

**Name and address of the project partner:** Muzička omladina Novi Sad (MONS)

**Project:** Philharmonic in the movie; Acronym: **FILMharmonia**

**Title of the tender:** Music instrument - Oboe

**Budget line:** 5. Equipment expenditure: Music instrument for Music school in Novi Sad (oboe)

**Reference number:** MONS SUP 2020-1

## A: INFORMATION FOR THE TENDERER

### 1. INFORMATION ON SUBMISSION OF THE TENDERS

**Subject of the contract:**

Muzička omladina Novog Sada (MONS) as Project partner and Zagrebačka filharmonija (ZGF) as leading partner implement jointly an Interreg IPA CBC project “**FILMharmonia**” financed from Interreg -IPA CBC Croatia-Serbia 2014 - 2020 Programme. For the purpose of improving capacities (Activity T1.3) the activity is extended to 2 Music schools (in Vukovar and Novi Sad) who greatly supported project partners in project implementation and will actively participate in project final event and other cultural events in programme area.

Project partner (MONS) will buy and donate “Music instrument – oboe” to Music school “Isidor Bajic” Novi Sad s with the aim to improve educational and performance capacities of Music school.

The subject of this tender is procurement of **music instrument - Oboe** 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 **09.11.2020 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)
- Detailed technical description of the offered instrument – free form

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): *Music instrument - oboe*
- Reference number (in the subject of e-mail): *MONS SUP 2020-1*
- 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:

[mons@eunet.rs](mailto:mons@eunet.rs)

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 **supply** 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.	<b>Oboe</b>	<i>Keys: 3rd octave key, Left-hand F key, Fork F resonance key            -ergonomic key design            -silver-plated nickel silver</i>	<i>Latest delivery date of the instrument to MONS (Katolička porta 2/II, Novi Sad, Serbia) is <b>15/11/2020</b><sup>1</sup></i>	1. <b>Detailed offer</b> of music instrument – Oboe
		<i>System: Simplified Conservatoire</i>		
		<i>Pads: cork and leather</i>		
		<i>Case: included</i>		
		<i>Instrument Warranty: included</i>		

**Note:** The supplies must comply fully with the technical specifications set out in the tender dossier and conform in all respects with the drawings, quantities, models, samples, measurements and other instructions.

<sup>1</sup> DAP (Delivered At Place) — Incoterms 2010 International Chamber of Commerce  
<http://www.iccwbo.org/products-and-services/trade-facilitation/incoterms-2010/the-incoterms-rules/>

### 3. FINANCIAL INFORMATION

**Financial offer:** Tenders must be **presented in EURO and RSD (Serbian Dinar)** using the **InforEuro exchange rate of November 2020** which can be found at the following address:

[https://ec.europa.eu/info/funding-tenders/how-eu-funding-works/information-contractors-and-beneficiaries/exchange-rate-inforeuro\\_en](https://ec.europa.eu/info/funding-tenders/how-eu-funding-works/information-contractors-and-beneficiaries/exchange-rate-inforeuro_en)

**Available budget:** The tenderers are reminded that the maximum available budget is 4.000,00 EUR (VAT included).

### 4. REQUIREMENTS FOR TENDERER - SELECTION CRITERIA

REQUIREMENT	RELEVANT DOCUMENTS FOR VERIFICATION
1. Registration of legal entity	- Registration act confirming official selling/distribution of music instruments

### 5. AWARD CRITERIA

- Lowest price of technically compliant offer

### 6. ADDITIONAL INFORMATION

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