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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 project management and Prag expertise  **Reference number:** RORS00227/LP/1  **Date of launching:** 18/03/2025 |

1. **INFORMATION ON SUBMISSION OF THE TENDERS**

Subject of the contract:

The subject of this tender is:

- Implementation of services: External project management and Prag expertise 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 **28/03/2025 at 14:00 hours**. 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 19.000 EUR/ 2.226.895 RSD, 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: 50 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.

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)
* CV of the Key expert

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

* Name and address of the tenderer
* Title of the tender: External project management and Prag expertise
* Reference number: RORS00227/LP/1
* 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:

Zavod za kulturu vojvođanskih Mađara

Poštanska 18, 24400 Senta. Serbia

Kormanyos Katona Gyongyi, [kormanyosgyongyi23@gmail.com](mailto:kormanyosgyongyi23@gmail.com)

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-***services for implementation of the public procurement procedure***

Description of expected outputs/results to be achieved

The Consultant should provide expert services in implementing all procurement procedures for the project “Digitalisaton the cultural traditions of the Banat region - securing the easy access for tourists and experts” respecting the INTERREG VI -A IPA Romania-Serbia Programme requirements.

The Consultant is obligated to provide expert consultation to the Contracting Authority regarding procurement procedures upon request, by telephone, email or personally within working hours.

The service covers the preparation of the tender dossiers in accordance with the contracting and implementation plan according to the tentative procurement plan.

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| **#** | **DESCRIPTION** | **CATEGORY** | **TENDER PROCEDURE** |
| 1. | Research the existing cultural heritage | External expertise and services | Single tender |
| 2. | Developing the joint exhibition | External expertise and services | Single tender |
| 3. | Organizing the 3 workshops for the users + Interpretation Romanian-Serbian + Organizing the expert conference about digitalisation in Senta | External expertise and services | Single tender |
| 4. | Purchase of IT equipments | Equipment | Simplified tender procedure |
| 5. | Data migration and aggregation+ Portal development, digital makerspace tools | External expertise and services | Simplified tender procedure |

In the case of a request for any changes in the tender dossiers, the Consultant is obligated to adopt them and to send the revised tender dossier back to the Contracting Authority in a timely manner, the latest by 7 days, depending on the volume of requested changes.

The Contracting Authority is obligated to provide all the necessary information to the Consultant needed for the preparation of Terms of References and Technical Specifications. The Contracting Authority is also obligated to prepare the list of potential tenderers and send it to the Consultant to prepare the list of entities, where applicable.

The Contracting Authority will communicate details about the timing of public procurement procedures during contract implementation.

Required time frame: March 2025 – March 2026

* 1. Title of activity 2- External project management

Description of expected outputs/results to be achieved

The service should include:

General administration of the project:

- Administration and proper preparation of the documentation to be archived.

- Preparation of storage documentation.

Contributing to the preparation of the project report:

- Identify relevant areas of reporting per project period;

- Gathering relevant information and documents from the management team;

- Assist in the collection and preparation of all necessary and relevant supporting and supporting documents;

- Modify, amend and adapt reporting form requirements;

- Assisting in the preparation and submission of the partner reports within three months, or shorter if the contracting authority deems it necessary, respecting the deadlines foreseen in the INTERREG VI - IPA Romania-Serbia programme,

- Assistance with requests for clarification of reporting at the request of the competent audit body.

Additional technical assistance and monitoring services:

In order to align the implementation of project activities with the approved activities and the associated project budget, the consultant should provide technical assistance:

- Continuous analysis of project progress to support management and adequate decision-making;

- Periodic assessment of the effectiveness, impact, sustainability and relevance of the project in the context of the identified objectives;

- Ensuring efficient implementation, as well as regular monitoring, ie. providing support to the project team.

- Tracking costs and spending according to budget lines and schedule,

- Verification, revision and adjustment of the public procurement project plan based on project needs,

- Professional support in preparation of project modification requests according to INTERREG VI -A IPA Romania-Serbia Programme requirements if requested by the Contracting Authority.

- Professional support in preparation for Programme monitoring visits and FLC/Control unit on-the-spot visits.

The Consultant must also comply with the latest Communication and Visibility Requirements for EU-funded external action, laid down and published by the European Commission. The assistance of the Consultant is required until the issuance of validation of the Final Partner Report.

Outputs to be achieved:

- 1 project team meeting per quarter.

- At least 7 reports submitted at project partner and project level according to the rules of Interreg VI A IPA Romania Serbia.

Required time frame: March 2025 – August 2026

Required inputs for both activities are:

At least one CV of the proposed expert with knowledge and experience in the implementation of public procurement services under the Interreg IPA programme rules;

Basic requirements for the expert: at least one direct meeting with the Contracting Authority and one direct personal meeting prior to the preparation of each invitation to tender.

The consultant shall provide an expert with the following qualifications and skills:

- At least a university degree or equivalent.

- Relevant experience in the preparation and implementation of public procurement in at least 2 projects co-financed by foreign donors,

- Computer and internet skills, at least intermediate computer skills,

- Language skills: knowledge of English, at least intermediate level of English.

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 project management and Prag expertise

**REF:** RORS00227/LP/1

**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 *External project management and Procurement procedures* 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.

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/RSD>** |
| < January 2026> | Interim payment (\*if applicable) | <50 % of the contract value / Absolute amount > |
| < August 2026 > | Interim payment (\*if applicable) | < 30 % of the contract value / Absolute amount > |
| < October 2026 > | Balance final payment | < 20 % 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 <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 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: | Kormanyos Katona Gyongyi |
| Title: |  | Title: | Director |
| Signature: |  | Signature: |  |
| Date: |  | Date: |  |

1. Where applicable. For individuals, mention their ID card or passport or equivalent document - number [↑](#footnote-ref-1)