



TENDER'S DOCUMENTATION

Simplified procurement procedure

DEVELOPMENT OF THE ADVANCED PLATFORM OF YOUNG RESEARCHERS OF SERBIA FOR COMMUNICATION AND EDUCATION: DIGITALIZATION OF CONFERENCES AND SEMINARS, INTEGRATION INTO THE EXISTING E-LEARNING PLATFORM AND PROMOTION OF THE EXISTING E-LEARNING PLATFORM

(procurement nu. 64/2020)

Call and tender's documentation published on webpage of Young researchers of Serbia	19.10.2020
Deadline for receiving offers	02.11.2020
Date for opening offers	03.11.2020

Belgrade, July 2020

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In accordance to the *Procurement provisions for use by Non-Governmental Organisations (NGOs) in the context of Sida-financed Project/Core Activities (Sida's Procurement Provisions)* article 5.4 and article 2.1 paragraph (iii) and Decision to initiate implementation of simplified procurement procedure nu. 64/2020.

YOUNG RESEARCHERS OF SERBIA

Announces call for

DEVELOPMENT OF THE ADVANCED PLATFORM OF YOUNG RESEARCHERS OF SERBIA FOR COMMUNICATION AND EDUCATION: DIGITALIZATION OF CONFERENCES AND SEMINARS, INTEGRATION INTO THE EXISTING E-LEARNING PLATFORM AND PROMOTION OF THE EXISTING E-LEARNING PLATFORM within programme „ECO SYSTEM - Environmental reforms supporting programme“, supported by Sweden (hereinafter Project).

Tender's documentation is consisted of following elements:

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1. PROJECT ECO SYSTEM AND EXISTING YRS E-LEARNING PLATFORM

ABOUT PROJECT

The ECO SYSTEM programme was developed with a goal to support environmental reforms in Serbia through active participation of civil society organizations (CSO) and citizens in adopting and implementing the European Union's environmental acquis.

The programme is supported by Sweden and implemented by Young Researchers of Serbia from 2020. to 2022. Through programme activities, Young Researchers of Serbia seek to advance reforms in the environmental sector by strengthening CSO's capacities and encouraging their networking.

Most program activities include meetings with various stakeholders, organizing conferences, working groups, seminars and similar. Due to the new epidemiological situation, it is necessary to redirect these activities to the online world and adapt to the needs of digital communication.

Detailed information about the ECO SYSTEM programme can be found on our website <http://ekosistem.mis.org.rs/>

ABOUT EXISTING E-LEARNING PLATFORM

In 2015, Young researchers of Serbia developed a platform for electronic education. The courses are intended for everyone, but the most common participants are young people, specifically students. All courses are free. There are currently 14 courses on the platform <http://obuke.mis.org.rs/kursevi>. The total number of registered users is around 1100.

2. GENERAL PROCUREMENT DATA

Contracting party: Young researchers of Serbia

Address: Bulevar umetnosti 27, 11070 New Belgrade

Webpage: www.mis.org.rs

TIN: 101685934

Registration number: 07052545

SUBJECT OF THE PROCUREMENT: Simplified procurement procedure number 64/2020 DEVELOPMENT OF THE ADVANCED PLATFORM OF YOUNG RESEARCHERS OF SERBIA FOR COMMUNICATION AND EDUCATION: DIGITALIZATION OF CONFERENCES AND SEMINARS, INTEGRATION INTO THE EXISTING E-LEARNING PLATFORM AND PROMOTION OF THE EXISTING E-LEARNING PLATFORM within programme „ECO SYSTEM - Environmental reforms supporting programme“.

SUBJECT: Service providing

TYPE OF PROCUREMENT: Simplified procurement procedure

CONTACT PERSON: Tijana Ljubenović, Tel: 0693556647, email: tijana@mis.org.rs

DOWNLOADING OF TENDER'S DOCUMENTATION: Tender's documentation can be downloaded from webpage of the Contracting Party.

DEADLINE: The offer is considered timely if it is received by the Bidder no later than 02nd November 2020 until 4 pm at the address Bulevar umetnosti 27, 11070 New Belgrade (Young researchers of Serbia, for Tijana Ljubenočić).

LANGUAGE FOR SUBMITTING OFFER: Offer and other following documentation must be in Serbian language.

DEADLINE FOR AWARD OF CONTRACT: Decision about award of contracts shall be made by the Contracting Party within 3 days from the day of tender's opening.

