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

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| **Name and address of the contracting authority:** Municipality of Sečanj, VoždaKaradjordja57, 23240 Sečanj, Serbia  **Title of the tender:** Event organisation  **Reference number:** RORS00270/Secanj/TD1  **Date of launching:** 16/02/2026 |

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 **24/02/2025 at 12:00 hours**. Any tender received after this deadline will be automatically rejected.

Questions regarding this procedure may be submitted before 19/02/2026 at 15:00 at following e-mail address:

[branislavmilosav@gmail.com](mailto:branislavmilosav@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 latter then 3 days before the deadline.

Financial information

The tenderers are reminded that the maximum available value of the contract is 14.000,00 EUR 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: 40 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)

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

* Name and address of the tenderer
* Title of the tender: Event organisation
* Reference number: RORS00270/Secanj/TD1
* The words: ‘‘Not to be opened before the tender opening session’’ and “Ne otvarati pre sastanka za otvaranjeponuda’’

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:

Municipality of Sečanj, Vožda Karadjordja57, 23240 Sečanj, Serbia

For: EU Project CROSS-HEALTH Implementation Team

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 Opening conference in the Municipality of Secanj

Description of expected outputs / results to be achieved

Contractor will provide support to Contracting Authority in organization one Conference event which will be organized in Secanj/Serbia. For this event Contracting Authority will provide required venue, while Contractor is expected to provide technical/presentation equipment, catering and refreshment for 30 participants. Event will last for up to 4 hours.

In particular the Contractor should perform the following activities for event:

* Preparation a conference room for one day, the room will be used up to 4 hours. Contractor should provide preparation and cleaning services.
* Provide all necessary technical conditions for the realization of the event, which include: a computer, a video projector, projection screen, a set up sound system, equipment for translation and other accessories.
* Provide catering services for 30 people during event. Catering will at least include: minced grilled meat (300g per person), French fries (150g per person) seasonal salad (100g per person), carbonated or non-carbonated bottled water and soft drinks (500ml per person), a dessert (100g per person), coffee and tea (with milk and sugar – 2 piece per person). The Contractor will also provide glasses, cups and adequate arrangement of the venue.
* The Contractor should provide necessary staff for event organization, such as technician, waitress, hostess, translator Romanian-Serbian etc.
* The Contractor will also take photographs of the event, provide printed out attendance lists and distribution of promo materials.

The Contractor must also comply with the latest Communication and Visibility Manual for Interreg IPA CBC Romania- Serbia Programme

(See <http://www.romania-serbia.net> )

Required inputs

Personnel, premises, supplies, equipment and other backstopping support required for service contract implementation.

Required time frame

*March 2026*

* 1. Title of activity 2 Final conference in the Municipality of Secanj

Description of expected outputs / results to be achieved

Contractor will provide support to Contracting Authority in organization one Conference event which will be organized in Secanj/Serbia. For this event Contracting Authority will provide required venue, while Contractor is expected to provide technical/presentation equipment, catering and refreshment for 50 participants. Event will last for up to 4 hours.

In particular the Contractor should perform the following activities for event:

* Preparation a conference room for one day, the room will be used up to 4 hours. Contractor should provide preparation and cleaning services.
* Provide all necessary technical conditions for the realization of the event, which include: a computer, a video projector, projection screen, a set up sound system, equipment for translation and other accessories.
* Provide catering services for 50 people during event. Catering will at least include: minced grilled meat (300g per person), French fries (150g per person) seasonal salad (100g per person), carbonated or non-carbonated bottled water and soft drinks (500ml per person), a dessert (100g per person), coffee and tea (with milk and sugar – 2 piece per person). The Contractor will also provide glasses, cups and adequate arrangement of the venue.
* The Contractor should provide necessary staff for event organization, such as technician, waitress, hostess, translator Romanian-Serbian etc.
* The Contractor will also take photographs of the event, provide printed out attendance lists and distribution of promo materials.

The Contractor must also comply with the latest Communication and Visibility Manual for Interreg IPA CBC Romania- Serbia Programme

(See <http://www.romania-serbia.net> )

Required inputs

Personnel, premises, supplies, equipment and other backstopping support required for service contract implementation.

