

Name and address of the contracting authority:

Kauzi Foundation, 38, "Filipovsko Shosse" Str., Sofia 1324, office@kauzi.org

Title of the tender: Organisation of halls, equipment, catering, travel and accommodation for participants

Reference number (if applicable): 4

PART A: INFORMATION FOR THE TENDERER

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 **11th of June 2021**. 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.

Select submission method as appropriate – e-mail, post or in person.

If delivery by post:

The tenders will be submitted via post/courier, containing the following information:

- Name and address of the tenderer
- Title of the tender: Methodology expert and trainers
- Reference number (if applicable): 3

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

Kauzi Foundation, 38, "Filipovsko Shosse" Str., Sofia 1324,

e-mail office@kauzi.org

Contact person: Srebrina Efremova-Veleva

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.

If delivery by e-mail:

The tenders can also be submitted by e-mail. In this case the base e-mail message will clearly indicate:

- Title of the tender (in the subject of e-mail):
- Reference number (if applicable, in the subject of e-mail): 4
- Name and address of the tenderer (in the e-mail text)
- The scanned original of the tender submission form and any supporting documentation will be provided as attachment to the e-mail. (please, scan in .pdf format)

The tenders will be submitted by e-mail to the following address:

office@kauzi.org

The tenders 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.	Rent of a hall for focus groups	Rent of a hall for 20 participants in compliance with all anti-epidemic measures applicable in the time of conducting the event. Duration: 1 day	1 st -3 rd month of the contract	n/a
1.2.	Rent of a hall for final event in Sofia	Rent of hall for 50 participants in the center of Sofia with all anti-epidemic measures applicable in the time of conducting the event. Accessible architectural environment and possibility for catering. Duration: 1 day	5 th -7 th month of the contract	n/a
2.1	Rent of equipment for focus groups	- Multimedia projector. - Screen; - Flipchart; - Laptop.	1 st -3 rd month of the contract	n/a
2.2	Rent of equipment for final event in Sofia	- Multimedia projector. - Screen; - Laptop; - Sound system.	5 th -7 th month of the contract	n/a
3.1	Organisation of travel for 3 persons from Sofia (Bulgaria) to Nis (Serbia)	2 days trip for 3 persons.	1 st month of the contract	n/a
3.2	Organisation of travel for youth events in Vidin and Zajecar (10 persons for two youth events, one in Zajecar	Travel for one 2-days youth event in Vidin – 400 km and Zajecar – 600 km. with overnight for ten participants in each event.	2 nd to 5 th month of the contract	n/a

	and one in Vidin)			
3.1	Organisation of catering for focus groups (20 participants – coffee, refreshments, lunch and dinner)	Catering for focus groups in Sofia – per participant: 2 coffees /teas refreshments; lunch – appetizer, main course, desert, water; dinner - appetizer, main course, desert, water. 20 participants.	2 nd to 4 th month of the contract.	n/a
3.2	Organisation of catering for final event Sofia (coffee, refreshments and lunch), 50 participants.	Catering for final event in Sofia – per participant: 2 coffees /teas refreshments; lunch – appetizer, main course, desert, water; 20 participants.	5 th to 7 th month of the contract.	n/a
4.1	Organisation of accommodation for focus groups (3 participants)	<ul style="list-style-type: none"> - 1 night for 3 persons in Nis, Serbia; - Single rooms. - At least 3-star hotel on communicative location. 	1 st month of the contract	n/a

3. FINANCIAL INFORMATION

The tenderers are reminded that the maximum available value of the contract is 3548.50 EUR.

4. ADDITIONAL INFORMATION

The award criterion is:

- Best value for money.

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

The estimated time of response to the tenderers is 5 days from the deadline for submission of tenders.

