

## REQUEST FOR OFFER - SERVICE

**Name and address of the contracting authority:** Public Enterprise “VOJVODINAŠUME”, Preradovićeva 2, 21131 Petrovaradin , Republic of Serbia  
**Title of the tender:** Services related to project preparation and submission of application for INTERREG VI-A IPA HUNGARY-SERBIA PROGRAMME, VOJVODINAŠUME  
**Reference number:** HUSRB/VI-A/VS/RSP/06-2023-1  
**Launching date:** 07/07/2023

### 1. INFORMATION ON SUBMISSION OF THE TENDERS

Subject of the contract:

The subject of this tender is:

Expert services for project preparation and submission of application, according to INTERREG VI-A IPA HUNGARY-SERBIA PROGRAMME policies for Public Enterprise “VOJVODINAŠUME”. Services will include submission of all clarifications (if requested) during evaluation phase.

Deadline for submission of the tenders:

The deadline<sup>1</sup> for submission of tenders is **15/07/2023; 13:00 hours** (local time).

Award notification:

The successful tenderer will be informed on the results of the evaluation procedure in written form.

Address and meanings for submission of the tenders:

The tenderers must submit their tenders using the attached **submission form**. The tender will be submitted in **1 original or via e-mail, signed and scanned**. Any tenders not using the prescribed form will be rejected by the contracting authority.

The tenderer is required to provide the following supporting documentation:

- CV of expert/s according to the template provided
- Copy of Registration document or copy of extract from register APR

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

- Name and address of the tenderer
- Title of the tender: Services related to project preparation and submission of application for INTERREG VI-A IPA HUNGARY-SERBIA PROGRAMME, VOJVODINAŠUME
- Reference number: HUSRB/VI-A/VS/RSP/06-2023-1
- The words: “Not to be opened before the tender-opening session” and “Ne otvarati pre sastanka za otvaranje ponuda”

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<sup>1</sup> It is recommended that the submission deadline is minimum 7 days.

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

Public Enterprise "VOJVODINAŠUME", Preradovićeva 2, 21131 Petrovaradin , Republic of Serbia

The tenderers are reminded that in case the tender is submitted in person it must arrive to the contracting authority by the deadline indicated above. Otherwise, the tender will be automatically rejected.

## 2. SELECTION CRITERIA

Financial capacity:

- The average annual turnover of the tenderer must exceed the annualized maximum budget of the contract i.e., RSD 900.000,00 divided by the initial contract duration in years, where this exceeds 1 year;

Technical capacity:

- The tenderer has provided project management and/or preparation services with a budget of at least RSD 900.000,00 accumulated from maximum three contracts, which was/were implemented at any moment during the past three years.

## 3. 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.

<b>Title of activity 1: Submission of RSP Application for Public Enterprise "VOJVODINAŠUME"</b>		
Description of expected outputs / results to be achieved	Required time frame	Required inputs (if applicable)
Expert services for project preparation and submission of application, according to INTERREG VI-A IPA HUNGARY-SERBIA PROGRAMME policies. The services should include: - Expert consultation in all aspects of project preparation according to instructions provided by Programme authorities. - Participation on all partner meetings organized by Contracting Authority. - Communication with all partners, provided by Contracting Authority. - Administration and data input of application in INTERREG+ system. - Successful submission of RSP Application.	31 July 2023, 14:30 CET	- Min. 1 qualified expert with previous experience in project preparation and/or management and reporting of EU funded projects

<b>Title of activity 2: Signature of the Subsidy Contract for EU Contribution for RSP Application for Public Enterprise “VOJVODINAŠUME”</b>		
Description of expected outputs / results to be achieved	Required time frame	Required inputs (if applicable)
<p>Expert services for submission of all clarifications (if requested) during evaluation and contracting phase, according to INTERREG VI-A IPA HUNGARY-SERBIA PROGRAMME policies.</p> <p>The services should include:</p> <ul style="list-style-type: none"> <li>- Regular communication with Contracting Authority during evaluation and contracting process.</li> <li>- Upload of all relevant and requested clarifications and required documents in INTERREG+ system.</li> <li>- The Consultant is required to monitor all programme instructions provided by Programme authorities.</li> </ul>	<p>First quarter 2024</p>	<ul style="list-style-type: none"> <li>- Min. 1 qualified expert with previous experience in project preparation and/or management and reporting of EU funded projects</li> </ul>

#### **4. FINANCIAL INFORMATION**

The tenderers are reminded that the maximum available value of the contract is RSD 900.000,00 gross amount.

#### **5. ADDITIONAL INFORMATION**

##### Confidentiality

The entire evaluation procedure is confidential, subject to the Contracting Authority's legislation on access to documents. The evaluators' decisions are collective and its deliberations are held in closed session. The evaluators 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.

The unsuccessful/successful tenderers will be informed of the results of the evaluation procedure in written form. The estimated time of response to the tenderers is 7 days from the deadline for submission of tenders.

##### Award criteria<sup>2</sup>

The contract will be awarded to the tenderer that submitted an administratively and technically compliant tender and offered the best value for money. Technical offer will be considered with the weight of 80% and financial offer will be considered with the weight of 20% during the evaluation.

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<sup>2</sup> The non-relevant paragraph is to be erased!