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

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| **Name and address of the contracting authority:** Volunteer Firefighting Association Orom, Veliki put 199, 24207 Orom, Serbia  **Title of the tender:** Organizing events and Opening press conference  **Reference number:** RORS00268 DVD-3  **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: Organizing events and Opening press conference 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 **09/05/2025 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 6.800 EUR = 797.470 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)

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

* Name and address of the tenderer
* Title of the tender: Organizing events and Opening press conference
* Reference number: RORS00268 DVD-3
* 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:

DOBROVOLJNO VATROGASNO DRUŠTVO OROM

VELIKI PUT 199, 24207 Orom, Serbia

Gabor Gabor, [pg.gaborgabor@gmail.com](mailto:pg.gaborgabor@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. **Organizing Opening press conference**

Description of expected outputs / results to be achieved:

Organizing Opening press conference in Orom. The tenderer must ensure representatives of the relevant media from the region, and also representatives of the official disaster management units.

Required inputs:

The tenderer must provide the following:

* Providing an adequate room/venue (in Orom) for 40 participants.
* Ensure equipment’s in the room/venue: internet connection (Wi-Fi), projector, screen, tables and seats for up to 40 persons
* Inviting press/media representatives, and representatives of the official disaster management units
* The Contractor has to provide catering for the event (coffee, water, snacks and soft drinks) for up to 40 persons.
* Ensure interpretation during the Opening press conference (Hungarian-Serbian-Romanian)

Required time frame:

*Until the end of May 2025.*

* 1. **Organizing Awareness raising campaigns for PARENTS**

Description of expected outputs / results to be achieved:

The tenderer should organize 3 lectures in the field of protection against natural disasters in Orom and 2 surrounding localities in Serbia. Organizing 2 hour long events in each location. The training is intended for parents who are raising small children. The tenderer is obliged to prepare/compile the *lecture material* and submit it to the Contracting Authority for review In this events will be focus on the risks, accidents occurred in household, focusing on the possible and most frequent risks, presenting the most efficient first aid techniques applicable on infants and little kids. The participant parents will receive a project-personalized fire extinguisher. A detailed description regarding risk prevention and protecting natural resources need to be published on the website.

Required inputs:

The tenderer must provide the following

* Lecturer in the relevant sector, agreed with the Contracting authority
* A room/venue for a minimum of 30 people/events, on Orom, Adorjan and Horgos, or similar settlements within a 50 km district
* Adequate equipment’s for the presentation: internet connection (Wi-Fi), projector, screen, tables and seats for minimum 30 persons
* Preparing presentation material, which will submit to the Contracting Authority for review
* Ensure refreshments during the events (coffee, water, soft drinks and snacks)

Required time frame:

*Until the end of April 2026*

* 1. **Organizing Awareness raising campaigns for PUPILS**

Description of expected outputs / results to be achieved:

The tenderer should organize 6 events in the field of protection against possible risk. Organizing 2 hour long events in each location. The training is intended for pupils, in the events need to be 25 pupils/event. The tenderer is obliged to prepare/compile the lecture material and submit it to the Contracting Authority for review. This events will prepare pupils against possible risk, to get proper behaviour in risk situation and awareness raising regarding danger of climate change and wisely usage of natural resources. The purpose of these events is that with usage of illustrative materials, pointing the very most important to-do-task in different natural disaster situations and with getting familiarized by basic first aid techniques, to efficiently improve the preparedness of pupils against risks, like fire, flood, earthquake. The second pillar of the awareness raising campaigns is pointing the need of using more carefully the natural resources in our everyday life, pointing the dangers of climate change. The participant pupils will receive the personalized first aid kits.

Required inputs:

The tenderer must provide the following

* Lecturer in the relevant sector, agreed with the Contracting authority
* A room/venue for a minimum of 25 people/events
* Adequate equipment’s for the presentation: internet connection (Wi-Fi), projector, screen, tables and seats for up to 25 persons
* Preparing presentation material, which will submit to the Contracting Authority for review
* Ensure refreshments during the events (coffee, water, soft drinks and snacks)

Required time frame:

*Until the end of April 2026*

* 1. **Organizing public safety days**

Description of expected outputs / results to be achieved:

The tenderer should organize 2 events in Serbia. Organizing 3 hour long events in the front of a large audience, the pupils from the local school, members of local community. The training is intended for pupils, and for members of local community 60 participants/event. The tenderer is obliged to prepare/compile the lecture material and submit it to the Contracting Authority for review and approval. The purpose of this presentations and different demonstration activities in order to create a better understanding and to increase the trust in different uniform units. With these occasion will be presenting prevention exercises, which will all lead to a better preparedness of the participant pupils against risk.

Required inputs:

The tenderer must provide the following

* Lecturer/demonstrator in the relevant sector, agreed with the Contracting authority
* Suitable location on Orom and Horgos or similar settlement within a 50 km district, for at least 60 people/event
* Preparing presentation material, which will submit to the Contracting Authority for review
* Ensure refreshments during the events (coffee, water, soft drinks and snacks)

Required time frame:

*Until the end of April 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:** Organizing events and Opening press conference

**REF:** RORS00268 DVD-3

**Concluded between:**

DOBROVOLJNO VATROGASNO DRUŠTVO OROM

VELIKI PUT 199, 24207 Orom, Serbia

(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 *Organizing events and Opening press conference* 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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| **Month** |  | **EUR** |
| **1. Month** | Interim payment (\*if applicable) | 22.06 % of the contract value |
| **11. Month** | Balance final payment | 77.94 % of the contract 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 13/05/2025

**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 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: | Jožef Kaposta |
| Title: |  | Title: | President |
| Signature: |  | Signature: |  |
| Date: |  | Date: |  |

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