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

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| **Name and address of the contracting authority: City Firefighter's Association Pančevo, Žarka Zrenjanina 96, Pančevo 26000, Republic of Serbia**  **Title of the tender: Services of development of training concept and training manual based on EuroFire 1, 2 and 3 standards for project FIREGUARD**  **Reference number:** **RORS00061– PP2 – TD02**  **Date of launching: 27/03/2025** |

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 **08/04/2025 at 13:00 hours**. Any tender received after this deadline will be automatically rejected.

Questions regarding this procedure may be submitted before 02/04/2025 at 13:00 at following e-mail address:

[vatrogasci.fireguard@gmail.com](mailto:vatrogasci.fireguard@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 10.050,00 EUR, or 1.177.910,25 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)
* CV for expert in the field of professional firefighting.

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

* Name and address of the tenderer
* Title of the tender: **Services of development of training concept and training manual based on EuroFire 1, 2 and 3 standards for project FIREGUARD**
* Reference number: **RORS00061– PP2 – TD02**
* 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:

**City Firefighter's Association Pančevo**

**Žarka Zrenjanina 96,**

**Pančevo 26000, Republic of Serbia**

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*:* Development of training concept and FIFU training manual based on EuroFire 1, 2 and 3 standards for project FIREGUARD**

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

The service should include the professional and timely preparation of training concept and training manuals based on EuroFire 1, 2, 3 standards in Serbian and Romanian languages for training of FIFUs (Functional First Intervention Firefighting Units) on both sides of the border. The Consultant must elaborate EuroFire standards 1,2,3 as a training concept with training manual in function of the specific character of the landscape and vegetation in the project areas (Special Nature Reserve Deliblato Sands and the protected natural areas of Caras Severin County).

The training concept and manual will incorporate access tracks, communication coordination and water supply points. The findings will be incorporated in the Cross-border Forest Fire Emergency Management and Risk Prevention Strategy (developed later in the project).

The training concept and manuals will have to be provided in Serbian and Romanian languages. In addition, the developed training materials will be made available online on project social media platform and the partners' websites as well to provide wider access.

The Consultant must also provide training and expert guidence for theoretical training and field exercise based on the developed training concept for FIFU’s that will be organized on both sides of the border: Serbia and Romania.

In more detail, the following tasks will be covered by this contract:

**TASK 1: Development of a plan and program for FIFU’s training based on EuroFire 1, 2, 3 standards:**

Preparation and development of professional training concept for FIFUs (Functional First Intervention Firefighting Units) with the following topic:

"*Improving fire protection in Deliblatska Peščara Special Nature Reserve and the protected natural areas of Caras Severin County with cross-border cooperation of FIFU’s* *according to EuroFire 1, 2, 3 standards“*

Target group/training participants to be included in FIFUs:

- foresters,

- members of local volunteer firefighting units,

- members of the Fire and Rescue Units of the Ministry of Interior

- representatives of local governments that gravitate towards the Deliblatska Peščara Special Nature Reserve and and the protected natural areas of Caras Severin County.

The training concept should cover:

• Presentation of national standards in the field of fire protection implementation;

• Incorporating EuroFire 1, 2, 3 standards in fire protection implementation in the border area;

• Analysis of the capacities and entities engaged in responding to fires in the Deliblatska Peščara Special Nature Reserve and the protected natural areas of Caras Severin County;

• Analysis of the existing capacities of possible cross-border assistance (with Romania) concerning the establishment of FIFUs (Functional First Intervention Firefighting Units);

• Implementation of existing access routes, coordination of communication and water supply points;

• Safety measures in the process of extinguishing open-air and forest fires;

• Protection of settlements from fires in the nature reserve zone or in the immediate vicinity of the nature reserve;

- Planning of a TT exercise (Tabletop exercise): organization of a coordinated response to fires for FIFU teams;

- Drawing up conclusions from the conducted TT exercise.

Task 1 should be completed by October 2025 (exact date to be determined later).

**TASK 2: Development of training manual**

The manual should be delivered during the implementation of Activity 1.

- The training manual must be based on EUROFIRE 1, 2 and 3 standards for a 3-day training.

- The structure of the manual must be acceptable to users in the territory of the Deliblatska Peščara Special Nature Reserve (SRB) and the Cornereva Municipality National Park area (ROM).

- The manual must be developed in Serbian and translated to Romanian language. In addition, the developed training materials will be made available online on project social media platform and the partners' websites as well to provide wider access.

- The final result/manual must be approved by the Contracting Authority.

**TASK 3: Provide training and professional guidance for theoretical training on both sides of the border: Serbia and Romania, and and cross-border field exercise in Serbia.**

Based on the developed training concept and manual, the Consultant will provide professional support and expert guidance for theoretical training (in Serbia and Romania) and cross-border field exercise of FIFUs (in Serbia) in order to improve specialized knowledge on fire protection in the targeted areas: Deliblatska Peščara Special Nature Reserve (SRB) and the Cornereva Municipality National Park area (ROM).

**Theoretical training** on the developed concept includes two occasions:

- 3x1 day of theoretical training in South Banat, Serbia,

- 3x1 day theoretical training in Caraș-Severin County in Romania.

Each training will engage 30 participants, and as a result there will be a total of 60 trainees, 30 from each country. The FIFUs will be assembled from participants of the trainings. Logistics for the training sessions will be provided by the project partnership, while the Consultant will be responsible to provide expert knowledge and coordination for the training program.

Tentative schedule for the planned **theoretical training sessions**:

1. 3x1 day theoretical training in South Banat, Serbia: October 2025

2. 3x1 day theoretical training in Caraș-Severin County, Romania: May 2026

(exact dates to be determined later).

The Consultant will also provide professional guidence and coordination for the **cross-border field exercise organized in South Banat, Serbia**. The exercise will be based on the application of received training of EuroFire 1, 2 and 3 standards for cross-border cooperation of FIFUs during fire emergencies.

A 3-day field exercise will be organized in South Banat, Serbia to incorporate specialized knowledge concerning fire protection in the target areas. The exercise will be attended by participants from both countries, 30 participants total. Length of the cross-border exercise: 2 nights/3 days.

Logistics for the field exercise will be provided by the project partnership, while the Consultant will be responsible to provide expert knowledge and coordination for the event.

Tentative schedule for the cross-border field exercise:

3x1 day (2 nights) cross-border field exercise in South Banat, Serbia: March 2026.

(Exact date to be determined later).

**Required inputs**

- Min. one key expert with work experience in professional firefighting department, experienced in the field of providing training on firefighting and with a certificate in knowledge/training in “Table Top Exercise” issued by a relevant authority.

University degree and higher number of years of professional experience will be considered an advantage.

**Required time frame**

*Contract signature – June, 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: Services of development of training concept and training manuals based on EuroFire 1, 2 and 3 standards for project FIREGUARD**

**REF: RORS00061– PP2 – TD02**

**Concluded between:**

City Firefighters' Association Pančevo,

Žarka Zrenjanina 96, 26000 Pančevo,Republic of Serbia

Official registration number/VAT number: 08103054 / 100591247

(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 **Services of development of training concept and training manuals based on EuroFire 1, 2 and 3 standards for project FIREGUARD** 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** |
| October-November 2025 | 1st Interim payment – After approval of 1st Interim report | 40% of the contract value |
| March-April 2026 | 2nd Interim payment – After approval of 2nd Interim report | 30 % of the contract value |
| June 2026 | Balance final payment | 30% 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. 14 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)