisation and methodology in *PART B Tender form & tech offer.docx*
* At least one Romanian-Serbian translator with at least 3 year of experience in interpretation (CV to be attached: Europass form is advised to be used)
* One event organizer key expert with relevant experience in event management and management of payments (CV to be attached: Europass form is advised to be used) **or** adequate list of reference of the Tenderer regarding similar organization of events (conferences, educational programmes, trainings with similar activities as planned for this contract) naming the contractor, value of the reference, scope and details of the work and dates of realization.

General overview of the required time frame and budget

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| Name of activity | Planned months of realization | Max. budget |
| 2.1 Title of activity 1:  Developing the joint exhibition that will introduce the results of research in the project | January – March 2026 | 5.000,00 EUR |
| 2.2 Title of activity 2:  Organising the 3 workshops for the users | September – October 2025 | 2.450,00 EUR |
| 2.3 Title of activity 3:  Interpretation Romanian-Serbian | September – October 2025: for activity 1. (3 workshops)  March 2026: activity 4 and opening of the exhibition (activity 1) | 2.500,00 EUR |
| 2.4 Title of activity 4:  Organizing the expert conference about the digitalisation in Senta | March 2026 | 4.000,00 EUR |

**IMPORTANT NOTE ABOUT THE BARING OF COSTS AND FINANCING:**

All costs related to the above activities shall be borne by the Tenderer, no pre-financing/advance payment is possible during the implementation of the contract.

Payments will be realized after the completion of certain stages of the contract (see for reference the draft contract of the planned periods).

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: External expertise and services in the organization of events and translation services for the project Banat Heritage**

**REF:** RORS00227 – LPSRBVMMI – TD04

**Concluded between:**

*Zavod za kulturu vojvođanskih Mađara*

*Poštanska 18, 24400 Senta, Serbia*

*08891893/105720345*

(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 Research of the existing cultural heritage 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 RSD with VAT included (if applicable for the tenderer)

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.

The payments will be issued by the following time schedule.

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| **Day/Month** |  | **RSD** |
| October 2025 | Interim payment 1 | Max 30 % of the contract value |
| March 2026 | Interim payment 2 | Max 30 % of the contract value |
| June 2026 | Interim payment 3 | Max 38 % of the contract value |
| August 2026 | Balance final payment | Remaining 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 11 months**

Commencement date is **on the date of contract signature by both parties [ideally by the 26th September 2025.]**

**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 the 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)