

YOUNG RESEARCHERS OF SERBIA OPEN CALL FOR SUBMITTING OFFERS

for providing service of organizing study visits to Slovenia and the Republic of Croatia and visit Brussels

In the period from **19/10/2021 to 05/11/2021** Young Researchers of Serbia (YRS) will be collecting offers for the service of organizing study visits for the representatives of CSOs to Republic of Slovenia and the Republic of Croatia and visits to Belgium (Brussels).

Funds are provided during the implementation of the project *ECO SYSTEM - Environmental reforms supporting programme* supported by Sweden.

SERVICE SPECIFICATION

1. Finding, providing, and contracting adequate accommodation, food, workspace (with appropriate technical equipment) for participants in the following events:

Event type	Participants number	Number of days (date)	Food/breaks	Workspace	Type of accommodation	Location
Study visit to Slovenia, and Republic of Croatia	30	5 days (5 nights) (22 November – 26 November 2021) Two days and two nights in Slovenia, 3 days and 2 nights in Croatia and one night in Belgrade (prior to the trip)	Breakfast, lunch, and dinner.	Conference room	Single rooms	Ljubljana Zagreb Belgrade
Visit Brussels	5	4 days (3 nights) (during the first week of December 2021)	Breakfast	-	Single rooms	Brussels

Food and accommodation

- For Study visit in Republic of Croatia and Republic of Slovenia: Providing accommodation services in single rooms, with breakfast; lunch and dinner are to be provided in hotel or restaurants – depending the program of the visit;
- For visit to Brussels providing accommodation in single rooms with breakfast;

Transport

- For study visit to R. Croatia and Slovenia providing bus transport. Depending on the epidemiology measures, the selected supplier will provide one bus or two mini-bus vehicles.
- For visit to Brussels, it is necessary to provide plane transport.

In compliance with the official guidelines for citizens of Serbia to enter the Republic of Croatia and Slovenia, it is necessary to organize rapid antigen testing on SARS-CoV-2 of several participants of the visits. Concerning the above, Young Researchers of Serbia will inform the selected supplier two weeks ahead of the study visit.

**Note:* There may be minor changes in the number of participants. Young researchers of Serbia will timely inform the selected supplier about the exact number of participants.

Additional information

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

The total estimated value of the subject procurement includes the price of each (individual) service and the complete costs related to the realization of each service.

The Contracting party undertakes to submit a framework plan and a description of the required services in writing to the selected Bidder at least 15 days before the start of each event.

The Bidder is obliged to estimate the cost for each (individual) service to the Contracting party before the beginning of the organization of each individual visit, to which the Contracting party gives consent.

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.

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

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 – Statement on fulfilment of obligatory conditions in the procurement procedure (Declaration of honour) that is integral part of this call.

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

FINANCIAL CAPACITY

The right to participate have Bidders who have achieved a turnover of at least 10.500,000.00 dinars with VAT in the last three business years (2018, 2019 and 2020).

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

The right to participate have Bidders who have provided services that are identical to the subject of procurement (national and/ or international) in the amount of at least 5,250,000.00 RSD;

Manner of proving: reference list of clients containing following information – description of provided service, number of participants, name of the event. For each client, submit a copy of the contract (first and last page) and/or an invoice on the stated activities that confirms the minimum required amounts stated in the required business capacity.

BUSINESS CAPACITY

Business capacity is met by Bidders that during their business:

- Meet internationally recognized standards in terms of business quality and service delivery.

Manner of proving: copy of ISO 9001: 2015 certificate for quality management.

- Apply environmental protection measures in their business.

Manner of proving: copy of ISO 14001: 2015 certificate for environmental protection.

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 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.

PROFESSIONAL CAPACITY

The right to participate have Bidders that have sufficient staff capacity, who have at least 5 full-time employees or otherwise employed persons in the fields related to this procurement.

Manner of proving: copies 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.

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.

APPLYING PROCEDURE

The offer must contain the following elements:

- **Price offer** that consists of:
Price in RSD with VAT **for each individual service**;
Total price in RSD with VAT **for the entire service**;
- **Validity of the offer** 20 days from the date of submission of the offer.
- List of **documents** asked in chapter „**Conditions for participation**“.

Submission of the offer and deadline:

- The bidder is responsible for providing a complete offer, in accordance with all requirements stated in this call;

- The bidder may submit only one offer;

- The offer and following documentation shall be submitted in writing, by post or personal, with the note "Offer for procurement within the project Eco system" and "Do not open before the official opening by the Committee for the selection of bidders" on the front of the envelope;
- On the back of the envelope it is necessary to indicate: name, address and contact of the bidder;
- Upon receiving a certain offer personal, YRS shall indicate the date and time of its receiving and shall issue a confirmation of receipt to the Bidder at his request;
- The contact person regarding this procurement is Tijana Ljubenović, tijana@mis.org.rs all questions regarding the procurement can be asked only in writing.

Deadline for receiving tender's documentation is 05 November 2021 till 4:00 PM to the following address:

Mladi istraživači Srbije (Tijana Ljubenović)
Bulevar umetnosti 27
11150 Beograd

Budget and payment procedure:

The maximum amount for this procurement is EUR 44.500,00 equivalent to RSD. Payments will be made successively, per service performed for each individual event, and based on a previously submitted invoice and cost specification. Payment is made to the Bidder's account. The payment deadline is 15 days from the day of official receipt of the invoice.

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)".

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.

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 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.

In Belgrade,
19 October 2021