

Name and address of the contracting authority: NARODNI MUZEJ LESKOVAC, Stojana Ljubića 2., Leskovac

Title of the tender: Public procurement for the needs of National Museum of Leskovac

Reference number (if applicable): 06-2019

PART A: INFORMATION FOR THE TENDERER

1. INFORMATION ON SUBMISSION OF THE TENDERS

Subject of the contract:

The subject of this tender is:

- Public procurement services under the need of a project implemented by the National Museum in Leskovac – Project partner PP2 . Project name: Heterotopia, No CB007.2.11.224 . Procurement plan No 1. Date 31.05.2019.

Deadline for submission of the tenders:

The deadline for submission of tenders is **06.09.2019. at 15:00 hours**. Any tender received after this deadline will be automatically rejected.

Address and methods for submission of the tenders:

The tenderers will submit their tenders using the **standard submission form available in the Part B of the tender dossier**. The tender will be submitted in 1 original. Any tenders not using the prescribed form might be rejected by the contracting authority.

In addition to the offer the tenderer is required to provide the following supporting documentation (in copies or scanned versions in case of e-mail submission):

- Copy of legal registration
- Declaration on honour on exclusion criteria and selection criteria (Annex 14 of PRAG).
- CV of Key experts – one (1) experts

The tenders must be submitted via post/currier or personal , containing the following information:

- Name and address of the tenderer
- Title of the tender:
- Reference number (if applicable):

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

Narodni muzej Leskovac
Stojana Ljubića 2., 16000 Leskovac
Suzana Randelović

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 will indicate more details on the deliveries, referring back to the below table.

No.	Title of item	Description	Required time frame	Required inputs, if applicable
1.1.	- Elaboration and design of promotional materials and development of promotional tools for the needs of National Museum of Leskovac	- This procedure includes 2 lots: - LOT 1 – inc. all rows from budget line 4.7 and making film, tourist map and writing the book from BL 4.9 – single tender procedure - LOT 2 – inc. making 3D mapping, virtual dressing, virtual reality, android game for BL 4.9 – single tender procedure	2 th -8 th trimesters	- public procurement plan No 1 date 31.05.2019.
1.2.	- Small scale construction for the needs of National Museum of Leskovac	- Budget lines 5.1. This procedure includes 2 lots: - LOT 1 – setting up of an information center for visitors - LOT 2 – Lapidarium – simplified tender procedure	4 th to 8 th	- public procurement plan No 1 date 31.05.2019. – Project design and technical documentation, permits etc. by CA
1.3.	- Supervisor works	- supervisor works of 2 investment projects – BL 5.1. This procedure includes 2 lots. – single tender procedure	4 th to 8 th	public procurement plan No 1 date 31.05.2019.
1.4.	- Supply of technical equipment for the needs of National Museum of Leskovac	- supply of equipment, Budget line 5.2 – single tender procedure	2 th to 4 th	public procurement plan No 1 date 31.05.2019. – submit technical specification by CA
n.b.	All tender procedures have to be prepared to be in line with the Project Implementation Manual under the Second Call for proposals of Interreg-IPA Cross-border Cooperation Programme Bulgaria-Serbia and Practical Guide to contract procedures for EU external actions (PRAG). The responsibility of contractor is to check what is the latest version of the documents and to prepare tender procedure. On the following links the above mentioned documents can be found: http://www.ipacbc-bgrs.eu/implementation-stage-0			

One key experts with experience in public procurement – in accordance with the Law of public procurement Republic of Serbia and minimum one procedure in line with the PRAG procedure.
– CV is required and certificate for public procurement.

3. FINANCIAL INFORMATION

The tenderers are reminded that the maximum available value of the contract is 3.000,00 EUR.

- equal in RSD in currency exchange rate of the InforEuro at the month of payment. Payments under this contract will be made in RSD.
- The applicable tax and customs arrangements are as follows:

Exemption of taxes:

The applicable tax and customs arrangements are the following:

The Contract shall be exempted from VAT.

The European Commission and the Republic of Serbia have agreed in “Framework Agreement between the Republic of Serbia and the European Commission on the arrangements for implementation of union financial assistance to the republic of Serbia under the instrument for precession assistance IPA II)”, Article 28 Rules on taxes, customs duties and other fiscal charges, that contractors shall be exempted from VAT.

4. ADDITIONAL INFORMATION

The award criterion is:

- Best value for money.

The unsuccessful/successful tenderers will be informed of the results of the evaluation procedure in written.

The estimated time of response to the tenderers is 15 days from the deadline for submission of tenders.