EVALUATION OF RECEIVED OFFERS: The most favorable Bidder will be selected according to the criteria "best price of cost" with the fulfilment of all the stated conditions from the call.

CONDITIONS FOR PARTICIPATION: Right to participate has every Bidder that fulfils conditions set by this call, regardless of the citizenship.

The offer may be submitted by the Bidder independently, by the Bidder with a subcontractor/ subcontractors, or as a group of Bidders submitting a joint offer. A Bidder that has submitted the offer independently may not participate in a joint offer, or as a subcontractor at the same time, nor may the same person participate in several joint offers.

3. PROJECT'S TASK: SPECIFICATION

The project aims to create a video conferencing platform with a modern user interface that enables online communication for audio and video seminars and conferences, with built-in functions such as chat, screen sharing, and recording.

The platform must be developed specifically for Young Researchers of Serbia's needs using essential technologies and integrated into the existing web e-learning platform. As such, the platform must support any requests for expansion that may come in the future.

The video conferencing platform must support the following set of functionalities:

- User registration, login, and the ability to reset the user password
- User registration for the conference
- Visual presentation of the meeting with a list of rooms
- Possibility of transferring users between rooms during the conference
- Conference room with a list of participants, presentation of the lecturer through the camera or screen sharing, real-time chat with support for emoticons
- Possibility to ask questions to the lecturer during the conference - "Raise a Hand" functionality
- Possibility to change one or more lecturers during the conference
- Possibility to survey participants during the conference

The platform must contain a control admin panel, which can be used to create conferences, rooms, and configure access to them. The board must include the following set of functionalities:

- Login for administrator users
- Creating conferences through the admin panel (short description, long description, picture)
- Creating rooms/panels within the conference through the administrator panel and assigning rights to lecturers (description, illustration, start time)
- Overview of registered users
- Invitation of guest users to the conference
- Granting or denying a user access to conference content
- Record video conference content and transfer to a remote location

Server support

- Selection of the appropriate server architecture
- The platform must support a minimum of 50 users simultaneously and a minimum of 10 separate call rooms
- Regular system backup

Technical support as needed: from the beginning of signing the Contract till the end of 2022.

Deadline for the development of the platform: 31 December 2020 with the possibility of extension of 2-3 months for corrections, additional testing and finalization of platform's work.

4. CONDITIONS FOR PARTICIPATION

The right to participate in subjected procurement has Bidders that meet the following conditions for participation in the procurement procedure:

1. Bidder is registered at the competent authority, i.e. that it is added in the appropriate register.

Manner of proving: Excerpt from the register of the Business Registers Agency, i.e. Excerpt from the register of the competent Commercial Court.

2. Bidder and his legal representative have not been convicted of any of the criminal offenses as a member of an organized criminal group, Bidder has not been convicted of criminal offenses against the economy, criminal offenses against the environment, criminal offense of receiving or giving bribes, criminal offense of fraud.

Bidder has a valid license from the competent authority to perform the activity that is the subject of the procurement, if such a license is provided by a special regulation.

Bidder respected the obligations arising from the valid regulations on safety at work, employment and working conditions, environmental protection.

Bidder is not bankrupt or in the process of liquidation.

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Bidder has not been imposed a measure prohibiting the performance of activities, which is in force at the time of publishing or sending the call to submit offers.

Bidder has paid the due taxes, contributions and other public duties in accordance with the regulations of the Republic of Serbia or a foreign state when it has its seat on its territory.

In the framework of another procurement procedure or procedure for awarding contracts financed from the funds of the Contracting Party, Bidder did not violate the contract and that he fulfilled the contractual obligations.

Manner of proving: Filled Template B – Statement on fulfilment of obligatory conditions in the procurement procedure (Declaration of honour).

3. The right to participate in subjected procurement has Bidders that meet the following additional conditions for participation in the procurement procedure:

FINANCIAL AND BUSINESS CAPACITY

The right to participate have Bidders who have achieved an average turnover of at the least 8,000,000.00 dinars with VAT in the last three business years (2017, 2018 and 2019).

Manner of proving: Balance sheet and profit and loss statement (financial report) for the previous three years.

Business capacity is met by Bidders that in the period of the previous three business years (2017, 2018 and 2019):

- Provided services that are identical to the subject of procurement (national and / or international) in the amount of at least 3,900,000.00 RSD;
- Have experience in developing online platforms for various purposes (e.g. education, chat)
- Have experience in designing and creating advanced cloud solutions and internet services
- Have experience in providing server and technical support

Manner of proving: Reference list containing the following information – type of services provided, client's name, value of the service till the moment of applying to the subjected procurement, duration of providing service. For each project, submit a copy of the contract (first and last page) and/or an invoice on the stated services that confirms the minimum required amounts stated in the required business capacity.

