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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 / technical specifications’’ of this document;

Deadline for submission of the tenders:

The deadline for submission of tenders is **28 (day), 10 (moth), 2023 at 15:00 hours** (\* - at least 10 calendar days from invitation). 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 Certificate of enrolment at PhD studies (Kopija diplome o stečenom zvanju ili potvrda da je ponuđač doktorand izdata od fakulteta na kojem studira doktorske studije)
* List of research/publication/reports in the area of Value chain analysis where Contractor was Author or Co-author with links to the publications or copies of the research
* Proposed Methodology for Value chain analysis for olive growers and olive-based product developers for development of A3.3. Publishing the research with practical solutions for more sustainable autochthonous olive cultivation and creation of renewable olive-by product. Methodology should be based on ToR Methodology and present numbers of stakeholders that will be researched for each output
* Bank account details to which the payments shall be made
* Specification list of EU funded projects where applicant has participated in implementation

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

* Name and address of the tenderer
* Title of the tender: Procurement 8 - 5.2.3. Researcher for value chain analysis
* Reference number: CFCU/MNE/214
* The words: ‘’Not to be opened before the tender opening session” and “Ne otvarati 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)

Or by email at the address: i.tomasevic@bscbar.org

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**

To be inserted only in the case of service tenders

The tenderers are reminded that the maximum available value of the contract is **6000.00 EUR**.

1. **ADDITIONAL INFORMATION**

The award criteria is:

* Best value for money, weighting 80% technical quality, 20% price (\* - select in case of service tenders)

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 / TECHNICAL SPECIFICATIONS  |

Table to be used in the case of **service** tenders:

| **1.****Item Number** | **2.****Services required** |
| --- | --- |
| **1** | Description of specific services required by the CA, including expected time frame of delivery.Please indicate specifically eventual inputs to be provided (for example experts)The general goal of this project proposal is development of more sustainable and resilient autochthonous olive cultivation with support of ICT technologies with the aim of creating competitive and contemporary traditional-based food value chain. To the achievement of this general goal (overall objective) will contribute the development of the three specific objectives aimed towards (1) improving research and knowledge in smart and sustainable olive farming; (2) supporting olive growers towards more sustainable and resilient autochthonous olive cultivation and processing and (3) supporting creation of the first Montenegrin renewable Agri-Food product in sustainable food supply chain. This activity is targeting the third specific goal **Output is Value chain analysis based on proposed methodology**  |
| **2** | Collecting the data – desk research, interviews with stakeholders to collect all inputs for value chain analysis Outputs are**One Comprehensive desk research report covering all aspects outlined in the scope of work and** **One Individual report summarizing findings from the questionnaires administered to olive cultivars, olive-based product producers, and potential clients.**  |
| **3** | Under knowledge sharing parts of the project consultant will be involved in Supporting the and providing inputs for workshops under Activity 3.2. Organization of 4 workshops on: (1) innovative product development - expanding olive products national offer, (2) business model creation (3) branding of autochthonous olive products and (4) sustainable, resilient and renewable autochthonous olive cultivation**Output is short situation analysis with actionable recommendations for enhancing the olive value chain in Montenegro - To be used at the workshops 3 and 4**  |
| **4** | Under knowledge sharing activity A3.3. Publishing the research practical solutions for more sustainable autochthonous olive cultivation and creation of renewable olives Contractor will write parts of the research based on Data Collection report and Situation analysis as well as parts of at least 1 journal paper that will be presented. This activity will be prepared based on methodology provided in tender application – **Output is Research Report and Journal paper** |
| **5** | Location:At home and at project locations. Start date & period of implementation of tasks:The intended start date is 01/11/2023 and the period of implementation of the contract will be up to 6 months using inputs from A1.2. and A2.2. and providing Value chain analysis for olive growers and olive based product developers for development of A3.3. or until the termination of the tasks. The total duration of the Contract will be 75 days over a period of 6 months with an estimated start date of 01/11/2023. |

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| FORMAT OF CONTRACT TO BE SIGNED WITH THE TENDERER  |

**CONTRACT TITLE:** Contract for Value chain analysis

**REF:** Procurement 8

**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: 6000,00 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’’
* Any other supporting documentation if applicable

**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. | First tranche  | <25 % of the contract value> |
| 2. | Second payment | <25 % of the contract value> |
| 3. | Third payment | <25 % of the contract value> |
| 4. | Fourth payment | <25 % of the contract value> |
|  | **Total** | <Total contract value100%> |

\* - The contractor will provide contracting authority with the brief report on execution of the services (\* could be introduced in the case of service tenders)

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 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 :** | Contract for Value Chain Analysis | **Publication reference :** | Procurement 8 |

| 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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