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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:** Research of the existing cultural heritage  **Reference number:** RORS00227 – LPSRBVMMI – TD03  **Date of launching:** 20.6.2025. |

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 **30/06/2025 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 **EUR 19.900,00,** i.e., **RSD 2,333,076** (according to the InforEUR RSD-EUR rate in June 2025. by which 117.24 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:

* **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)**
* **CVs of the two key thematic experts with relevant experience in the key fields of this procurement**

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

* Name and address of the tenderer
* Title of the tender: **Research of the existing cultural heritage**
* Reference number: **RORS00227 – LPSRBVMMI – 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:

**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.*

* 1. **Title of activity 1** **Research of the existing cultural heritage part 1. – field work**

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

**Details of the research (field work):**

Documentation of landscape houses/ethnographic and local collections in 3 ethno houses including research in 3 cultural heritages mostly, regional houses in Serbia (Banat, AP Vojvodina):

* Rusko selo,
* Belo Blato,
* Vojlovica

In Vojvodina, alongside village museums, local and ethnographic collections and ethno houses play a significant role in preserving the tangible memories of the multiethnic population.

In the last three decades, many such collections have emerged, on the one hand, spontaneously, and on the other hand, thanks to various cultural associations and civil organizations.

Although the preservation of authentic folk architectural objects has rarely been achieved in these cases, the objects that communities refer to as ethno houses still represent significant value due to the materials found within them. The collections were mostly gathered from donations by local residents, or they were founded by an enthusiastic private collector.

In rare cases, an expert stands behind the collection and exhibition preparation, so it cannot be said that there was conscious collecting.

On the one hand, the collection of objects includes everyday, ordinary items that are considered old and valuable, and on the other hand, interest also turned toward special, interesting, striking, and curious items.

The diversity characteristic of these collections includes objects from different epochs, products of craftsmen and small industrial producers, the presence of factory-made products that influenced changes in lifestyle, relationships, and identities of the local population, shifts in different periods, state structures, and political systems.

Unfortunately, in a very small number of cases documentation and inventory of objects has been compiled. For the reasons stated above, knowledge related to the objects, which is in the possession of donors or collection curators, is particularly endangered. In the absence of recording and documenting these objects, this information will be lost over time.

**The Tenderer has to**

- provide persons and coordinators for documenting the selected collections via field work.

- document 3 collections on the field and the location of the ethno houses.

- compile an inventory of the collections, consolidate and digitize the collection

**Required inputs**

* A brief decription of the approach in the field work (in a max of 500 words) as organisation and methodology in *PART B Tender form & tech offer SER.docx*
* Two qualified persons with a university degree in one of the following fields: history, ethnology, cultural anthropology, ethnography or similar related social studies.
* The experts must have a minimum of 2 years of work experience in one of the above-mentioned fields.
* Knowledge of Serbian and Hungarian will be considered as an asset during the evaluation.

NOTE: The CVs of both persons must be submitted along with the tender offer – EuroPass Form in English.

**Required time frame**

The research should ideally last from **July 2025 to December 31st 2025**.

* 1. **Title of activity 2:** **Research of the existing cultural heritage part 2. - Procession of the digitized data from the field work into databases and studies (activity following the field work)**

Organization of the digitized data into **3 local ethnographic collections**:

* *Rusko selo,*
* *Belo Blato,*
* *Vojlovica*

General information about the three ethno houses have to be prepared for the Contracting Authortiy.

The documentation, description, and photographs of the local collections and ethnographic objects should be handed over to the Contracting Authority.

The digitized formats have to be delivered to the Contracting Authority.

The Tenderer has to provided a methodological, ethnographic, cultural anthropological description of the above process and the end result of documentation of the collections, a summary of results in the form of a study., i.e. the Tenderer has to **write 1 study** in Serbian and English related to the landscape houses/ethnographic and local collections in the three settlements that are subject of this contract..

Technical requirements:

Min no. of pages/study: 15.000 characters with spaces (A4, 12pt fonts, Times New Roman, 1,5 lines line spacing)

Language of the study: Serbian and English

**Required inputs**

* A brief decription of the approach in the post-field work (in a max of 500 words) as organisation and methodology in *PART B Tender form & tech offer SER.docx*
* Two qualified persons with a university degree in one of the following fields: history, ethnology, cultural anthropology, ethnography or similar related social studies.
* The experts must have a minimum of 2 years of work experience in one of the above-mentioned fields (have conducted similar research).
* Knowledge of Serbian and Hungarian will be considered as an asset during the evaluation.

NOTE: The CVs of both persons must be submitted along with the tender offer – EuroPass Form in English.

SPECIAL NOTE:

The number of CVs asked in the tender is: 2.

The same experts have to offered for Activity 1 and Activity 2.

Required time frame

*Activity 2 should ideally last as an ongoing process from* ***January 2026 until May 30th 2026***

**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 research (see for reference the draft contract for 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:** Research of the existing cultural heritage

**REF:** RORS00227 – LPSRBVMMI – TD03

**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** |
| December 2025 | Interim payment 1 | Max 25 % of the contract value |
| March 2026 | Interim payment 2 | Max 38 % of the contract value |
| June 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 10th July.]**

**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)