**SERVICE CONTRACT NOTICE**

**Training materials, Conduction of Courses and Preparation of Strategy of Modern Food Sector for the project FeedingFuture  
Novi Sad, Republic of Serbia**

**1. Reference**

HUSRB/23R/21/046-5/Training materials, Conduction of courses and Strategy

**2. Procedure**

Simplified tender procedure

**3. Programme title**

Interreg IPA CBC Hungary – Serbia programme

**4. Financing**

HUSRB/23R/21/046

**5. Contracting authority**

University of Novi Sad

Faculty of Technology Novi Sad

Bulevar cara Lazara 1

21000 Novi Sad

**CONTRACT SPECIFICATION**

**6. Nature of contract**

Global price

**7. Contract description**

University of Novi Sad Faculty of Technology is implementing Intereg IPA CBC Hungary – Serbia project with acronym FeedingFuture. According to Activity Plan and Project Budget is planned to realize several services as follows:

a) Development of the Strategy for the development of the modern food sector in cross-border area, including development of surveys, analysis of surveys, reviewing legislatives concerned lifelong learning and food sector in SRB, HU, EU, writing the strategy.

b) Training content development for courses for Educational Program FeedingFuture - Curricula and training content development on Serbian language for 2 courses: Greening the Future: Digital Solutions for Circular Food Systems (C2) and Food and Nutrition Care Process (C4) with with including all curricula, teaching material, handouts, presentations.

c) Conduction of courses in the frame of Educational Program in SRB - Conduction of 4 courses in SRB in the frame of Educational program (C1, C2, C3, C4): 4 courses with 4 sessions of 4 hours. The courses last altogether 64 hours for the 4 courses.

**8. Number and titles of lots**

Tender is not divided in lots.

**9. Maximum budget**

29.000 EUR

**CONDITIONS OF PARTICIPATION**

**10. Legal basis, eligibility and rules of origin**

Participation is open to all natural persons who are nationals of, and legal persons which are effectively established in the participating countries, other Member States, other IPA III beneficiaries, contracting parties to the Agreement on the European Economic Area and partner countries covered by the European Neighbourhood Instrument (hereafter referred to as ‘eligible countries’), and to International Organisations (participating either individually or in a grouping – consortium - of tenderers).

**11. Number of tenders**

No more than one tender can be submitted by a natural or legal person whatever the form of participation (as an individual legal entity or as leader or member of a consortium submitting a tender). In the event that a natural or legal person submits more than one tender, all tenders in which that person has participated will be excluded.

**12. Grounds for exclusion**

As part of the tender, tenderers must submit a signed declaration, included in the tender form, to the effect that they are not in any of the exclusion situations listed in Section 2.6.10.1. of the practical guide.

Tenderer included in the lists of EU restrictive measures (see Section 2.4. of the PRAG) at the moment of the award decision cannot be awarded the contract.

**13. Sub-contracting**

Subcontracting is allowed.

**PROVISIONAL TIMETABLE**

**14. Provisional commencement date of the contract**

March 04th 2025

**15. Implementation period of the tasks**

12 months from the contract signing.

**SELECTION AND AWARD CRITERIA**

**16. Selection criteria**

Capacity-providing entities

An economic operator (i.e. candidate or tenderer) may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links it has with them. If the economic operator relies on other entities, it must in that case prove to the contracting authority that it will have at its disposal the resources necessary for the performance of the contract by producing a commitment by those entities to place those resources at its disposal. Such entities, for instance the parent company of the economic operator, must respect the same rules of eligibility and notably that of nationality as the economic operator relying on them and must comply with the selection criteria for which the economic operator relies on them. **Furthermore, the data for this third entity for the relevant selection criterion should be included in a separate document**. Proof of the capacity will also have to be provided when requested by the contracting authority.

With regard to technical and professional criteria, an economic operator may only rely on the capacities of other entities where the latter will perform the tasks for which these capacities are required.

With regard to economic and financial criteria, the entities upon whose capacity the economic operator relies, become jointly and severally liable for the performance of the contract.

The following selection criteria will be applied to the tenderers. In the case of tenders submitted by a consortium, these selection criteria will be applied to the consortium as a whole if not specified otherwise. The selection criteria will not be applied to natural persons and single-member companies when they are sub-contractors.

