**SERVICE CONTRACT NOTICE**

**Services related to organization of project meetings, closing conference, knowledge transfer workshops, seasonal cross-borders programs and joint guided and special guided tours for the project BAJA- SOMBOR TOURISM4ALL**

**Ref. no. HUSRB/1903/31/0075-4/project meetings, closing conference, workshop, seasonal programs and tours 5.3.1; 5.3.2; 5.3.3; 5.3.4; 5.3.5 and 5.3.6**

**Location – *Sombor, Republic of Serbia***

**1. Publication reference**

HUSRB/1903/31/0075-4/project meetings, closing conference, workshop, seasonal programs and tours 5.3.1; 5.3.2; 5.3.3; 5.3.4; 5.3.5 and 5.3.6

**2. Procedure**

Simplified tender procedure

**3. Programme title**

Interreg-IPA CBC Hungary - Serbia

**4. Financing**

HUSRB/1903/31/0075

**5. Contracting Authority**

**(Project partner)**

City of Sombor

Trg cara Uroša no. 1, 25101 Sombor

Official registration number: 08337152

VAT number: 100123158

**CONTRACT SPECIFICATION**

**6. Nature of contract**

Global price

**7. Contract description**

Contractor is obligated to prepare and organize several project events – 2 project meetings, 2 knowledge transfer workshops, 4 accessible guaranteed seasonal cross-border programs, 6 joint guided tours, 1 two-day special guided tour and 1 closing conference in Sombor in period March 2022 – May 2022.

Contractor is obligated to follow the Interreg-IPA CBC Hungary – Serbia programme Guidelines for Implementation of Information and Publicity Measures for Projects – updated Guidelines must be respected: <http://www.interreg-ipa-husrb.com/en/file/8765/>.

Contract will be implemented in period of 3 months from the contract signing. Contractor is obligated to follow all requirements made by project team members and Antonio Ratković as Mayor and to provide timely and qualitative services in line to project activity plan and project budget.

**8. Number and titles of lots**

One lot only

**9. Maximum budget**

26.900,00 €

**10. Scope for additional services**

N/A

**CONDITIONS OF PARTICIPATION**

**11. Eligibility**

Participation is open to all natural persons who are nationals of, and legal persons which are effectively established in the participating countries, other Member States, other IPA II beneficiaries, contracting parties to the Agreement on the European Economic Area and partner countries covered by the European Neighbourhood Instrument (hereafter referred to as ‘eligible countries’), and to International Organisations(participating either individually or in a grouping – consortium - of tenderers).

**12. Candidature**

All eligible natural and legal persons (as per item 11 above) or groupings of such persons (consortia) may apply.

A consortium may be a permanent, legally-established grouping or a grouping which has been constituted informally for a specific tender procedure. All members of a consortium (i.e., the leader and all other members) are jointly and severally liable to the Contracting Authority.

The participation of an ineligible natural or legal person (as per item 11) will result in the automatic exclusion of that person. In particular, if that ineligible person belongs to a consortium, the whole consortium will be excluded.

**13. Number of applications / tenders**

No more than one tender can be submitted by a natural or legal person whatever the form of participation (as an individual legal entity or as leader or member of a consortium submitting an tender). In the event that a natural or legal person submits more than one tender, all tenders in which that person has participated will be excluded.

**14. Shortlist alliances prohibited**

Any tenders received from tenderers comprising firms other than those mentioned in the invitation to tender will be excluded from the tender procedure. Invited candidates may not form alliances or subcontract to each other for the contract in question.

**15. Grounds for exclusion**

As part of the tender form, candidates must submit a signed declaration, included in the standard tender form, to the effect that they are not in any of the exclusion situations listed in Section 2.6.10.1. of the PRAG.

**16. Sub-contracting**

Subcontracting is allowed.

**17. Number of candidates to be invited**

Invitation will be sent to 5 potential candidates:

1. ANDRIĆ DOO SOMBOR, Koste Trifkovica bb, 25000 Sombor

2. DAILY RENT DOO Beograd-Novi Beograd, Đorđa Stanojevića 11 A, 11070 Novi Beograd

3. L&M&J DOO Sremska Kamenica, Mišeluk III/10, 21204 Sremska Kamenica

4. MIROSLAV SPASENOVIĆ PREDUZETNIK UGOSTITELJSKA DELATNOST PRODAJA HRANE I PIĆA LAGANO LOUNGE & RESTAURANT BEOGRAD, Mileševska no. 44, 11104 Beograd (Vračar)

5. STARI SLON DOO Sombor, Venac Radomira Putnika 21, 25000 Sombor

**PROVISIONAL TIMETABLE**

**18. Provisional date of invitation to tender**

February 02nd 2022

**19. Provisional commencement date of the contract**

March 09th 2022

**20. Initial period of implementation of tasks**

3 months (no later than May 31st 2022).

**SELECTION AND AWARD CRITERIA**

**21. Selection criteria**

The following selection criteria will be applied to candidates. In the case of tenders submitted by a consortium, these selection criteria will be applied to the consortium as a whole unless specified otherwise. The selection criteria will not be applied to natural persons and single-member companies when they are sub-contractors.