PART B: FORMAT OF OFFER TO BE PROVIDED BY THE TENDERER

1. TENDERER'S INFORMATION

Submitted by:

	Name(s) and address(es) of legal entity or entities submitting this tender
Tenderer	

Contact person:

Name	
Address	
Telephone	
e-mail	

2. TENDERER'S STATEMENT

I undersigned hereby confirm that the services offered in this tender are in full conformity with the specifications submitted to us by the contracting authority. The detailed description of the offered services by us is provided in the next point.

In addition to that we confirm that our organisation/company is fully eligible for providing services under a contract financed by the EU funds. We confirm that we are not in any of the situations that would exclude us from competing in the EU financed tenders as indicated in **the point 2.6.10. in the PRAG Manual (apply as appropriate)**.

Furthermore we agree to abide by the ethics clauses **in Section 2.5.6 of the PRAG Manual (apply as appropriate)** and have no conflict of interests or any equivalent relation with other short-listed candidates or other parties in the tender procedure at the time of submitting this tender

3. TECHNICAL OFFER

The tenderers are required to provide technical offer, based on the requirements indicated by the contracting authority in the Part A: information for the tenderer, Point 2: Technical information.

The tenderers are encouraged to provide details on the planned services, including detailed specifications and/or brand names.

No.	Title of item	Technical offer – the services provided by	Tenderer's proposed time	Proposed inputs by the tenderer
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		the tenderer on the basis of contracting authority's enquiry in the Part A, Point 2	frame	(the tenderers are encourage to provide detailed information, for example qualifications of the proposed staff)
1.1.	Rent of a hall for focus groups			
1.2.	Rent of a hall for final event in Sofia			
2.1	Rent of equipment for focus groups			
2.2	Rent of equipment for final event in Sofia			
3.1	Organisation of travel for 3 persons from Sofia (Bulgaria) to Nis (Serbia)			
3.2	Organisation of travel for youth events in Vidin and Zajecar (10 persons for two youth events, one in Zajecar and one in Vidin)			
3.1	Organisation of catering for focus groups (20 participants – coffee, refreshments, lunch and dinner)			
3.2	Organisation of catering for final event Sofia (coffee, refreshments and lunch), 50 participants.			
4.1	Organisation of accommodation for focus groups (3 participants)			

4. FINANCIAL OFFER

The offered total price for the services indicated in the previous point is:EUR

The offered price includes implementation/delivery of described items as well as all accompanying costs, for example transport, logistics, material costs, when required.

Name	
Signature	
Date	

SERVICE CONTRACT

CONTRACT TITLE: Organisation of halls, equipment, catering, travel and accommodation for participants
REF (if applicable): 4

Concluded between:

Kauzi Foundation, UIC 175803583, address 8, "3004" Str., Lyulin, Sofia 1324, Bulgaria
Represented by: Nikolay Yordanov Georgiev
(Contracting Authority)

AND

Title

Address of the contractor

Represented by:

(Contractor)

Article 1: Subject of the contract

The subject of the contract are the services 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 EUR.**

Article 3: Contracting documents

This 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"

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 the services in the amount indicated in the Article 2 of this contract document. The payments will be issued by the following time schedule.

Month		<EUR/***>
2th	First payment	20% of the contracting value
4th	Second payment	40% of the contracting value
6th	Final payment	40% of the contracting value
	Total	<Total contract value>

* - The contractor will provide contracting authority with the brief report on execution of the services

Article 5: Duration of the contract

The duration of the contract is 6 months.

Article 6: Cancellation of the contract

The contract can be suspended by the Contractor due to one of the following reasons:

- Contracting Authority not fulfilling payment and other obligations

The contract can be terminated by the Contracting Authority due to one of the following reasons:

- The Contractor is in serious breach of the contract, failing to meet contractual obligations.
- The Contractor is bankrupted or being wound up, is having its affairs administrated by courts, has entered into arrangements with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or is in any analogous situations arising from a similar situation provided for in national legislation or regulations.

Article 7: 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 Arbitration court of the BCCI 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: