

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

**Name and address of the contracting authority:** Dumbravita Commune

**Title of the tender:** Procurement expert

**Reference number:** 451/DUMBRAVITA/01

**Date of launching:** 30/10/2019

### **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 these information;

Deadline for submission of the tenders:

The deadline for submission of tenders is 11.11.2019 at 10:00 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 3500 EUR. (For Romanian partners including VAT).

The Financial offer must be presented as an amount in EUR and must be submitted using the template for the global-price version of PART C: FORMAT OF FINANCIAL OFFER.

[In case when the offers are submitted in national currencies, 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: 30 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 5 days from the deadline for submission of tenders.

### 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 <sup>\*only for Romanian beneficiaries</sup> (only if not publicly available for Contracting Authority to consult)

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

- Name and address of the tenderer
- Title of the tender: Procurement expert
- Reference number: 451/DUMBRAVITA/01
- The words: "Not to be opened before the tender opening session" (and "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:

Comuna Dumbravita  
Dumbravita, str. Petofi Sandor nr.31  
Contact person: Nicolae Constantin, project manager

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.

## **2. 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.

### *2.1. Title of activity 1 - Procurements*

Description of expected outputs/\_ results to be achieved

The Consultant will prepare the complete documentation to each procedure including the documents, which will be sent to the applicants, the evaluation methodology and the letters for successful and unsuccessful applicants, award notices etc.

The Consultant will work closely with the project manager and financial manager, also the Consultant communicates with the National Authority regarding procurement issues. The single tender procedures should be made according the Programme rules, the competitive negotiated procedures according Prag 2015.

The following procurement procedures are foreseen: 5 single tender procedures (services), 1 local open tender (works).

Required inputs

Expert with experience in public procurement (Prag or national procurements).

Required time frame

July 2020

### **3. 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.

Taking into account the provisions of article 1 of the Financing Agreement between the European Commission and the Governments of the Republic of Serbia and Romania concerning the Interreg IPA Cross-border Cooperation Romania-Serbia Programme, all natural persons or all legal persons can participate in public procurement procedures from any country, and all goods can originate from any country, irrespective of any thresholds, in case of all actions implemented in the framework of Interreg IPA CBC Romania-Serbia Programme.

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:** Procurement expert  
**REF:** 451/DUMBRAVITA/01

**Concluded between:**

Comuna Dumbravita  
Dumbravita, Str. Petofi Sandor no.31  
(Contracting Authority)

AND

<*Title*>  
<*Address of the contractor*>  
<*Official registration number/VAT number<sup>1</sup>*>  
(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/NC, (including VAT for Romania partners)>.

For Serbian partners:

The contract shall be exempt from all duties and taxes, including VAT.

For Romanian Partners:

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<sup>1</sup> Where applicable. For individuals, mention their ID card or passport or equivalent document - number


In accordance with IPA implementing regulation, for Romanian 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 clearly identified on the invoices.

### 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

B8d	Draft contract : General conditions (Annex I)	<a href="#">b8d_annexigc_en.pdf</a> 
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<http://ec.europa.eu/europeaid/prag/document.do?isAnnexes=true>

### 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 NC, 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.

Day/Month		EUR
< Day / Month >	Balance final payment	3500
	<b>Total</b>	3500

\* - 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 <XX days/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.

**For the Contractor**

**For the Contracting Authority**

Name:

Name:

Title:

Title:

Signature:

Signature:

Date:

Date: