**SERVICE CONTRACT NOTICE**

**“Organization of event for PP2–House of Culture Knjaževac, under the project CB007.2.22.231”  
at Zaječar District, Republic of Serbia**

**1. Reference**

CB007.2.22.231/PP2/SERVICE 2

**2. Procedure**

Simplified

**3. Programme title**

Interreg – IPA CBC Bulgaria – Serbia Programme

**4. Financing**

The project “Youth art network” with project reference number CB007.2.22.231 is co-funded by the European Union, through Interreg – IPA CBC Bulgaria – Serbia Programme 2014-2020, Contract ref. No. RD-02-29-71/19.05.2020 and Addendum N0.1 RD-02-29-71(1)/25.03.2021

**5. Contracting authority**

“House of Culture Knjaževac”, Knjaževac, Republic of Serbia

Branka Radičevića 1

19350 Knjaževac

E-mail [dom.kulture.knjazevac@gmail.com](file:///D:\Timočki%20klub\DOM%20KULTURE%20IPA\PP2-Supplay%20procedure\Tender%20dossier\A\dom.kulture.knjazevac@gmail.com)

**CONTRACT SPECIFICATION**

**6. Nature of contract**

Global price

**7. Contract description**

Organization of events for PP2–House of Culture Knjaževac under the project CB007.2.22.231 “Youth art network”

The project is implemented in cooperation with Chitalishte "Razvitie - 1893" Belogradchik -Bulgaria as Project partner No: 1/Lead Partner (hereafter: PP1 (LP)) and House of Culture Knjaževac- Serbia as Project Partner 2 (hereafter: PP2).

Providing service for organizing of event planned by the House of Culture Knjaževac, under the project “Youth art network”- CB007.2.22.231 (transportation, accommodation, catering) as follows:

• Bus rented for travel from Knjaževac to place of conducting Creative camp in Zaječar district (and return) for 30 Serbian participants on Creative camps in field of music, creative writing and fine arts.

• Catering provided for conducting Creative camp in field of music, creative writing and fine arts for 30 participants (coffee, refreshment, lunch and dinner)- for 6 days

• Accommodation provided for 30 Serbian participants on Creative camp in field of music, creative writing and fine arts - 5 nights

• Bus rented for travel from Knjaževac to place of conducting Creative camp (and return) for 30 Serbian participants on Creative camps in field of dance, theatre and photography.

• Catering provided for conducting Creative camp in field of dance, theatre and photography for 30 participants (coffee, refreshment, lunch and dinner)- for 6 days

• Accommodation provided for 30 Serbian participants on Creative camp in field of dance, theatre and photography - 5 nights

• Catering provided for participants of Discussion Forum in Knjaževac for 100 persons (coffee, refreshment, lunch and dinner) for 100 persons

• Accommodation provided for 60 Serbian participants of Youth cultural festival in Knjaževac municipality – 60 nights

• Catering provided for participants of Youth cultural festival in Knjaževac municipality (coffee, refreshment, lunch and dinner) for 120 persons

**8. Number and titles of lots**

One lot only

**9. Maximum budget**

**25.570,40 EUR, equivalents to 3.006.549,73 RSD**

**CONDITIONS OF PARTICIPATION**

**10. Eligibility**

Participation is open to all legal persons [participating either individually or in a grouping (consortium) of tenderers] which are established in a Member State of the European Union or in a country or territory of the regions covered and/or authorised by the specific instruments applicable to the programme under which the contract is financed (see item 23 below). Participation is also open to international organisations. Participation of natural persons is directly governed by the specific instruments applicable to the programme under which the contract is financed.

Please be aware that after the United Kingdom's withdrawal from the EU, the rules of access to EU procurement procedures of economic operators established in third countries will apply to candidates or tenderers from the United Kingdom depending on the outcome of negotiations. In case such access is not provided by legal provisions in force at the time of contract award, candidates or tenderers from the United Kingdom could be rejected from the procurement procedure.

**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.

**PROVISIONAL TIMETABLE**

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

21.07.2021.

**15. Implementation period of the tasks**

The period for implementing the tasks is from the date of concluding the contract until the completion of all tasks, but not later than 18th of August 2021.

**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 must exceed the annualised maximum budget of the contract

**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.

* has sufficient on-going staff resources and expertise to be able to handle the proposed contract.

**Professional criteria for legal persons:**

* at least 40% of all staff currently work for the 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 1 contract** with a budget of at least that of this contract in organising events which was implemented at any moment during the following period: last **three years** **(16.07.2018-16.07.2021)** preceding the submission deadline.

This means that the service contract the tenderer refers to could have been started at any time during the indicated period but it does not necessarily have to be completed during that period, nor implemented during the entire period. Tenderers are allowed to refer either to service contracts completed within the reference period (although started earlier) or to service contracts not yet completed. Only the portion satisfactorily completed during the reference period will be taken into consideration. This portion will have to be supported by documentary evidence (-statement or certificate from the entity which awarded the contract, proof of payment) also detailing its value. If a tenderer has implemented the service contract in a consortium, the percentage that the tenderer has successfully completed must be clear from the documentary evidence, together with a description of the nature of the services provided if the selection criteria relating to the pertinence of the experience have been used.

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.

**TENDERING**

**18. Deadline for submission of tenders**

The deadline for submission 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 tenderer 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 IPA II

**24. Additional information**

Financial data to be provided by the candidate in the standard application form must be expressed in RSD.

If applicable, where a candidate refers to amounts originally expressed in a different currency, the conversion to RSD shall be made in accordance with the InforEuro exchange rate of June 2021. of the applicable InforEuro exchange rate, which can either correspond to the month and year of the publication of the present contract notice, which can be found at the following address: <http://ec.europa.eu/budget/graphs/inforeuro.html>.