

**TENDER DOCUMENTATION/TENDERSKA DOKUMENTACIJA**  
**Service Contract / Ugovor o uslugama**

**PART A: Information for tenderers / DEO A: Infomacije za ponuđače**

## CONTRACT NOTICE / *OBAVEŠTENJE O UGOVORU*

### SERVICE CONTRACT NOTICE / *OBAVEŠTENJE O UGOVORU O USLUGAMA*

**Provision of Vocational Education and Training (VET) programmes for young Roma / „Organizacija i pružanje usluga dokvalifikacije/prekvalifikacije i stručnih obuka za mlade Rome i Romkinje“**

**Serbia / Srbija**

**1. Reference / Referentni broj nabavke (objave)**

2022/0259

**2. Procedure / Procedura**

Regular / Redovna

**3. Programme / project title / Ime programa / projekta**

Employment Empowerment of Young Roma – Phase II / Pospešivanje zapošljivosti mladih Roma i Romkinja – faza II

**4. Contracting Authority / Naručilac posla**

Roma Education Foundation / *Fondacija za obrazovanje Roma*

Majke Jevrosime 51 Beograd 11000, Republic of Serbia

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## CONTRACT SPECIFICATION

**5. Nature of contract / Vrsta ugovora**

Global price / *Ukupna cena*

**6. Contract description / Opis ugovora**

Contractor should provide VET programs for app. 190 users (young Roma) selected through Open call and expression of interest to participate in the project. The call will be announced through the REF website, social networks, media, and through direct contact with the Roma and non-Roma NGOs and partners. After assessment of the specific interests and motivation of candidates to attend vocational trainings offered by REF/contractor, young Roma will be provided with the VET programs accordingly. / *Pružalac usluge treba da obezbedi programe stručnih obuka, programa dokvalifikacije/ prekvalifikacije za okvirno 190 korisnika (mladih Roma) odabranih putem javnog poziva koji su iskazali interesovanje za učešće. Poziv će biti objavljen putem sajta FOR, društvenih mreža, medija i direktnim kontaktom sa romskim i drugim organizacijama civilnog društva i partnerima. Nakon procene specifičnih interesovanja i motivacije kandidata da pohađaju stručne obuke koje nudi FOR/pružalac usluge, mladim Romima će biti omogućeni programi prekvalifikacija / dokvalifikacija i stručnih obuka u skladu sa tim.*

**7. Number and titles of lots / Broj i naziv partije**

One lot only / *Jedna partija*

**8. Maximum budget** (including all taxes and charges, e.g., VAT, customs etc.) / *Maksimalan budžet (uključujući sve takse i poreze, PDV, carine itd.)*

Up to EUR 350.000,00 / do 350.000,00 EUR

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## CONDITIONS OF PARTICIPATION

### 9. Eligibility / *Kvalifikovanost za učešće na tenderu*

Participation is open to all entities and legal persons (participating either individually or in a grouping – consortium – of candidates/tenderers) registered in the Serbian Business Registers Agency. / *U okviru procedure nabavki mogu učestvovati sva pravna lica (pojedinačno ili u grupi – konzorcijumu kandidata/ponuđača) registrovana u agenciji za privredne registre (APR).*

### 10. Grounds for exclusion / *Osnove za isključenje ponuđača iz učešća na tenderu*

As part of the tender, tenderers must submit a signed declaration, included in the tender form, to the effect that they are not in any of the exclusion situations listed in the Law on Public Procurement (Official gazette of the Republic of Serbia No 91/19). / *Ponuđači su u obavezi da u ponudi dostave potpisanu izjavu, priloženu u obrascu ponude, da se ne nalaze ni u jednoj od situacija za isključenje ponuđača iz procedure nabavke navedenih u Zakonu o javnim nabavkama (Sl. glasnik RS br. 91/19).*

### 11. Sub-contracting / *Podugovaranje*

Subcontracting is allowed. / *Podugovaranje je dozvoljeno.*

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## PROVISIONAL TIMETABLE / *OKVIRNI ROKOVI*

### 12. Provisional commencement date of the contract / *Okvirni datum početka ugovora*

The commencement date of the contract is a date of contract signature by both parties/ *Datum početka ugovora je datum potpisivanja istog od obe ugovorne strane.*

### 13. Implementation period of the tasks / *Period za realizaciju ugovora*

The implementation period of the tasks is a period from commencement date to 31<sup>th</sup> July 2023. / *Period realizacije ugovora je od datuma početka ugovora do 31. jula 2023. godine.*

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## SELECTION AND AWARD CRITERIA / *KRITERIJUMI ZA IZBOR I DODELU UGOVORA*

### 14. Selection criteria

The following selection criteria will be applied to the tenderers. / *Sledeći kriterijumi izbora će se primenjivati za ponuđače.*

**1) Economic and financial capacity of the tenderer** (based on item 3 of the tender form). / ***Ekonomska i finansijska sposobnost ponuđača*** (tačka 3. obrasca ponude).

