

PART A: INFORMATION FOR THE TENDERER

Name and address of the contracting authority: Olympic Committee of Bosnia and Herzegovina, Alipasina bb, 71000 Sarajevo

Title of the tender: Procurement for organisation of public events

Reference number: 48-00-00080/2019-28-10-02

Date of launching: 28/06/2021

1. INFORMATION ON SUBMISSION OF THE TENDERS

Subject of the contract:

The subject of this tender is:

- Implementation of services as indicated in the technical information in the Point 2 of these information;

Deadline for submission of the tenders:

The deadline for submission of tenders is **09/07/2021 at 12:00 hours**. Any tender received after this deadline will be automatically rejected.

Financial information

The tenderers are reminded that the maximum available value of the contract is **7.559,28 BAM** (VAT excluded).

The Financial offer must be presented as an amount in BAM and must be submitted using the template for the global-price version of PART C: FORMAT OF FINANCIAL OFFER.

The applicable tax and customs arrangements are specified in the draft contract in Part A of this tender dossier.

Variant solutions

Tenderers are not authorised to tender for a variant in addition to this tender.

Subcontracting

Subcontracting is not allowed.

Award criteria:

In case more than one offer received: best value for money, weighting 80% technical quality, 20% price.

Evaluation criteria for technical offer:

- Organization and methodology: 40 points
- Proposed inputs: 50 points

- Time frame: 10 points

TOTAL: 100 points

In case one offer received: the Contracting Authority shall check whether the offer is administratively, technically and financially compliant with the requirements set by this tender documentation.

Interviews:

No interviews are foreseen.

Award notification:

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

Contract award notice will be published on the contracting authority web site. The estimated time of publishing is 7 (seven) days from the deadline for submission of tenders.

Address and meanings for submission of the tenders:

The tenderers will submit their tenders using the **standard set of submission forms available in the Part B – Technical offer and the Part C - Financial offer**. Any other document supporting this invitation is sent for informational purposes only and is not to be modified nor submitted by the tenderer. The tender will be submitted in **1 original**. Any tenders not using the prescribed form may be rejected by the contracting authority.

In addition to the offer the tenderer is required to provide the following supporting documentation:

- Copy of legal registration (not older than 3 months from the offer submission)
- Copy of tax registration (not older than 3 months from the offer submission)
- Copy of Bank Contract

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

- **Name and address of the tenderer:**
- **Title of the tender: Public procurement for organisation of public events**
- **Reference number:**
- **The words: "Not to be opened before the tender opening session" and "Ne otvarati prije sastanka za otvaranje ponuda"**

Tenders must be submitted using double envelope system, in an outer parcel or envelope containing two separate, sealed envelopes, one bearing the words "Technical offer"- part B and "Financial offer" - Part C. Any infringement of this rule (e.g. unsealed envelopes or references to price in the technical offer) is to be considered a breach of the rule, and will lead to rejection of the tender.

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

Olimpijski komitet Bosne i Hercegovine

Alipašina, BB – Zetra, 71000 Sarajevo, Bosna i Hercegovina

n/r: Jasmin Hodžić

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.

2. 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.

2.1. Closing Ceremony in Ruma (2.3.5)

Description of expected outputs / results to be achieved

The closing ceremony is to be organised in the last month of the project implementation (July – August 2022) in Ruma. During the Closing ceremony all the successfully completed project activities and results will be presented.

Required inputs

- Number of participants for Closing Ceremony: 3 participants
- Number of nights for Closing Ceremony: 1 night
- Required time frame for Closing Ceremony: July – August 2022
- Accommodation costs for 3 people and 1 night (single rooms)

2.2. STEPIn training in Ruma and Sarajevo (2.3.9; 5.7.1.1.)

Description of expected outputs / results to be achieved

STEPIn training in Ruma and Sarajevo will be organised as a part of Pilot training, and will be in a form of face-to-face education session. The aim of this STEPIn training will be the a know-how of experienced experts in classification in disabled sport.

Required inputs

- Number of participants for STEPIn training Ruma: 2 participants
- Number of nights for STEPIn training Ruma: 1 night
- Required time frame for STEPIn training Ruma: March-April 2022
- Accommodation costs (RUMA) for 2 people and 1 night (single rooms)
- Required time frame for STEPIn training Sarajevo: March – April 2022
- Transportation for the participants outside Sarajevo (cca 8 people)
- Catering for 40 people, for one day in Sarajevo
- Rent of A/V equipment for one day in Sarajevo

2.3. Jobshadowing in Ruma and Sarajevo (2.3.13; 5.7.2.1)

Description of expected outputs / results to be achieved

Jobshadowing in Ruma and Sarajevo will be organised as a part of practical sessions of classifier face-to-face education. The aim of this activity is to offer selected and potential candidates with the basic knowledge and practical experience of being a classifier in disability sport