TECHNICAL CAPACITY

The right to participate have Bidders that:

- Have sufficient technical capacities, to possess (either owned or otherwise provided) technical equipment and other technical means necessary for the realization of the procurement of subject.

Manner of proving: A statement on technical capacities (*Statement on the memorandum given under material and criminal responsibility*) that the Bidder has (either owned or otherwise provided) technical equipment and other technical means necessary for the implementation of the procurement. The

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statement is required to contain a description of the technical means and equipment available to the Bidder to ensure the quality of service.

- Have business premises (owned or based on a lease agreement or a contract for free use).

Manner of proving: A copy of the title deed or a copy of the lease agreement or free use agreement.

- Have the capacities necessary for the realization of the contractual obligation that confirms the quality of business.

Manner of proving: Internal documents (e.g. working procedures about business workflow) or communication structure within the company.

PROFESSIONAL CAPACITY

The right to participate have Bidders that have sufficient staff capacity, or who have at least 4 full-time employees or otherwise employed persons with previous experience in the same or similar jobs, of which:

- At least one person who is Project Lead – Solution architect
- At least two persons who are software developers
- At least one person who is Quality assurance specialist

Manner of proving: Statement on the Bidder's memorandum on the participation of individuals in the implementation of projects with their biographies and responsibilities for the needs of the subject procurement. Photocopies of certificates of submitted applications for compulsory social insurance (pension and disability insurance and health insurance) for each employee individually or copies of employment contracts.

NOTE: If the Bidder submits the offer with a subcontractor, Bidder is obliged to submit the same evidence for the subcontractor within the offer regarding obligatory conditions for participation described in point 1 and point 2 of this chapter, for the part of the procurement that the Bidder will perform through subcontractor.

The bidder is obliged to notify in writing without the delay the Contracting Party of any change related to the fulfilments of conditions of the procurement procedure, which occurs until the decision is made, i.e. the contract is signed, or during the validity of the contract and to document it in the suggested manner.

5. GROUNDS FOR EXCLUSION FROM PARTICIPATION IN PROCUREMENT

Bidders will be excluded from participation in the procurement procedure if they do not submit the Statement on fulfilment of obligatory conditions in the procurement procedure (Declaration of honour) and if additional audit establishes that they do not meet the required conditions, as well as if the following is established:

- Entering into agreement with other economic operators with the aim of distorting competition;
- Attempting to influence the decision-making process of the Contracting Party during the procurement procedure;
- Attempting to obtain confidential information that may confer upon it undue advantages in the procurement procedure.

EXCLUSION FROM AWARD OF CONTRACTS

Contracts may not be awarded to Bidders which, during the procurement procedure:

- Are subject to a conflict of interests;
- Are guilty of misrepresentation in supplying the information required by the Contracting Party as a condition of participation in the contract procedure or a failure to supply this information;
- Where the Contracting Party determines that there are grounds for exclusion according to conditions for participation.

6. GUIDELINES FOR SUBMITTING OFFER

LANGUAGE FOR SUBMITTING OFFER: Offer and other following documentation must be in Serbian language.

APPLYING PROCEDURE AND DEADLINE: The offer is considered timely if it is received by the Bidder no later than 02nd November 2020 until 4 pm at the address Bulevar umetnosti 27, 11070 New Belgrade (Young researchers of Serbia, for Tijana Ljubenočić). The offer can be submitted in person or by mail in a sealed envelope, marked "Procurement offer no. 64/2020 within the project Eco-system" and "Do not open before the official opening by the Committee for selection of Bidders" at the front of the envelope, on the back of the envelope it is necessary to indicate: name and address of the Bidder, phone and e-mail of the Bidder in order to receive call for tender's opening.

