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

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| **Name and address of the contracting authority:** Caritas Banat Sanctus Gerhardus Association  **Title of the tender: *Study***  **Reference number:** 223/CARITAS/02  **Date of launching:** 24/04/2025 |

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 05.05.2025. 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 14000 EUR, including VAT.

The Financial offer must be presented as an amount in EUR 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: 50 points
* Proposed inputs: 40 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.

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

* Name and address of the tenderer
* Title of the tender: ***Study***
* Reference number: 223/CARITAS/02
* 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:

Asociația Caritas Banat Sanctus Gerhardus

307110 Ciacova, str. Carpati nr. 6, jud. Timis, Romania

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 – Study

Description of expected outputs / results to be achieved

The Contractor will be responsible for realisation of a study mapping the needs of the elderly persons who are residents of the nursing home managed by the Caritas Banat Sanctus Gerhardus Association.

The study will help stakeholders to develop future improvements of the social services.

The Contractor will carry out the following tasks:

- Develop a survey with simple clear language, with questions relevant for the target group and the Beneficiary. The questions will be developed in close cooperation with the Beneficiary.

- Pilot the survey – test in on 2-3 staff members or residents

- Adjust for clarity, length, and sensitivity

- Complete the surveys - interviews the residents – the surveys will be completed in written by live, personal interviews conducted in Ciacova (Caritas Banat Sanctus Gerhardus Association). A total number of 60 residents will be interviewed. The residents will be interviewed on their mother language, the following languages should be used: Romanian, German, Hungarian and Serbian. The person conducting the interview has to speak the specific language.

- Collect and analyse the data – analyse the data using specific sociological tools. Identify patterns, priority needs, and common concerns

- Conduct a focus group interview with the staff of the Association, discuss the findings.

- Summarize key findings – prepare a study with graphs or charts for visual clarity presenting the findings. The study should be realised in Romanian and translated into English. The study will be handed over in 6 hard copies (3 Romanian and 3 English) and in electronic format.

All the interviews will be conducted anonymously, the interviewers wont collect names, only general demographic data. The Contractor is responsible, for the protection of personal data of the interviewed persons.

Required inputs

*Experts:*

*1.* Sociologist

Qualifications and skills

* University degree in sociology or similar;
* IT-skills: survey analysing software
* English knowledge.

Professional experience:

Expert with at least 5 years working experience and 3 year specific experience.

2. Staff for realising the interviews (one or more persons).

Qualifications and skills:

- speaking one of the languages: Romanian, German, Hungarian and Serbian

- Social skills: patient, preferably experience working with elderly persons

Required time frame:

*Develop, pilot and adjust the survey – 15 days*

*Complete the surveys – 30 days*

*Collect and analyse the data – 15 days*

*Conduct a focus group interview – 5 days*

*Finalising study – 25 days*

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: *Study***

**REF:** 223/CARITAS/02

**Concluded between:**

Caritas Banat Sanctus Gerhardus Association

307110 Ciacova, str. Carpati nr. 6, jud. Timis, Romania

(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 <*service*>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/National currency 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** |  | **EUR** |
| Month 4 | Balance final payment | 100 % 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 4 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 Timisoara court 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)