Required time frame

*February 2027*

* 1. Title of activity 3 Health bazars in the settlements in the Municipality of Secanj

Description of expected outputs / results to be achieved

Contractor will provide support to Contracting Authority in organization nine bazaar events which will be organized in settlements of Secanj Municipality/Serbia. For each event Contractor will provide required venue, catering and refreshment for participants. Each event will last for up to 8 hours.

In particular the Contractor should perform the following activities for each event:

* Provide a venue for one day, with air conditioning and adapted for emplacing of promo desk to be used by project implementation team as well accommodate medical screening to be performed by doctors – venue will be used up to 8 hours. Contractor should provide preparation and cleaning services.
* Provide all necessary technical conditions for the realization of the event, which include: promotion desk, doctor desks, internet, marking of venue, examination space.
* Provide catering services for the patients/visitors. Contractor is expected to provide 100 sets of refreshments which will include 0,5 liters of juices or water, sandwich and 50 grams of packed chocolate, all to be packed in paper bag branded in line with printing design to be provided by Contracting Authority.
* The Contractor should provide necessary staff for event organization, such as technician, waitress etc.
* The Contractor will also take photographs of the event, provide printed out attendance lists and distribution of promo materials.

The Contractor must also comply with the latest Communication and Visibility Manual for Interreg IPA CBC Romania- Serbia Programme

(See <http://www.romania-serbia.net> )

Required inputs

Personnel, premises, supplies, equipment and other backstopping support required for service contract implementation.

Required time frame

*March 2026-February 2027*

* 1. Title of activity 4 Training for doctors

Description of expected outputs / results to be achieved

Contractor will provide support to Contracting Authority in organization on two day training event which will be organized in Central Banat/Serbia. For event Contractor will provide accomodation, required venue, catering and refreshment for participants and trainers. Event will last for up to 8 hours each of two consecutive days.

In particular the Contractor should perform the following activities for event:

* Provide a conference room for one day, with air conditioning and adapted for at least 30 persons – the room will be used up to 6 hours for two consecutive days. Contractor should provide preparation and cleaning services.
* Provide hotel accommodations for 30 participants in facility ranked at least 3 stars in one bed rooms for 1 night. First day participants should be provided with dinner and next day with breakfast.
* Provide all necessary technical conditions for the realization of the event, which include: a computer, a video projector, projection screen, a set up sound system, and other accessories.
* Provide catering services for 30 people during each day of event. Catering will at least include: minced grilled meat (300g per person), French fries (150g per person) seasonal salad (100g per person), carbonated or non-carbonated bottled water and soft drinks (500ml per person), a dessert (100g per person), coffee and tea (with milk and sugar – 2 pieces per person). The Contractor will also provide glasses, cups and adequate arrangement of the venue.
* Contractor should provide trainer for the event which will prepare presentation/lectures on the topic: 1. Healthy lifestyles 2. Cancers of the colon, prostate and lung, 3. Preventive nutrition, 4. Psychotherapy of the most seriously ill patients
* The Contractor should provide necessary staff for event organization, such as technician, waitress, Romanian –Serbian translator, medical trainer etc.
* The Contractor will also take photographs of the event, provide printed out attendance lists and distribution of promo materials.

The Contractor must also comply with the latest Communication and Visibility Manual for Interreg IPA CBC Romania- Serbia Programme

(See <http://www.romania-serbia.net> )

Required inputs

Personnel, premises, supplies, equipment and other backstopping support required for service contract implementation.

Required time frame

*March 2026-February 2027*

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:** Event organisation

**REF:** RORS00270/Secanj/TD1

**Concluded between:**

Municipality of Sečanj,

Vožda Karadjordja 57, 23240 Sečanj, 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 Event organization services 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>.

In accordance with IPA implementing regulation, VAT is 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.

The payments will be issued by the following time schedule.

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| **Month** |  | **<EUR/RSD>** |
| June 2026 | Interim payment | <40 % of the contract value / Absolute amount > |
| Feb 2027 | Balance final payment | <60 % 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 until 21.02.2027.

Commencement date is date of signature of the contract 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 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)