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TENDER'S DOCUMENTATION

Documentation	Created / Need to create
Template for submitting offer, filled in, signed and stamped – TEMPLATE A	Integral part of this call
Service specification and price structure	Created by Bidder
Timeline for platform development	Created by Bidder
Excerpt from the register of the Business Registers Agency, i.e. Excerpt from the register of the competent Commercial Court.	Created by Bidder
Statement on fulfilment of obligatory conditions in the procurement procedure (Declaration of honour) – Template B.	Integral part of this call
Reference list of projects (<i>detailed instructions given in chapter 4</i>).	Created by Bidder
Copies of the contract (first and last page) and/or the invoice for the specified project reference list (<i>detailed instructions given in chapter 4</i>).	Created by Bidder
A statement on technical capacities (<i>detailed instructions given in chapter 4</i>).	Created by Bidder
Balance sheet and profit and loss statement (financial report) for the previous 3 years (<i>detailed instructions given in chapter 4</i>).	Created by Bidder
A copy of the title deed or a copy of the lease agreement or free use agreement.	Created by Bidder
Internal documents (e.g. working procedures about business workflow) or communication structure within the company.	Created by Bidder
Statement on the Bidder's memorandum on the participation of individuals in the implementation of projects with their biographies and responsibilities for the needs of the subject procurement (<i>detailed instructions given in chapter 4</i>).	Created by Bidder
Photocopies of certificates of submitted applications for compulsory social insurance (pension and disability insurance and health insurance) for each employee individually or copies of employment contracts (<i>detailed instructions given in chapter 4</i>).	Created by Bidder
Model of the Contract - the Bidder will fill in the model in accordance with the offer, sign and stamp it, confirming that he agrees with the proposal of the Contract	Integral part of this call

DEDLINE FOR AWORD OF CONTRACT: Decision about award of contracts shall be made by the Contracting Party within 3 days from the day of tender's opening

EVALUATION OF RECEIVED OFFERS: The evaluation will be conducted in accordance with the procurement rules prescribed by the donor in the document "Procurement provisions for use by Non-Governmental Organizations (NGOs) in the context of the Sida-financed Project / Core Activities (Sida's Procurement Provisions)".

The Committee will determine in advance whether the offer meets all the conditions described in the call. Incomplete and untimely offers will not be considered. Only offer which contains all the required information and asked documentation, can be evaluated.

After collecting all the received offers, the most favorable bidder will be selected according to the criteria "best price of cost" with the fulfilment of all the stated conditions from the call. For the evaluation of offers, the total offered price of the requested services by the Bidder will be considered.

If two or more offers have the same offered total price of services, the offer of the Bidder who offered a longer payment period for services that are the subject of the procurement will be selected as the most favorable offer. If there are two or more offers with the same offered total price of services and the same payment deadline, the contract will be awarded according to the draw system. All Bidders who have submitted acceptable offers will be invited to attend the contract award procedure by drawing lots. After the final decision on the selection of the service provider is made, all Bidders will be notified of the decision by an e-mail, no later than three days after the decision is made.

PRICE EXPRESSION METHOD:

The price of services must be expressed in RSD, with and without value added tax (VAT). The price must be expressed numerically and textually, whereby the textually expressed price has an advantage in case of disagreement.

TOTAL BUDGET, PAYMENTS, DEADLINES FOR PROVIDING SERVICE AND OTHER CIRCUMSTANCES ON WHICH DEPENDS THE ACCEPTABILITY:

The maximum amount for this procurement is EUR 33,750.00, equivalent to RSD, at the exchange rate defined by the commercial bank on the day of foreign currency purchase sale.

Payments will be made successively, successively per service performed, and based on a previously submitted invoice and cost specification. Payment is made to the Bidder's account.

Having in mind the subject of procurement whose scope of services the Contracting Party cannot precisely determine in advance, the Contracting Party keeps the right to change the scope of individual services covered by the procurement during the implementation of the contract with the selected Bidder, and according to the objective needs of the Contracting Party during the period for which the contract is concluded and the funds are provided for this procurement.

The total value of the contract (procurement) cannot exceed the estimated value of the procurement which is defined, having in mind the funds provided for the implementation of the contract.

The Contracting Party is not obliged to spend all the planned funds which are marked as the total contract price.

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The payment deadline may not be shorter than 7 (seven) days from the day of official receipt of the invoice. The day of receipt is the day when the invoice is registered at the Contracting Party.

The contract enters into force on the day of conclusion and lasts until the funds provided for the realization of the subject procurement are spent, and no later than 31.12.2020. Any changes regarding the deadline for the service will be resolved by the annex of the contract.

The Contracting Party has the right to unilaterally terminate the contract at any time and without notice, if the selected Bidder does not perform its obligations in the agreed manner, of which it notifies the Bidder in writing.

The offer validity period cannot be shorter than 30 days.

In case of expiration of the offer validity period, the Contracting Party is obliged to request in writing the extension of the offer validity period from the Bidder.