The tenderer shall not use previous experience which caused breach of contract and termination by a contracting authority as a reference for selection criteria.

1. **Economic and financial capacity of candidate (**based on item 3 of the tender form). In case of candidate being a public body, equivalent information should be provided. The reference period which will be taken into account will be the last three years for which accounts have been closed.

The selection criteria for each tenderer are as follows:

1. the average annual turnover of the tenderer must exceed the annualised maximum budget of the contract i.e., the maximum budget stated in the contract notice divided by the initial contract duration in years, where this exceeds 1 year
2. **Professional capacity of candidate** (based on items 4 and 5 of the tender form). The reference period which will be taken into account will be the **last three years** from submission deadline.
3. The tenderer has presently at least 1 presently engaged or employed staff (person) related to **conduction of trainings and courses,** **consulting services, research services, and other services related to preparation and conducting strategies, plans, action plans and different scientific and research papers and training materials** in last 3 years.
4. **Technical capacity of candidate** (based on items 5 and 6 of the tender form). The reference period which will be taken into account will be the **last 3 years** from submission deadline.

The tenderer has provided services under **at least 1 contract** with a budget of **at least 29.000 EUR** or **value of financial offer** in **conduction of trainings and courses,** **consulting services, research services, and other services related to preparation and conducting strategies, plans, action plans and different scientific and research papers and training materials** which were implemented in the past **3 years** or **up to 5 contracts** with a total budget of **at least 29.000 EUR** or **conduction of trainings and courses,** **consulting services, research services, and other services related to preparation and conducting strategies, plans, action plans and different scientific and research papers and training materials** which were implemented in the past **3 years**.

Previous experience which caused breach of contract and termination by a Contracting Authority shall not be used as reference.

An economic operator may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. It must in that case prove to the Contracting Authority that it will have at its disposal the resources necessary for performance of the contract, for example by producing a commitment on the part of those entities to place those resources at its disposal. Such entities, for instance the parent company of the economic operator, must respect the same rules of eligibility - notably that of nationality – and must fulfil the same relevant selection criteria as the economic operator. With regard to technical and professional criteria, an economic operator may only rely on the capacities of other entities where the latter will perform the works or services for which these capacities are required. With regard to economic and financial criteria, the entities upon whose capacity the tenderer relies, become jointly and severally liable for the performance of the contract.

**17. Award criteria**

Best price-quality ratio.

**TENDERING**

**18. Deadline for submission of tenders**

The deadline for submission of tenders is specified in point 8 of the instruction to tenderers.

**19. Tender format and details to be provided**

**Tenders must be submitted using the standard tender form** for simplified procedures, the format and instructions of which must be strictly observed. The tender form is available from the following internet address: <https://wikis.ec.europa.eu/display/ExactExternalWiki/Annexes#Annexes-AnnexesB(Ch.3): Servicecontracts>, under the zip file called Simplified Tender dossier.

The tender must be accompanied by a declaration on honour on exclusion and selection criteria using the template available from the following Internet address:

<https://wikis.ec.europa.eu/display/ExactExternalWiki/Annexes#Annexes-AnnexesA(Ch.2):General>

Any additional documentation (brochure, letter, etc.) sent with a tender will not be taken into consideration.

**20. How tenders may be submitted**

Tenders must be submitted in English exclusively to the contracting authority, using the means specified in point 8 of the instructions to tenderers.

**Tenders submitted by any other means will not be considered.**

By submitting a tender tenderers accept to receive notification of the outcome of the procedure by electronic means.

**21. Alteration or withdrawal of tenders**

Tenderers may alter or withdraw their tenders by written notification prior to the deadline for submission of tenders. No tender may be altered after this deadline.

Any such notification of alteration or withdrawal shall be prepared and submitted in accordance with point 9 of the instructions to tenderers.

**22. Operational language**

All written communications for this tender procedure and contract must be in English.

**23. Additional information**

Financial data to be provided by the candidate in the standard application form must be expressed in **RSD**. If applicable, where a candidate refers to amounts originally expressed in a different currency, the conversion to RSD shall be made in accordance with the InforEuro exchange rate of **January 2025** of the applicable InforEuro exchange rate, which can be found at the following address: <http://ec.europa.eu/budget/graphs/inforeuro.html>.