

Name and address of the project partner: Zagrebačka filharmonija

Project: FILMharmonia

Title of the tender: Project management support services –day to day project administration and management

Reference number: SER 2019-9

PART A: INFORMATION FOR THE TENDERER

1. INFORMATION ON SUBMISSION OF THE TENDERS

Subject of the contract:

Lead partner Zagrebačka filharmonija, together with Muzička omladina Novog Sada as Project partner, implement an Interreg IPA CBC project “**FILMharmonia**” financed from Interreg -IPA CBC Croatia-Serbia 2014 - 2020 Programme.

Services related to day to day project administration and management of the “FILMharmonia” project are requested. The Activity M.2 Day to day management and coordination foresees the task of procuring external experts with experience in management and coordination of projects to support both project partners in both countries in their contractual, reporting, financial and communication obligations.

The subject of this tender is implementation of **services** as indicated in the technical information in the point 2 of this information.

Deadline for submission of the tenders:

The deadline for submission of tenders is **15.07.2019 at 12:00 CET**. Any tender received after this deadline will be automatically rejected.

Address and methods for submission of the tenders:

The tenderers will submit their tenders using the **standard submission form available in the Part B of the tender dossier**. The tender will be submitted in 1 original. In case of e-mail submission, the tenderer may provide a scanned original of the tender. Any tenders not using the prescribed form might be rejected by the project partner.

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 legal registration
- Tenderer declaration (Part C of tender dossier)

The tenders will be **submitted via e-mail**. In this case the base e-mail message will clearly indicate:

- Title of the tender (in the subject of e-mail): *Project management support services –day to day project administration and management*
- Reference number (if applicable, in the subject of e-mail): *SER 2019-9*
- Name and address of the tenderer (in the e-mail text)

The tender submission form and any supporting documentation will be provided as attachment to the e-mail.

The tenderers will be submitted by **e-mail to the following address of contact person** (Josip Letica):

josip.letica@zgf.hr

The tenderers are reminded that in order to be eligible the tenders need to be received by the project partner by the deadline indicated above.

2. TECHNICAL INFORMATION

The tenderers are required to provide **services** as indicated below. In the tenderer’s technical offer, the tenderers will indicate more details on the deliveries, referring back to the below table:

| No. | Title of item | Description | Required time frame | Required inputs, if applicable |
|------|---|--|---------------------|---|
| 1.1. | Support to PIU in respecting contractual obligations | <i>Minimum services requested:</i> -regularly informing project partners on contractual obligations -legal interpretation of certain contractual provisions -HR management -risk management services -preparation of minor and/or major requests for changes of the Contract (if necessary) | 17 months | <i>Detailed offer specifying tasks to be performed under each subsection listed (from 1.1. to 1.5.)</i> |
| 1.2. | Planning, implementation and monitoring of project activities, deliverables, outputs and results | <i>Minimum services requested:</i> -preparing and updating activity plan -day to day monitoring of project activities and support PIU in effective project management -monitoring and advising on expected deliverables | 17 months | |

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|-------------|------------------------------|---|---|--|
| | | <ul style="list-style-type: none"> -monitoring and advising on project outputs -tracking the realization of project outputs and indicators -advisory services related to visibility, communication and use of project results | | |
| 1.3. | Financial management | <p>Minimum services requested:</p> <ul style="list-style-type: none"> -advising on eligibility of the costs respecting Programme requirements, -support in documenting costs, - advisory services related to accounting records -cash flow monitoring (payments) and advising on effective financial management of cross-border project | 17 months | |
| 1.4. | Reporting obligations | <p>Minimum services requested:</p> <ul style="list-style-type: none"> -support to each partner in preparation partner progress reports -support in preparation and delivery project progress reports -reporting through electronic eMS Programme system | 4 Progress reports per partner organisation | |
| 1.5. | CBC advisory services | <p>Project team includes 2 partners: 1 from Croatia and 1 from Serbia. Advisory services upon request from project partners.</p> | 10 requests | |

1. FINANCIAL INFORMATION

The tenderers are reminded that the maximum available value of the contract is **15.000,00 EUR** (VAT included).

2. ADDITIONAL INFORMATION

Language: Offer should be in English language in form provided in tender dossier, while other documents such as: Registration act, detailed offer, etc. may be in Croatian and/or Serbian in Latin letter.

The selection criteria are: Lowest price of technically compliant offers

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 10 days from the deadline for submission of tenders.