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

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| **Name and address of the contracting authority: Public Enterprise “VOJVODINAŠUME”, Preradovićeva 2, 21131 Petrovaradin, Republic of Serbia**  **Title of the tender:** **Development of Cross-border Forest fire Emergency Management and Risk Prevention Strategy for project FIREGUARD**  **Reference number:** **RORS00061– LP – TD06**  **Date of launching: 05/02/2026** |

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 **19/02/2026 at 14:00 hours**. Any tender received after this deadline will be automatically rejected.

Questions regarding this procedure may be submitted to the following e-mail address the latest 4 days before the deadline for tender submission:

[firemanromsrb2022@gmail.com](mailto:firemanromsrb2022@gmail.com)

The Contracting Authority will publish Q&A on <https://romania-serbia.net/transparency/public-procurements-2026/> 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 8.000,00 EUR, or 939.200,00 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)
* CV of key expert.

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

* Name and address of the tenderer
* Title of the tender: **Development of Cross-border Forest fire Emergency Management and Risk Prevention Strategy for project FIREGUARD**
* Reference number: **RORS00061– LP – TD06**
* 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:

**Public Enterprise “Vojvodinašume" PETROVARADIN**

**Preradovićeva 2**

**21131 Petrovaradin**

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.

The goal of the Strategy is to improve forest fire emergency preparedness and more adequate forest fire intervention in the Serbia – Romania border area. The Strategy will include additional valuable information on the protected natural areas of the target area for optimized operationality and efficiency of established FIFUs (Functional First Intervention Firefighting Units) in their specific areas.

The Strategy should be developed in 3 languages: Serbian, Romanian (translation will be provided by PP3 – Cornereva Municipality) and English (translation must be provided by the Consultant). The 30 Serbian copies of the Strategy should be printed for project event participants, but it will also be uploaded to the partners' websites and project social media profile to make it accessible to a wider audience. The Consultant must provide a ready-to-print version as well as a ready-to-post version of the Strategy in all 3 languages and in accordance with the INTERREG IPA Romania-Serbia Programme visibility requirements available at: https://romania-serbia.net/implementation/visibility/.

**The Consultant will complete the following tasks:**

- Meet with key project stakeholders and experts from both sides of the border to engage in cross-border discussion and cooperation on strategy development;

- Incorporate the conclusions of the FIFU trainings carried out within the FIREGUARD project (provided by the Contracting Authority and project partners);

- Incorporate EuroFire standards 1, 2 and 3 principles and methodology in Strategy development;

- Incorporate inputs received from the Romanian team of experts concerning Strategy development;

- Analyze local capacities in the context of forest fire emergency management and risk prevention;

- Analyze the situation in the protected natural areas of the target area and propose improvements and optimizations of the operational capacities and efficiency of the FIFUs (Functional First Intervention Firefighting Units) in their specific areas;

- Prepare a Strategy aligned with the guidelines of the EU Green Deal Strategy, the EU Strategy for the Danube Region, the EU Strategy for the Adriatic and Ionian Region, the EU 2030 Territorial Agenda, the EU Forest Strategy, national norms in the field of forest fire emergency management and risk prevention, as well as the Agreement between the Government of the Republic of Serbia and the Government of Romania on cooperation in the field of prevention, limitation and mitigation of the consequences of disasters.

The Consultant should be available to present the developed Strategy at project events, especially at the Closing Conference in December 2026.

**Phase 1:**

**Special Nature Reserve Deliblato Sands (South Banat, Vojvodina, Serbia).**

- Submit the **first draft** of the Strategy for forest fire emergency management and risk prevention relating to the area of ​​Special Nature Reserve Deliblato Sands (Serbia) by the end of **July 2026**;

**Phase 2:**

**Domogled National Park (Caras Severin County, Romania) – based on cross-border cooperation and inputs provided by Romanian experts on the subject.**

- Submit the **first draft** of the Cross-border Strategy for Forest Fire Emergency Management and Risk Prevention in Protected Areas in the areas of the Domogled National Park (Romania) and the areas of Special Nature Reserve Deliblato Sands (Serbia) by the end of **October 2026**;

Suggestions, comments and proposals of the Contracting Authority and the Project Steering Committee consisting of members of the project partner organizations, must be taken into account during the development of the Strategy.

- The Consultant must revise the draft Strategy after receiving comments and suggestions from representatives of the project partners and the Contracting Authority;

The final Strategy must be approved by the Contracting Auhority and the Project Steering Committee

- Submit **the final** Cross-border Forest fire Emergency Management and Risk Prevention Strategy in Protected Areas in the Domogled National Park (Romania) and Special Nature Reserve Deliblato Sands (Serbia) by the end of **November 2026**;

The Strategy should contain the following elements:

- Legal and institutional framework in the field of forest fire protection.

- Cross-border cooperation in emergency management and disaster risk reduction (ROM-SRB).

- Situational analysis of the current situation in the field of forest fire emergency management and risk prevention in protected areas in the project areas of the Special Nature Reserve Deliblato Sands (Serbia) and the areas of the Domogled National Park in the territory of the Cornereva Municipality (Romania).

The Strategy should incorporate access tracks, communication coordination and water supply points specific of the landscape and vegetation in the project areas (Special Nature Reserve Deliblato Sands and the protected natural areas of Caras Severin County), as defined for training concept and FIFU training manual earlier in the project. The training concept and FIFU training manual will be provided by the Contractong Authority as basis for development of the Strategy.

- Proposal of guidelines and opportunities for capacity building and more effective preventive and operative cross-border action in the management of forest fires in the project areas.

- Other related topics deemed appropriate by the Contracting Authority.

Defined strategic areas must include:

- Risk identification and monitoring and early warning

- Knowledge, innovation and education in order to build a culture of safety and resilience at all levels

- Preparedness and preparation in the event of a disaster for effective (emergency) response.

**Required inputs**

Please submit CV of key expert with relevant competencies:

- Min. one key expert with professional qualification for work and/or work experience in the field of fire protection, rescue, emergency risk reduction with certification issued by a relevant authority in the field.

Higher number of years of professional experience will be considered an advantage.

Specific experience in being a participant/organizer/implementer/performer of training in the field of emergency risk reduction and to have a certificate in this field will be considered an advantage.

**Required time frame**

*Contract signature – December 23, 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: Development of Cross-border Forest fire Emergency Management and Risk Prevention Strategy for project FIREGUARD**

**REF: RORS00061– LP – TD06**

**Concluded between:**

Public Enterprise “VOJVODINAŠUME”

Preradovićeva 2, 21131 Petrovaradin, Republic of Serbia

Official registration number/VAT number: 08762198 / 101636567

(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 **Development of Cross-border Forest fire Emergency Management and Risk Prevention Strategy 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** |
| June - July 2026 | 1st Interim payment – After approval of 1st Interim report | 40% of the contract value |
| October - November 2026 | 2nd Interim payment – After approval of 2nd Interim report | 50 % of the contract value |
| December 2026 | Balance final payment | 10% 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. 9 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)