**SERVICE CONTRACT NOTICE**

**Contract title :** **ORGANIZING EVENTS for the project S.O.O.S.**

**Ref. number:** **HR-RS00084 -03-02**

**Sombor - West Bačka District /Autonomous Province of Vojvodina / Serbia**

**1. Publication reference**

HR-RS00084 -03-02

**2. Procedure**

Simplified procedure

**3. Programme title**

Interreg VI-A IPA programme Croatia – Serbia

**4. Financing**

Project: HR-RS00084

Budget line : Closing conference

Budget line : Info days

Budget line : Catering service

**5. Contracting Authority**

**(Project partner)**

Health Center “Dr. Đorđe Lazić” Sombor,

Mirna 3, 25000 Sombor, Republic of Serbia

Registration No: 08906165

**CONTRACT SPECIFICATION**

**6. Nature of contract**

Global price

**7. Contract description**

The contract encompasses the organization of various activities aimed at enhancing operational efficiency in the field of emergency medicine. Key components include a closing conference and an information day designed to facilitate stakeholder engagement. The contract also includes the development and implementation of virtual reality modules to support interactive learning experiences. Sessions will focus on improving practices and processes, particularly in critical patient care. Additionally, it outlines the provision of catering services for coordination meetings to ensure seamless execution of the planned events. Overall, the contract aims to foster collaboration and enhance preparedness in emergency response scenarios.

**8. Number and titles of lots**

One lot only

**9. Maximum budget**

RSD 6.429.441,60 or EUR 54.840 (in national currencies, the exchange rate based on InforEuro exchange rate for November 2025.)

**10. Scope for additional services**

The Contracting Authority may, at its own discretion, extend the project in duration and/or scope subject to the availability of funding up to the estimated amount of approximately 0. Any extension of the contract would be subject to satisfactory performance by the Contractor.

**CONDITIONS OF PARTICIPATION**

**11. Eligibility**

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).

**12. Candidature**

All eligible natural and legal persons (as per item 11 above) or groupings of such persons (consortia) may apply.

A consortium may be a permanent, legally-established grouping or a grouping which has been constituted informally for a specific tender procedure. All members of a consortium (i.e., the leader and all other members) are jointly and severally liable to the Contracting Authority.

The participation of an ineligible natural or legal person (as per item 11) will result in the automatic exclusion of that person. In particular, if that ineligible person belongs to a consortium, the whole consortium will be excluded.

**13. Number of applications / tenders**

No more than one application / 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 an application / tender). In the event that a natural or legal person submits more than one application / tender, all applications / tenders in which that person has participated will be excluded.

**14. Shortlist alliances prohibited**

Any tenders received from tenderers comprising firms other than those mentioned in the invitation to tender will be excluded from the tender procedure. Invited candidates may not form alliances or subcontract to each other for the contract in question.

**15. Grounds for exclusion**

As part of the application / tender form, candidates must submit a signed declaration, included in the standard application / tender form, to the effect that they are not in any of the exclusion situations listed in Section 2.6.10.1. of the PRAG.

**16. Sub-contracting**

Subcontracting is allowed.

**17. Number of candidates to be invited**

3

**PROVISIONAL TIMETABLE**

**18. Provisional date of invitation to tender**

03.11.2025.

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

11.12.2025.

**20. Initial period of implementation of tasks**

18 months from the signature of the contract.

1. Closing conference in the period 01.10.2026 – 31.01.2027.
2. Info Days in the period 01.04.2026.- 30.09.2026.

To organize Sessions regarding Improvement and knowledge renewal for medical persons in the period 01.10.2026.- 31.01.2027

To organize Sessions regarding Caring for life-threatening patients, in the period 01.10.2026.-31.01.2027.

1. Catering service for coordination meeting will be organized altogether 6 times till the end of the project and the secure catering for the VR modules which will be organized in the period 01.06.2026. – 30.09.2026

**SELECTION AND AWARD CRITERIA**

**21. Selection criteria**

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

1. **Economic and financial capacity of candidate (**based on item 3 of the application / 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.

