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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 **22 (day), 06 (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
* Proof of research potential: at least 20 publications out of which at least 2 scientific monographies in field of tourism, at least 3 chapters in scientific monographies and other publications can be sicence articles in journals or at scientific conferences (Najmanje 2 naucne monografije iz oblasti turizma, 3 - poglavlja u monografijama dok ostale publikacije mogu biti naucni clanci i publikacije sa naucnih skupova - Specification list of all stated publications where the Contractor was Author or Co-author with links to the publications.
* Proof of a minimum of 10 years of work experience or educational or research insititutie at University or Faculty (copy from wokbook – kopija prijave iz radne knjizice, or letter from faculty stating period of employment).
* Proof of registration at science network of Montenegro – (link do [www.naucnamreza.me](http://www.naucnamreza.me) ili kopija registracije na kojoj se vidi broj istrazivaca)
* 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: Expert for gamification and tourism CFCU/MNE/140
* Reference number: Procurement 8- 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 **5950.00 EUR**.

1. **ADDITIONAL INFORMATION**

The award criteria is:

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

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** | For activity A1.2. there is need to contract expert researcher in Tourism (marketing, sales, gamification) that will support young researchers with research methodology and in learning activities (interviews, focus groups, hypothesis and outputs) and in usage of ICT in Tourism industryThe final output of this activity is **Gamification in tourism research paper** and **data for Scientific publications as specified in project**. Contracted expert will be providing inputs that will be used for:***A1.2. Developing smart tourism product innovation –*** research will specify gamification in tourism that will be implemented in project, which game and where it will be implemented***A2.1. – Creating dialogue between local stakeholders at seminar where they will acquire international knowledge in the field of usage of IT to support tourism business and in the gamification concept for promoting tourism destination –*** drafting ToR for the expert that will be engaged***A2.3 - Promotion and awareness activities to local community –*** supporting data for blogs and other activities specified in C&V plan***A3.2 – Building database of members – local business service providers that will be using the system*** – supporting the identification of potential user group***A3.4.–* *Development of business model for spin off service- training of project staff for using system and development of spin off service of future business innovation centre (BSC Bar)* -**Providing all inputs for spin off services that will come as result of gamification |
| **2** | Preparing and development of final research plan containing: problem formulation, formulating goals and purpose of research, reserch description, preliminary methodology, testing and final development. This will be description in introduction of research paper. |
| **3** | Desk research report from collected: studies and selection of publications, books, articles, press, theses, databases for statistic bout information and other web sources. Developed in collaboration with young resrearcher in social sciencies  |
| **4** | Developing Research questionaire that will be implemented on 150 stakeholders |
| **5** | Developing Focus group instructions, question and methodology – Preparing questionaire for focus gropu implementation (to be delivered to decision makers at selected destination) and drafting output formulation for young researcher |
| **6** | Coaching and monitoring of work of young researchers in implementation of research activities. Confirming milestones in form of 150 questionnaires conducted and 60 stakeholders researched.  |
| **7** | Writing Gamification in tourism research report – outline, sections, methodology, conclusions and recommandations  |
| **8** | Duration of engagement:Researcher will work 6 months full time starting from 29.06.2020. |

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| FORMAT OF CONTRACT TO BE SIGNED WITH THE TENDERER  |

**CONTRACT TITLE: Expert for gamification and tourism**

**REF:** CFCU/MNE/140 - Contract xx

**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 if 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 6>* | *4 pauments after dellivery and approval of outputs*  | *<100% of the contract value>* |
| 1 | Final research plan, methodology and questionaire to be implemented | 20% |
| 2 | Final desk research report that will be part of Gamification research report | 20% |
| 2 | Final results from focus group, questionaire and from monitoring of young researcher  | 30% |
| 1 | Final gemification report | 30% |
|  | **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 6 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 b e 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: Ivana Tomasevic |  |
| Title:  |  | Title: Director |  |
| 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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| 4 |  |  |  |  |  |  |  |