

# SERVICE CONTRACT NOTICE

## Organisation of events

### Donji Milanovac, Serbia

#### 1. Reference

**CB007.2.13.076/LAZARUS/Service – TD 03**

#### 2. Procedure

Simplified

#### 3. Programme title

Interreg-IPA CBC Bulgaria - Serbia Programme, CCI No. 2014TC16I5CB007

#### 4. Financing

Project number CB007.2.13.076, Contract number: PД-02-29-88/16.05.2018. Project is financed by the Interreg - IPA CBC Bulgaria – Serbia Programme.

#### 5. Contracting authority

Association LAZARUS, 18 “Ive Stojanovic” Street, Donji Milanovac, Serbia

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## CONTRACT SPECIFICATION

#### 6. Nature of contract

Global price

#### 7. Contract description

To organise the following services within the project:

##### 1. Rent of hall for events:

- rent of hall for press-conference - A5 – 1 hour
- rent of hall for the seminar - A6 – 2 hours

##### 2. Travel for events

- rent a bus for participants in training - A3 – 400km
- rent a bus for participants in festival - A4 – 300km
- rent a bus for participants in seminar - A6 – 300km
- 1 car for transport of 1 boat – 300km

##### 3. Catering for events:

- Refreshments for information events at schools - A2 – 100 participants
- Refreshments, lunch and dinner for participants in training - A3 (40 participants x 5 days) – 200 participants
- Refreshments and lunch for participants in training - A3 (40 participants x 1 day) – 40 participants
- Refreshments and lunch for participants in the seminar - A6 – 40 participants

#### 4. Accommodations for participants in the events

- accommodation for participants in training - A3 (40 participants x 5 nights) – 200 nights

### 8. Number and titles of lots

One lot only

### 9. Maximum budget

20.796,00 EUR (VAT excluded)

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## CONDITIONS OF PARTICIPATION

### 10. Eligibility

Participation is open to all natural persons who are nationals of and legal persons [participating either individually or in a grouping (consortium) of tenderers] which are effectively established in a Member State of the European Union or in an eligible country or territory as defined under the Regulation (EU) No 236/2014 establishing common rules and procedures for the implementation of the Union's instruments for external action (CIR) for the applicable instrument under which the contract is financed (see also heading 23 below). Participation is also open to international organisations.

### 11. Number of 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 a 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.

### 12. Grounds for exclusion

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

Tenderer included in the lists of EU restrictive measures (see Section 2.4. of the PRAG) at the moment of the award decision cannot be awarded the contract.

### 13. Sub-contracting

Subcontracting is allowed.

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## PROVISIONAL TIMETABLE

### 14. Provisional commencement date of the contract

10.07.2020

### 15. Implementation period of the tasks

July 2020 – 13 October 2020

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## SELECTION AND AWARD CRITERIA

### 16. Selection criteria

The following selection criteria will be applied to the tenderers. In the case of tenders submitted by a consortium, these selection criteria will be applied to the consortium as a whole. If not 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 the tenderer** (based on item 3 of the tender form). In case of tenderer being a public body, equivalent information should be provided. The reference period which will be taken into account will be the last three financial years for which accounts have been closed.

- the average annual turnover of the tenderer over last three financial years for which accounts have been closed must exceed 20.000,00 EUR;

**2) Professional capacity of the tenderer** (based on items 4 of the tender form).

The reference period which will be taken into account will be the last three years preceding the submission deadline.

- at least one staff currently working for tenderer in fields related to this contract

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

- the tenderer has provided services under at least one /1/ contract in the fields of organization of events and/or ensuring transportation or similar which was implemented in the last three years from the date of the submission of the offer.

Previous experience which would have led to breach of contract and termination by a contracting authority shall not be used as reference. This is also applicable concerning the previous experience of experts required under a fee-based service contract.

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 the performance of the contract by producing a commitment by 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 comply with the selection criteria for which the economic operator relies on them. Furthermore, the data for this third entity for the relevant selection criterion should be included in the tender in a separate document. Proof of the capacity will also have to be provided when requested by the contracting authority. 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 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.

#### **17. Award criteria**

Best price-quality ratio.

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## **TENDERING**

#### **18. Deadline for receipt of tenders**

The deadline for receipt of tenders is specified in point 8 of the instruction to tenderers.

#### **19. Tender format and details to be provided**

Tenders must be submitted using the standard tender form for simplified procedures, the format and instructions of which must be strictly observed. The tender form is available from the following internet address: <http://ec.europa.eu/europeaid/prag/annexes.do?group=B> , under the zip file called Simplified Tender dossier.

The tender must be accompanied by a declaration on honour on exclusion and selection criteria using the template available from the following Internet address:

<http://ec.europa.eu/europeaid/prag/annexes.do?chapterTitleCode=A>

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

#### **20. How tenders may be submitted**

Tenders must be submitted in English exclusively to the contracting authority, using the means specified in point 8 of the instructions to tenderers.

Tenders submitted by any other means will not be considered.

By submitting a tender tenderers accept to receive notification of the outcome of the procedure by electronic means.

#### **21. Alteration or withdrawal of tenders**

Tenderers 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 point 9 of the instructions to tenderers. The outer envelope (and the relevant inner envelope if used) must be marked 'Alteration' or 'Withdrawal' as appropriate.

#### **22. Operational language**

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

#### **23. Legal basis**

Regulation (EU) No 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 and

Commission Implementing Regulation (EU) No 447/2014 of May 2014 on the specific rules for implementing Regulation (EU) No 231/2014 of the European Parliament and of the Council establishing an Instrument for Pre-accession assistance (IPA II);

#### **24. Additional information**

Financial data to be provided by the candidate in the standard application form must be expressed in EUR. If applicable, where a candidate refers to amounts originally expressed in a different currency, the conversion to EUR shall be made in accordance with the InforEuro exchange rate June 2020, which can be found at the following address: <http://ec.europa.eu/budget/graphs/inforeuro.html>.