Criteria for legal and natural persons:

**- the average annual turnover of the bidder in the last three years (2022, 2023, 2024) must exceed 60.000 EUR or equal in RSD.**

**2)** **Professional capacity of candidate** (based on items 4 and 5 of the application / tender form). The reference period which will be taken into account will be the last three years from submission deadline.

Criteria for legal and natural persons:

**- Tenderer is required to have at least 1 presently engaged or employed staff with experience in field similar to required services.**

**3) Technical capacity of candidate** (based on items 5 and 6 of the application / tender form). The reference period which will be taken into account will be the last five years from submission deadline.

Criteria for legal and natural persons:

* **The candidate has provided services under minimum one up to maximum 5 contracts with a cumulated budget of at least equal to the amount of his offer for this contract, in same or similar fields (organizing event/ education/ camp/ conference/ session/ info days or similar) which were implemented at any moment during the reference period: 5 years from the submission deadline.**

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.

**22. Award criteria**

Best price-quality ratio.

**APPLICATION**

**23. Deadline for receipt of applications / tenders**

The candidate attention is drawn to the fact that there are two different systems for sending applications: one is by post or private mail service, the other is by hand delivery.

In the first case, the application must be sent before the date and time limit for submission, as evidenced by the postmark or deposit slip[[1]](#footnote-1), but in the second case it is the acknowledgment of receipt given at the time of the delivery of the application that will serve as proof.

13:00 local time on 05/12/2025

Any application / tender received by the Contracting Authority after this deadline will not be considered.

The contracting authority may, for reasons of administrative efficiency, reject any application submitted on time to the postal service but received, for any reason beyond the contracting authority's control, after the effective date of approval of the short-list report, if accepting applications that were submitted on time but arrived late would considerably delay the evaluation procedure or jeopardise decisions already taken and notified.

**24. Application format and details to be provided**

Applications / tenders must be submitted using the standard tender form, provided in the Tender Dossier, the format and instructions of which must be strictly observed.

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

**25. How applications may be submitted**

Applications / tenders must be submitted in English exclusively to the Contracting Authority in a sealed envelope:

* EITHER by recorded delivery (official postal service) to :

**Dom Zdravlja “Dr. Đorđe Lazić”,**

**Mirna 3, 25000 Sombor**

In this case, the delivery record makes proof of compliance with the time-limit for receipt.

* OR hand delivered (including courier services) directly to the Contracting Authority in return for a signed and dated receipt to:

**Dom Zdravlja “Dr. Đorđe Lazić”,**

**Mirna 3, 25000 Sombor**

**Marijana Obradović**

**Tel : 063 1076113**

**Opening hours: 08:00 – 15:00**

In this case, the acknowledgment of receipt makes proof of compliance with the time-limit for receipt.

The Contract title and the Publication reference (see item 1 above) must be clearly marked on the envelope containing the application / tender and must always be mentioned in all subsequent correspondence with the Contracting Authority.

Applications / tenders submitted by any other means will not be considered.

By submitting an application / tender candidates accept to receive notification of the outcome of the procedure by electronic means. Such notification shall be deemed to have been received on the date upon which the contracting authority sends it to the electronic address referred to in the application / tender.

**26. Alteration or withdrawal of applications / tenders**

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

Any such notification of alteration or withdrawal shall be prepared and submitted in accordance with Item 25. The outer envelope (and the relevant inner envelope if used) must be marked 'Alteration' or 'Withdrawal' as appropriate.

**27. Operational language**

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

**28. Date of publication of prior information notice**

N/A

**29. Legal basis[[2]](#footnote-2)**

Regulation (EU) 2021/1059 of the European Parliament and of the Council of 24 June 2021 on specific provisions for the European territorial cooperation goal (Interreg) supported by the European Regional Development Fund and external financing instruments (Interreg Regulation),

Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012,

Interreg VI-A IPA programme Croatia – Serbia.

**30. Additional information**

N/A

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1. It is recommended to use registered mail in case the postmark would not be readable. [↑](#footnote-ref-1)
2. Please state any specificity that might have an impact on rules on participation (such as geographic or thematic or long/short term). [↑](#footnote-ref-2)