

YOUNG RESEARCHERS OF SERBIA OPENS CALL FOR SUBMITTING OFFERS
for providing service of organizing event

In the period from **28/09/2023 to 12/10/2023** Young Researchers of Serbia (YRS) will be collecting offers for the service of organization second ECO SYSTEM conference (2 days event in period 29 – 30 October 2023) within implementation of the project: "ECO SYSTEM - Environmental reforms supporting programme" supported by Sweden.

SERVICE SPECIFICATION

1. Finding, providing and contracting adequate accommodation, catering, restaurant, work space (with appropriate technical equipment) for participants of the subjected event:

Event type	Participants number	Date	Service to provide	Location
Conference day 1	30 participants (1 overnight stay) ----- 40 participants (dinner at restaurant)	29 Oct 2023	Overnight stay with breakfast (single rooms). Welcoming during registration of the participants: refreshments, pastries and fruits. Work space: room with technical equipment for 40 people (projector, TV, laptop, microphone, etc). ----- Dinner at the restaurant near the hotel.	Belgrade
Conference day 2	60-70 participants	30 Oct 2023	Lunch (*catering with warm service, sweet treats) <i>*HCCP standard</i>	Belgrade, Chamber of Commerce and Industry Serbia

**Note:* There may be minor changes in the number of participants who will stay all days and have full board. Young researchers of Serbia will inform the selected supplier about the exact number of participants and meals.

2. In case the hotel does not have enough number of parking space, cover expences for daily parkings for participants of the conferecne (maximum number of parking spaces is 15).

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 individual 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 5 days before the start of each event.

The Bidder is obliged to make estimation of the cost for each individual service to the Contracting party before the beginning of the organization of each individual event, 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 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.

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 2,200,000.00 dinars with VAT in the last three business years (2020, 2021 and 2022).

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 for 1 client that are identical/similar to the subject of procurement (national and/ or international) in the amount of at least 1,100,000.00 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 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.

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** 10 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 12 October 2023 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 – event (1) is EUR 9.450,00 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,
28 September 2023