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| **TENDER DOCUMENTATION FOR SINGLE TENDER PROCEDURES**  **Service Contracts** |

**PART A: Information for tenderers**

\* - This document should be considered as informal template to assist the grant beneficiaries in implementation of their procurement procedures from grants; the contract conditions and Annex IV remain full contract obligation of the grant beneficiaries

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| **CONTRACT NOTICE** |

**SUPPLY CONTRACT NOTICE**

**<Contract title>**

1. **Publication reference**

<Publication reference >

1. **Procedure**

Single

1. **Project title**

< Title of the grant project>

1. **Contracting authority**

<**Title of the grant beneficiary**>

**CONTRACT SPECIFICATIONS**

1. **Description of the contract**

<Recommended maximum: 10 lines- description of the contract >

1. **Number and titles of lots**

[One lot only]

[If more than one lot: (min =2 max=20) < number> lots

Lots Titles:

01 <title>

02 <title>

<no. and title>]

**TERMS OF PARTICIPATION**

1. **Eligibility and rules of origin**

Participation in this tender is open to invited entities only.

[If the estimated budget (of the tender procedure as a whole or if divided into lots, per lot) is below EUR 100 000: All supplies under this contract may originate from any country].

1. **Grounds for exclusion**

Tenderers must submit a signed declaration, included in the Tender Form for a Supply Contract, to the effect that they are not in any of the situations listed in point 2.3.3 of the Practical Guide.

1. **Number of tenders**

Tenderers may submit only one tender per lot.

1. **Period of implementation of tasks**

< Specify the period in days, from contract signature, or alternative date, until the provisional acceptance >

**SELECTION AND AWARD CRITERIA**

1. **Selection criteria**

**Please adopt the criteria to the type, size and complexity of your contract. Relevant experiences and capacities of potential tenderers should be observed.**

The following selection criteria will be applied to tenderers.

1) Economic and financial capacity of tenderer(based on i.a. item 3 of the Tender Form for a Supply Contract).

**Examples of financial criteria for legal persons:**

* the average annual turnover of the tenderer in the last three years must exceed the annualised maximum budget of the contract

2) Professional capacity of tenderer (based on i.a. items 4 and 5 of the Tender Form for a Supply Contract). The reference period which will be taken into account will be the last [5][3] years from submission deadline.

**Examples of professional criteria for legal persons:**

* at least <number related to the quantity of expertise required for this contract> staff currently work for the tenderer in fields related to this contract; and

3) Technical capacity of tenderer *(*based on i.a. items 5 and 6 of the Tender Form for a Supply Contract). The reference period which will be taken into account will be the last [3/5] years from submission deadline.

**Example of technical criterion for legal and natural persons:**

* the tenderer has delivered supplies under at least < insert number > contract[s] with a budget of at least <specify budget> EUR in < specify fields> which were implemented during the following period: < 3/5 years from the submission deadline, please specify the dates>.

1. **Award criteria**

Price

**TENDERING**

1. **Deadline for submission of tenders**

<Time and date to be specified- must be a working day at least 10 working days from the date of invitation>

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

1. **Language of the procedure**

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

1. **Legal basis**

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 and 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).

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| **INSTRUCTIONS TO TENDERERS** |

1. **INFORMATION ON SUBMISSION OF THE TENDERS**

Subject of the contract:

The subject of this tender is:

* Delivery of supplies as indicated in the Technical Specifications;

Deadline for submission of the tenders:

The deadline for submission of tenders is **XX (day), XX (moth), at XX:XX hours** (\* - at least 10 working days from invitation). Any tender received after this deadline will be automatically rejected.

Address and meanings for submission of the tenders:

The tenderers will submit their tenders using the:

* **Template for submission of the offer available in the Part B of the tender dossier** AND
* **Financial offer available in the Part C of this tender dossier**.

The tender will be submitted in **1 original**. In case of e-mail submission the tenderer will provide a scan of signed tender submission form. Any tenders not using the prescribed form might be rejected by the contracting authority.

In addition to the offer the tenderer is required to provide the following supporting documentation (in copies or scanned versions in case of e-mail submission):

* Copy of legal registration – if applicable

The tenders will be submitted via post/currier, containing the following information:

* Name and address of the tenderer
* Title of the tender: xxxxxx
* Reference number: xxxxxx
* Number and title of Lot if applicable
* The words: ‘’Not to be opened before the tender opening session’’ and ‘’Ne otvarati pre zvaničnog sastanka za otvaranje ponuda’’

The tenders will be submitted in person, by post or courier service to the following address:

Name and

Address of the Contracting Authority

(optional contact person)

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 supplies as indicated in the Technical Specifications. In the tenderer’s technical offer, the tenderers will inidicate the offered supplies.

[If the estimated budget (of the tender procedure as a whole or if divided into lots, per lot) is below EUR 100 000: All supplies under this contract may originate from any country].

1. **ADDITIONAL INFORMATION**

The award criteria is:

* Lowest price of technically compliant offer

The unsuccessful/successful tenderers will be informed of the results of the evaluation procedure in written.

The estimated time of response to the tenderers is XX days from the deadline for submission of tenders.

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| **TECHNICAL SPECIFICATIONS** |

The Contracting Authority drafts the requirements using the below table. Column 1 and 2 are to be completed.

The grant beneficiaries are reminded to avoid restrictive criteria and indication of brand names, when describing technical specifications of required supplies.

