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

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| **Name and address of the contracting authority: Provincial Secretariat for Urban Planning and Environmental Protection, Bulevar Mihajla Pupina 16, 21201 Novi Sad, Republic of Serbia**  **Title of the tender:** **Event management services for project Green-Path**  **Reference number: RORS00127-PP2 - TD03**  **Date of launching: 20/03/2025** |

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 **31/03/2025, 13:00 (local time)**. Any tender received after this deadline will be automatically rejected.

Questions regarding this procedure may be submitted before 27/03/2025 at 14:00 at following e-mail address:

[tatjana.djuric70@gmail.com](mailto:tatjana.djuric70@gmail.com)

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

Financial information

The tenderers are reminded that the maximum available value of the contract is 12.000.00 EUR equivalent 1.406.460,00 RSD including VAT.

The Financial offer must be presented as an amount in 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: 60 points
* Proposed inputs: 20 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 management services for project Green-Path**
* Reference number: **RORS00127-PP2 - TD03**
* 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:

**The Provincial Secretariat for Urban Planning and Environmental Protection**

**Bulevar Mihajla Pupina, 16, 21101 Novi Sad**

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: Event management services**

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

**Important note**: All communication tools produced and published in the framework of this contract must be in line with the latest version of the INTERREG-IPA CBC Romania-Serbia Programme visibility requirements.

**Professional organization of project events:**

During the implementation of the "Green-Path" project, the Consultant will organize project events according to the event schedule defined by the Contracting Authority in order to support the project implementation and to promote all results achieved by the project. The service provider should handle logistical support including general coordination and management of the event activities:

- Planning and implementation of the programs of the events,

- Preparation of programs and invitations: ENG and SRB languages,

- Invitation of the participants in consultation with the Contracting Authority,

- Providing a professional coordinator (when applicable) for the events,

- Setting-up the venue for the events (providing necessary technical equipment and sound system),

- Providing technical and professional support for the events,

- Registration of the participants,

- Displaying visibility elements at the venues according to the INTERREG-IPA CBC Romania-Serbia Programme visibility requirements,

- Providing professional photography for all events to promote the results and acquired equipment,

- Documenting (photographs, video and text) and archiving the events,

- Information about project activities must be provided in Serbian, Romanian and English languages, for intended online publishing.

- Providing a report on published media materials.

NOTE: Provisional Program of the events, exact dates and list of participants should be developed in close cooperation with Contracting Authority.

1. **Three One-day Green-Path events in Serbia for min. 30 participants.**

The aim of the event is to promote the Green-Path project and brand. The Consultant should provide logistical support and appropriate program in consultation with the Contracting Authority. The Consultant will provide:

- Appropriate venue/conference hall with technical support (laptop, sound system, microphone, projector, stand or table for speakers, chairs for participnts).

- Catering for min. 30 people with lunch type menu and refreshments. Salad, as well as min. 2 choices of main course and dessert choices should be served. Additionally, water, tea and juices during cycling should be provided.

- Invite media representatives to the event in consultation with the Contracting Authority and provide press clipping for the event.

1. **One-day Close-up Conference with press conference in Serbia for min. 50 participants.**

A closing conference with press conference will be organized in Serbia in the final phase of the project with aim to inform the general public and media representatives about the achieved project results and financial support provided.

The Consultant will provide:

* Appropriate venue/conference hall with technical support (laptop, sound system, microphone, projector, stand or table for speakers, chairs for participnts).
* For arrivals, sweet and salty pastry type food should be served. For refreshments, non-alcoholic beverages such are carbonated and non-carbonated drinks, mineral water, coffee and tea should be provided (min. 2 servings per person).

- Catering with lunch type menu for min. 50 participants should be provided.

Lunch type menu should be served in a smorgasbord/buffet style. Salad, as well as min. 2 choices of main course and dessert choices should be served. For refreshments, non-alcoholic beverages such are carbonated and non-carbonated drinks, mineral water, coffee and tea should be provided (2 servings per person).

Any changes concerning the organization of the events will be communicated to the Consultant at the latest 7 days prior to the date of the event. Promotional materials and visibility tools must be distributed and displayed at the organized events in line with Programme requirements.

**Required inputs**

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

**Required time frame**

*Contract signature – December 20, 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 management services for project Green-Path**

**REF: RORS00127-PP2 - TD03**

**Concluded between:**

The Provincial Secretariat for Urban Planning and Environmental Protection

Bulevar Mihajla Pupina, 16, 21101 Novi Sad, Republic of Serbia

Official registration number/VAT number: 08752885 / 100715260

(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 management services for project Green-Path** 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.

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** |  | **RSD** |
| May - June 2025 | 1st Interim payment – After approval of 1st Interim report | 25% of the contract value |
| November - December 2025 | 2nd Interim payment – After approval of 2nd Interim report | 25% of the contract value |
| November – December 2026 | Balance final payment | 50% 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 cca. 20 months.

Commencement date is the date of contract signature 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 Commercial Court of Novi Sad 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)