1. **Economic and financial capacity of candidate (**based on item 3 of the tender form). In case of candidate being a public body, equivalent information should be provided. The reference period which will be taken into account will be the **last three years** for which accounts have been closed.

The selection criteria for each tenderer are as follows:

1. the average annual turnover of the tenderer must exceed the annualised maximum budget of the contract (financial offer) i.e., the maximum budget stated in the contract notice divided by the initial contract duration in years, where this exceeds 1 year
2. **Professional capacity of candidate** (based on items 4 and 5 of the tender form). The reference period which will be taken into account will be the **last three years** from submission deadline.

* The tenderer has presently **at least 1 presently engaged or employed staff** with experience in field similar to required services.

1. **Technical capacity of candidate** (based on items 5 and 6 of the tender form). The reference period which will be taken into account will be the **last 3 years** from submission deadline.

The tenderer has provided services under **at least 1 reference/contract/invoice** with a budget of **at least 25.000 EUR or maximum 6 references/contracts/invoices** with a total budget of **at 25.000 EUR** in **field related to organization of project meetings, events, workshops, conferences, programs and/or guided tours, catering services or other similar services** which were implemented in the past **3 years**.

Previous experience which caused breach of contract and termination by a Contracting Authority shall not be used as reference.

An economic operator may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. It must in that case prove to the Contracting Authority that it will have at its disposal the resources necessary for performance of the contract, for example by producing a commitment on the part of those entities to place those resources at its disposal. Such entities, for instance the parent company of the economic operator, must respect the same rules of eligibility - notably that of nationality – and must fulfil the same relevant selection criteria as the economic operator. With regard to technical and professional criteria, an economic operator may only rely on the capacities of other entities where the latter will perform the works or services for which these capacities are required. With regard to economic and financial criteria, the entities upon whose capacity the tenderer relies, become jointly and severally liable for the performance of the contract.

**22. Award criteria**

Best price-quality ratio.

**APPLICATION**

**23. Deadline for receipt of applications / tenders**

The candidate attention is drawn to the fact that there are two different systems for sending applications: one is by post or private mail service, the other is by hand delivery.

In the first case, the application must be sent before the date and time limit for submission, as evidenced by the postmark or deposit slip[[1]](#footnote-1), but in the second case it is the acknowledgment of receipt given at the time of the delivery of the application that will serve as proof.

**March 07th 2022 before 13:00 local time at City of Sombor, Trg cara Uroša no. 1, 25101 Sombor**

Any tender received by the Contracting Authority after this deadline will not be considered.

The contracting authority may, for reasons of administrative efficiency, reject any application submitted on time to the postal service but received, for any reason beyond the contracting authority's control, after the effective date of approval of the short-list report, if accepting applications that were submitted on time but arrived late would considerably delay the evaluation procedure or jeopardise decisions already taken and notified.

**24. Application format and details to be provided**

Tenders must be submitted using the standard tender form, provided in the Tender Dossier, the format and instructions of which must be strictly observed.

Any additional documentation (brochure, letter, etc.) sent with an tender will not be taken into consideration.

**25. How applications may be submitted**

Tenders must be submitted in English exclusively to the Contracting Authority in a sealed envelope:

* EITHER by recorded delivery (official postal service) to :

**City of Sombor**

**Trg cara Uroša no. 1**

**25101 Sombor**

In this case, the delivery record makes proof of compliance with the time-limit for receipt.

* OR hand delivered (including courier services) directly to the Contracting Authority in return for a signed and dated receipt to:

**City of Sombor**

**Trg cara Uroša no. 1**

**25101 Sombor**

**Opening hours: 08:00 to 14:00 local time**

In this case, the acknowledgment of receipt makes proof of compliance with the time-limit for receipt.

The Contract title and the Publication reference (see item 1 above) must be clearly marked on the envelope containing the tender and must always be mentioned in all subsequent correspondence with the Contracting Authority.

Tenders submitted by any other means will not be considered.

By submitting an tender candidates accept to receive notification of the outcome of the procedure by electronic means. Such notification shall be deemed to have been received on the date upon which the contracting authority sends it to the electronic address referred to in the tender.

**26. Alteration or withdrawal of applications / tenders**

Candidates may alter or withdraw their tenders by written notification prior to the deadline for submission of tenders. No tender may be altered after this deadline.

Any such notification of alteration or withdrawal shall be prepared and submitted in accordance with Item 25. The outer envelope (and the relevant inner envelope if used) must be marked 'Alteration' or 'Withdrawal' as appropriate.

**27. Operational language**

All written communications for this tender procedure and contract must be in English.

**28. Date of publication of prior information notice**

N/A

**29. Legal basis[[2]](#footnote-2)**

Regulation (EU) N°236/2014 of the European Parliament and of the Council of 11 March 2014 laying down common rules and procedures for the implementation of the Union's instruments for financing external action, Regulation (EU) No 231/2014 of the European Parliament and of the Council of 11 March 2014 establishing an Instrument for Pre-accession Assistance (IPA II), the Interreg-IPA CBC Hungary - Serbia.

**30. Additional information**

N/A

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1. It is recommended to use registered mail in case the postmark would not be readable. [↑](#footnote-ref-1)
2. Please state any specificity that might have an impact on rules on participation (such as geographic or thematic or long/short term). [↑](#footnote-ref-2)