SERVICE PROCUREMENT NOTICE

Service of Translation and Interpretation - Belgrade

Project „Creating sustainable employment and income generation possibilities for the Serbian regions by enhanced the productivity and market access for small and medium sized automotive component manufacturers“

Location – Republic of Serbia

1. **Reference**

   07SER01/13/51/21-8.2

2. **Procedure**

   Single procedure

3. **Programme**

   RSEDP2

4. **Financing**

   European Union

5. **Contracting Authority**

   AC Serbia
   Dečanska 8
   11000 Beograd
   Tel: +38162400086
   Email: office@acserbia.org.rs

CONTRACT SPECIFICATION

6. **Nature of contract**

   Global price

7. **Contract description**

   The subject of the contract is Service for Laying-out and printing of training material, methodology/toolkit and guidance documents to be published.

8. **Number and titles of lots**

   N/A

9. **Maximum budget**

   up to 10,000 EUR

CONDITIONS OF PARTICIPATION

10. Eligibility

Participation is open to all legal persons [participating either individually or in a grouping (consortium) of tenderers] which are established in a Member State of the European Union or in a country or territory of the regions covered and/or authorised by the specific instruments applicable to the programme under which the contract is financed (see also item 23 below). Participation is also open to international organisations. The participation of natural persons is governed by the specific instruments applicable to the programme under which the contract is financed.

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 2.3.3 of the Practical Guide to contract procedures for EU external actions

13. Sub-contracting

No sub-contracting is allowed.

PROVISIONAL TIMETABLE

14. Provisional commencement date of the contract

20/01/2012

15. Implementation period of the tasks

15 months

SELECTION AND AWARD CRITERIA

16. Selection criteria

The following selection criteria will be applied to tenderers. In the case of tenders submitted by a consortium, these selection criteria will be applied to the consortium as a whole:

1. Professional capacity of tenderer

17. Award criteria

Best value for money.

TENDERING

18. Deadline for receipt of tenders

The deadline for receipt of tenders is specified in point 7 of the Instruction to Tenders.

19. Tender format and details to be provided

The tender dossier is available from the Contracting Authority from the following address http://www.acserbia.org.rs/tenderi/. The subject of the contract is office renting by the Contractor. Tenders must be submitted using the standard Tender Form for a Service Contract included in the tender dossier, whose format and instructions must be strictly observed.

Tenderers with questions regarding this tender should send them in writing to:

AC Serbia

Dečanska 8

11000 Beograd

Tel: +381 62 400 086

Email: office@acserbia.org.rs

20. How tenders may be submitted

Tenders must be submitted to the Contracting Authority, using the means specified in point 7 of the instruction to tenderers.

Tenders submitted by any other means will not be considered.

21. Alteration or withdrawal of applications

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

Any such notification of alteration or withdrawal shall be prepared and submitted in accordance with point 7 of the instruction to tenderers. The outer envelope (and the relevant inner envelope if used) must be marked 'Alteration' or 'Withdrawal' as appropriate.

22. Operational language

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

23. Legal basis

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24. Additional information, eg opening hours of the Contracting Authority.

Tender opening session - 12:00 hours Central European Time on January 17, 2011 at the premises of the AC Serbia, Dečanska 8/III, 11000 Belgrade, Republic of Serbia.