Technical specifications

Title of the contract

Reference number:

Please add in the beginning – if necessary – brief description of contract. For example physical conditions, such as electricity supply or similar could be described here. The Contracting Authority could also add here description of necessary installation services, trainings or similar.

| **1.**  **Item Number** | **2.**  **Specifications Required** | **3.**  **Specifications Offered** | **4.**  **Notes, remarks,  ref to documentation** | **5.**  **Evaluation Committee’s notes** |
| --- | --- | --- | --- | --- |
| **1** | **<**……………………………**>** |  |  |  |
|  | **<**……………………………**>** |  |  |  |
|  | **<**……………………………**>** |  |  |  |
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| **CONTRACT TEMPLATE** |

**CONTRACT TITLE:** title of the contract

**REF:** reference number

**Concluded between:**

Title

Address of the contracting authority

Represented by:

(Contracting Authority)

AND

Title

Address of the contractor

Represented by:

(Contractor)

**Article 1: Subject of the contract**

The subject of the contract are the supplies as indicated in the contractor’s offer – ‘’Part B: Documents to be completed by the tenderer, Technical offer.’

**Article 2: Contract value**

The price of the supplies shall be that shown on the financial offer (specimen in Part C). The total maximum contract price shall be [EUR] [RSD] <insert price>.

**Article 3: Contracting documents**

This documents which form the part of this contract are (by the order of precedence):

* Contract agreement
* Contractor’s technical offer as provided in the tendering phase – ‘’Part B: Documents to be completed by the tenderer’’
* Contractor’s financial offer as provided in the tendering phase ‘’Part C: Financial offer’’
* Any other supporting documentation if applicable

**Article 4: General provisions**

The Contractor shall execute the contract with due care, efficiency and diligence in accordance with the best professional practice.

The Contractor shall, in accordance with the provisions of the Contract, design, manufacture, deliver to site, erect, test and commission the supplies and carry out any other work including the remedying of any defects in the supplies. The Contractor shall also provide all necessary equipment, supervision, labour and facilities required for the implementation of the tasks.

The Contractor shall at all times act impartially and as a faithful adviser in accordance with the code of conduct of its profession.

**Article 5: Deliveries and payments**

The contractor will provide supplies indicated in the contractor’s offer ‘’Part B: Documents to be completed by the tenderer’’. The deliveries will be implemented within the indicated dates and at the indicated locations.

The Contracting Authority will pay to the contractor the supply in the amount indicated in the Article 2 of this contract document. The payments will be issued by the following time schedule.

|  |  |  |
| --- | --- | --- |
| **Month** |  | **<EUR/\*\*\*>** |
| 1 | Maximum Pre-financing payment (\*if applicable) | <XX % of the contract value> |
| <Month> | Interim payment (\*if applicable) | <XX % of the contract value> |
| <Month> | Balance final payment | <XX % of the contract value> |
|  | **Total** | <Total contract value> |

\* - The payments for delivery of supplies will be made upon verification of the provisional/final acceptances - optional

This contract is exempt from taxes (Customs duties, import duties, taxes or fiscal charges having equivalent effect, Value added tax, documentary stamp or registration duties or fiscal charges having equivalent effect) as per Framework Agreement signed between European Commission and Republic of Serbia.

**Article 6: Duration of the contract**

The duration of the contract is XX months.

**Article 7: Cancellation of the contract**

The contract can be suspended by the Contractor due to one of the following reasons:

* Contracting Authority not fulfilling payment and other obligations

The contract can be terminated by the Contracting Authority due to one of the following reasons:

* The Contractor is in serious breach of the contract, failing to meet contractual obligations
* The Contractor is bankrupted or being wound up, is having its affairs administrated by courts, has entered into arrangements with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or is in any analogous situations arising from a similar situation provided for in national legislation or regulations.

**Article 8: 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 (\* - specify responsible court or arbiter body) in accordance with the national legislation of the state of the Contracting Authority.

**Done in English in three originals, two originals for the contracting authority and one original for the contractor.**

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| --- | --- | --- | --- |
| **For the Contractor** | | **For the Contracting Authority** | |
| Name: |  | Name: |  |
| Title: |  | Title: |  |
| Signature: |  | Signature: |  |
| Date: |  | Date: |  |

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| **ADMINISTRATIVE COMPLIANCE AND EVALUATION GRID** |

**ADMINISTRATIVE COMPLIANCE GRID**

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| --- | --- | --- | --- |
| **Contract title :** |  | **Publication reference :** |  |

| Tender envelope number | Name of Tenderer | Is tenderer nationality eligible?  (Y/N) | Is documentation complete?  (Y/N) | Is language as required?  (Y/N) | Is tender submission form complete?  (Y/N) | Is tenderer's declaration signed?  (Yes/No/ Not Applicable) | Other administrative requirements of the tender dossier?  (Yes/No/Not applicable) | Overall decision?  (Accept / Reject) |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
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| 3 |  |  |  |  |  |  |  |  |

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| --- | --- |
| **Chairperson's name** |  |
| **Chairperson's signature** |  |
| **Date** |  |

**EVALUATION GRID**

|  |  |  |  |
| --- | --- | --- | --- |
| **Contract title :** |  | **Publication reference :** |  |

| Tender envelope No | Name of Tenderer | Rules of origin respected?  (Y/N) | Economic & financial capacity? (OK/a/b/…) | Professional capacity? (OK/a/b/…) | Technical capacity? (OK/a/b/…) | Compliance with technical specifications? (OK/a/b/…) | Ancillary services as required? (OK/a/b/…/NA) | Other technical requirements in tender dossier?  (Yes/No/Not applicable) | Technically compliant? Y/N) | Justification/ notes: |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
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| **Evaluator's name & signature** |  |
| **Evaluator's name & signature** |  |
| **Evaluator's name & signature** |  |
| **Date** |  |