Required inputs

- Number of participants for STEPIn jobshadowing: 3 participants
- Number of nights for STEPIn jobshadowing: 2 nights
- Required time frame for STEPIn jobshadowing: March 2022
- Accommodation costs for 3 people and 2 nights (single rooms)
- Required time frame for STEPIn Jobshadowing in Sarajevo: March – April 2022
- Travel costs for the participants outside Sarajevo (2 people)
- Catering for 15 people, for one day in Sarajevo
- Fee for Expert lecturers
- Accommodation costs for 2 people for 2 nights in Sarajevo

2.4. STEPIn Employment fair in Ruma (2.3.17.)

Description of expected outputs / results to be achieved

STEPIn employment fair will be organised as one of the last activities in the project implementation, with an aim to offer space and time to all interested stakeholders to promote themselves as future employers, as well as the promotion of unemployed people willing to find a new employment opportunity in sector for sport for disabled.

Required inputs

- Number of participants for STEPIn Employment Fair: 2 participants
- Number of nights for STEPIn Employment Fair: 1 night
- Required time frame for STEPIn Employment Fair: July - August 2022
- Accommodation costs for 2 people and 1 night (single rooms)

3. ADDITIONAL INFORMATION

The unsuccessful/successful tenderers will be informed of the results of the evaluation procedure. In this sense the CA shall send a notification to the tenderers with the name of the successful tenderer followed by the mentioning that “all other tenders were not administratively /technically/ financially compliant”

Confidentiality

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

NOT TO BE FILED IN BEFORE CONTRACT SIGNING
NOT TO BE SUBMITTED WITHIN THE OFFER!!!

FORMAT OF THE UMBRELLA CONTRACT BETWEEN THE CONTRACTOR AND THE CONTRACTING AUTHORITY

UMBRELLA CONTRACT TITLE: title of the contract

REF: reference number

Concluded between:

<Title>

<Address of the contracting authority>

(Contracting Authority)

AND

<Title>

<Address of the contractor>

<Official registration number/VAT number¹>

(Contractor)

Article 1: Subject of the Umbrella contract

The subject of the contract is the <service> as indicated in the contractor's offer – "Part B: Format of offer to be provided by the tenderer"

Article 2: Contract value

The total contract value for implementation of services indicated in the Article 1 is: <XXX BAM>, (VAT excluded).


Article 3: Contracting documents

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

- Contract agreement
- Contractor's offer as provided in the tendering phase – "Part B: Format of offer to be provided by the tenderer"
- Contractor's financial offer – "Part C: Format of financial offer"
- Certified Copy of legal registration (not older than 3 months from the offer submission)
- Certified copy of tax registration (not older than 3 months from the offer submission)
- Certified copy of Bank Contract

For any issues not defined in this contract agreement the rules of General conditions will be applied

¹ Where applicable. For individuals, mention their ID card or passport or equivalent document - number

B8d	Draft contract : General conditions (Annex I)	b8d_annexigc_en.pdf 
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<http://ec.europa.eu/europeaid/prag/document.do?isAnnexes=true>

Article 4: Deliveries and payments

The contractor will deliver without reservation the services indicated in the contractor's offer "Part B: Format of offer to be provided by the tenderer". The deliveries will be implemented within the indicated dates.

The contracting authority will pay to the contractor for the services in the amount indicated in the Article 2 of this contract document.

In case the contract is concluded in EUR, and payments are made in NC, applicable exchange rate must be InforEuro exchange rate for the month of the issuing of invoice or pre-invoice in case of VAT exemption.

The payments will be issued by the following time schedule.

Day/Month		<BAM>
March – April 2022	Accommodation costs for the STEP in training in Ruma and organization costs in Sarajevo (as per Tender documentation "Part A: Information on submission of the tenders")	As per received invoice of the contractor
March- April 2022	Accommodation costs of Jobshadowing in Ruma and organization costs in Sarajevo (as per Tender documentation "Part A: Information on submission of the tenders")	As per received invoice of the contractor
July-August 2022	Accommodation costs for STEP in Employment fair in Ruma (as per Tender documentation "Part A: Information on submission of the tenders")	As per received invoice of the contractor
July – August 2022	Accommodation costs for Closing Ceremony in Ruma (as per Tender documentation "Part A: Information on submission of the tenders")	As per received invoice of the contractor
	Total	Total contract value must not exceed – 7.559,28 BAM

The Contractor shall deliver the invoice to the Contracting authority after each completed activity as indicated in this Article.

The Contracting Authority shall transfer the payment within 8 (eight) working days upon the delivery of the invoice, and if the Contracting Authority approves of the provided services.

Article 5: Duration of the contract

The duration of the contract is 14 months.

Commencement date is <dd/mm/yyyy>

Article 6: 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 Municipal Court in Sarajevo in accordance with the national legislation of the state of the Contracting Authority.

For the Contractor

Name:

Title:

Signature:

Date:

For the Contracting Authority

Name:

Title:

Signature:

Date: