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|  TENDER DOCUMENTATION FOR SINGLE TENDER PROCEDURE (EQUAL OR BELOW 20.000 EUR) |

**PART A: INFORMATION FOR TENDERER**

This document contains the following parts:

* Instructions to tenderer
* Technical specifications / required services
* Format of contract to be signed with the tenderer
* Administrative compliance grid

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| INSTRUCTIONS TO TENDERERS  |

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 part ‘’services required’’ of this document;

Deadline for submission of the tenders:

The deadline for submission of tenders is **25 (day), 05 (moth), 2020 at 17:00 hours**. Any tender received after this deadline will be automatically rejected.

Address and meanings for submission of the tenders:

The tenderers will submit their tenders using the:

* **standard tender submission form and technical offer available in the Part B of the tender dossier** AND
* **financial offer available in the Part C of this tender dossier**. The financial offer needs to be submitted in a separate envelope.

The tender will be submitted in **1 original**. In case of e-mail submission, the tenderer will provide a scan of signed original of the tender. 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 ID document
* CV of applicant in Euro-pass Format and Motivation letter (Cover Letter) in free form
* Copy of PhD Certificate or Proof of enrolment to Faculty (Kopija diplome o stečenom zvanju ili potvrda da je ponuđač doktorand izdata od Fakulteta na kojem studira doktorske studije)
* Certificate of English language fluency minimum level C1 or equivalent
* Poof of knowledge of Statistical program in form of: Subject completed at Faculty with minimum grade B; or course completed for IBM SPSS Statistics 25[[1]](#footnote-1) and Tableau 2018.3[[2]](#footnote-2) or equivalent
* If available Specification list of publications where the Contractor was Author or Co-author with links to the publications
* Bank account details to which the payments shall be made

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

* Name and address of the tenderer
* Title of the tender: Researcher on project CFCU/MNE/140
* Reference number: Procurement 9- CFCU/MNE/140
* The words: ‘’Not to be opened before the tender opening session’’ (“ Ne otvaraj prije javnog otvaranja ponuda”)
* The tenders will be submitted in person, by post or courier service to the following address:

Biznis Start up Center Bar

Bulevar Revolucije bb, Poslovni Centar Kula A

85000 Bar

(contact person: Ms. Ivana Tomasevic)

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.

1. **TECHNICAL INFORMATION**

The tenderers are required to provide services as indicated in the part ‘’Required services / Technical specifications’’ of this document. In the tenderer’s technical offer, the tenderers will indicate more details on the deliveries, referring back to the below table.

1. **FINANCIAL INFORMATION**

The tenderers are reminded that the maximum available value of the contract is **11690 EUR**.

1. **ADDITIONAL INFORMATION**

The award criteria is:

* Best value for money, weighting 80% technical quality, 20% price

*The CA is advised to amend the award criteria to a specific tender. In case of specific services, the sole criteria could be price also. Weighting could be changed if necessary.*

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 5 days from the deadline for submission of tenders.

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| SERVICES REQUIRED  |

| **1.****Item Number** | **2.****Services required** |
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| **1** | Technical – Young Researcher 2 on project for field research of gamification concept (interviews, focus groups and other parts of proposed methodology) and for writing parts of research and research paper. Based on activity A1.1. Background is in social science. He/she will work on collecting data, aggregating, researching and writing research paper. Young Researcher’s work will be monitored and supported by Expert Researcher in Gamification and Tourism and Project Coordinator.**Qualification and skills:**1. Young researcher needs to be ***First stage researcher*** (PhD candidate – doctorand) or ***Recognized researcher*** (Who owns PhD diploma, but still in the early research phase). Based on definition of Europe research council[[3]](#footnote-3).
2. Contractor needs to be 40 years old or younger
3. Fluent in English language (both oral and written)
4. Knowledge of IBM SPSS Statistics 25[[4]](#footnote-4) and Tableau 2018.3[[5]](#footnote-5)

**Specific professional experience:**1. Experience about marketing, tourism or gamification in tourism in form of researches and publications **Field of work and tasks:**Young Researcher will work with support of Expert researcher on Gamification and Tourism on: preparation of research plan, researching: desk research, questionnaires development and implementation, focus groups, interview of at least 60 representatives of business sector, presenting the research results and publications. Expert researcher will monitor and control work of Young Researcher/Contractor and provide the approval on research outputs.* Writing Research report and Scientific publications as specified in project.
* Working on development and implementation of tourism product and logistic innovation and business model of spin off company
* Working on communication and visibility activities of Window2Bar Project, specified under C&A plan and tasked by Project Coordinator.
* Other Window2Bar project activities tasked by Project Coordinator

**Outputs of young researcher’s work:**As specified in project proposal outputs of his/her work will be: 1 tourism product innovation, 1 tourism logistic innovation, 1 Research with recommendation, 1 Business model for spin off company, 2 scientific research paper’s published where Contractor is Lead Author of at least one Research paper and 10 media releases written |
| **2** | Duration of engagement:Researcher will work 14 months full time starting from 15.06.2020. |
| **3** | Place of engagement:Office of Contracting Authority or field work when necessary |

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| FORMAT OF CONTRACT TO BE SIGNED WITH THE TENDERER  |

**CONTRACT TITLE:** title of the contract

**REF:** reference number

**Concluded between:**

Business Start up Center Bar

Bulevar Revolucije bb, Poslovni centar kula A/5, 85000 Bar

Represented by: Ivana Tomasevic

 (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: Documents to be completed by the tenderer’’

**Article 2: Contract value**

The total contract value for implementation of services indicated in the Article 1 is: XX.XX EUR. The price cannot be revised.

**Article 3: Contracting documents**

This documents which form the part of this contract are (by the order of precedence):

* Contract agreement
* Contractor’s technical offer as provided in the tendering phase – ‘’Part B: Documents to be completed by the tenderer’’
* Contractor’s financial offer as provided in the tendering phase ‘’Part C: Financial offer’’
* Supporting documentation

**Article 4: General provisions**

The Contractor shall execute the contract with due care, efficiency and diligence in accordance with the best professional practice.

The Contractor shall ensure the highest visibility to the financial contribution of the European Union. To ensure such publicity the Contractor shall implement among other actions the specific activities described in the Special Conditions. All measures must comply with the rules in the Communication and Visibility Requirements for EU External Actions by the European Commission.

**Article 5: Deliveries and payments**

The contractor will deliver without reservation the services indicated in the contractor’s offer ‘’Part B: Documents to be completed 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.

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| --- | --- | --- |
| **Month** |  | **<EUR>** |
| <1 to 14> | 14 Monthly pauments of XX eur each after approval of Time sheets and dellivery of outputs  | <100% of the contract value> |
|  | **Total** | <Total contract value> |

\* - The contractor will provide contracting authority with: project outputs as specified in Services Required, the Brief report on execution of the services after completing each task and Time sheets signed by Contractor will be submitted for approval to Contracting Authority.

This contract is exempt from taxes (Customs duties, import duties, taxes or fiscal charges having equivalent effect, Value added tax, documentary stamp or registration duties or fiscal charges having equivalent effect) as per Framework Agreement signed between European Commission and Government of Montenegro.

**Article 6: Duration of the contract**

The duration of the contract is 14 months.

**Article 7: 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 8: 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 of court of Bar in accordance with the national legislation.

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| **For the Contractor** | **For the Contracting Authority** |
| Name: |  | Name: |  |
| Title: |  | Title: |  |
| Signature: |  | Signature: |  |
| Date: |  | Date: |  |

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| ADMINISTRATIVE COMPLIANCE GRID (to be completed by Contracting Authority) |

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| --- | --- | --- | --- |
| **Contract title :** |  | **Publication reference :** |  |

| Tender envelope number  | Name of Tenderer | Is tenderer nationality eligible?(Y/N) | Is documentation complete?(Y/N) | Is language as required? (Y/N) | Is tender submission form complete?(Y/N) | Other administrative requirements of the tender dossier?(Yes/No/Not applicable) | Overall decision?(Accept / Reject) |
| --- | --- | --- | --- | --- | --- | --- | --- |
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| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |

1. IBM, ‘IBM SPSS Statistics 25.0 Desktop’ (IBM, 2019) <https://www.ibm.com/support/pages/downloading-ibm-spss-statistics-25>. [↑](#footnote-ref-1)
2. Tableau, ‘Tableau Desktop 2018.3’, *Tableau Software* (2003-2020 Tableau Software, 2018) <https://www.tableau.com/support/releases/desktop/2018.3>. [↑](#footnote-ref-2)
3. ***First stage researcher***, the term which imply students of PhD studies (doctorands), who have still did not get the PhD diploma and who conduct research under the mentorship/supervision, i.e. are not independent in their research and work. ***Recognised researcher***, who owns the PhD diploma, but still did not reach the advanced level of independent research/work, i.e. are in the early research phase.To better describe and specify the target group under a recognised researcher, the criteria of European Research Council for Starting Grants Scholarships is applied, which refer to PhDs, still in the early research phase. Accordingly, researchers who have at least 2, and maximum 7 years of experience after earning the PhD degree are eligible to apply [↑](#footnote-ref-3)
4. IBM, ‘IBM SPSS Statistics 25.0 Desktop’ (IBM, 2019) <https://www.ibm.com/support/pages/downloading-ibm-spss-statistics-25>. [↑](#footnote-ref-4)
5. Tableau, ‘Tableau Desktop 2018.3’, *Tableau Software* (2003-2020 Tableau Software, 2018) <https://www.tableau.com/support/releases/desktop/2018.3>. [↑](#footnote-ref-5)