The reference period which will be taken into account will be the last three years for which accounts have been closed. / *Referentni period koji će se uzeti u obzir biće poslednje tri godine za koje su računi zatvoreni.*

- the average annual turnover of the tenderer in the last three years must exceed the annualised maximum budget of the contract/ *prosečan godišnji promet u poslednje tri godine ponuđača mora biti veći ili jednak maksimalnom budžetu predviđenom za ovaj ugovor*

**2) Professional capacity of the tenderer** (based on items 4 of the tender form). / ***Profesionalna sposobnost ponuđača*** (tačka 4. Obrasca ponude):

The reference period which will be taken into account will be the last three years from submission deadline. / *Referentni period koji će se uzeti u obzir biće poslednje tri godine do roka za predaju ponuda.*

- at least 2 staff currently work for the tenderer in fields related to this contract; / *najmanje 2 člana osoblja koji trenutno rade za ponuđača u oblastima relevantnim za ovaj ugovor;*

**3) Technical capacity of candidate** (based on item 5 of the tender form). / ***Tehnička sposobnost ponuđača*** (tačka 5. Obrasca ponude). The reference period which will be taken into account will be the last three years from submission deadline. / *Referentni period koji će se uzeti u obzir biće poslednje tri godine do roka za predaju ponuda.*

- the tenderer has provided services under at least five contract in the field of Vocational Education and Training (VET) programmes which was implemented at any moment during the following period: *last three years from the date of tender proposal submission, please liets the dates./ Ponuđač je pružio usluge u okviru najmanje pet u oblasti dokvalifikacija/prekvalifikacije i stručnih obuka koji sprovodi ili su se sprovodile u bilo kom trenutku tokom navedenog perioda: 3 godine unazad od roka za predaju ponuda, navesti datume.*

**15. Award criteria / Kriterijum za dodelu ugovora**

Best price-quality ratio (best value for mony). / *Ekonomski najpovoljnija ponuda (najbolja vrednost za novac).*

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## TENDERING

**16. Deadline for receipt of tenders / Rok za prijem ponuda**

The deadline for receipt of tenders is specified in point 2 of the Instruction to Tenderers. / Rok za prijem ponuda je naveden u tački 2. Uputstva za ponuđače.

**17. How tenders may be submitted / Kako podneti ponudu**

Tenders must be submitted in English exclusively to the contracting authority, using the means specified in point 8. of the Instructions to tenderers. / *Ponude se podnose na engleskom jeziku, naručiocu posla na način koji je opisan u tački 8. Uputstva za ponuđače*

Tenders submitted by any other means will not be considered. / *Ponude podnete na drugi način neće se uzimati u obzir.*

By submitting a tender, tenderers accept to receive notification of the outcome of the procedure by electronic means. / *Podnošenjem ponude, ponuđač se saglašava da prima obaveštenja o nabavci e-poštom.*

**18. Alteration or withdrawal of tenders / Izmene ili povlačenje ponuda**

Tenderers may alter or withdraw their tenders by written notification prior to the deadline for

submission of tenders. No tender may be altered after this deadline. / *Ponuđači mogu izmeniti ili povući njihovu ponudu uz pismeno obaveštenje, a pre roka za podnošenje ponuda. Ponuda se ne može izmeniti nakon isteka roka za podnošenje ponuda.*

Any such notification of alteration or withdrawal shall be prepared and submitted in accordance with point 9 of the Instructions to tenderers. / *Obaveštenja o izmeni ili povlačenju ponuda trebaju biti pripremljena i predana na način opisan u tački 9. Uputstva za ponuđače.*

#### **19. Operational language / Jezik nabavke**

The tender and all correspondence related to the tender exchanged by the tenderer and the Contracting Authority must be written in the language of the procedure, which is English. An unofficial translation into Serbian language is provided in the documents. In case of conflict, English language prevails. / *Nabavka i korespondencija vezana za ovu procedure moraju biti na jeziku procedure, a to je engleski jezik. U dokumentima je pružen nezvaničan prevod na srpski jezik. U slučaju razlike između dva jezika, ono što je napisano na engleskom jeziku se uzima kao ispravno.*

#### **20. Additional information / Dodatne informacije**

Financial data to be provided by the candidate in the standard application form must be expressed in EUR (including VAT). / *Finansijska ponuda ponuđača mora biti na formatu iz obrasca finansijske ponude i mora biti izražena u EUR (uključujući PDV).*

## INSTRUCTIONS TO TENDERERS / UPUTSTVO ZA PONUĐAČE

### 1. Services to be provided/ *Usluge koje se pružaju*

The services required by the contracting authority are described in the terms of reference. They are set out in Annex II to the draft contract of this tender dossier. / *Usluge koje zahteva Naručilac posla opisane su u delu Opis poslova. On se nalazi u Prilogu II. nacrtu ugovora, koji je sastavni deo dokumentacije ove nabavke.*

### 2. Timetable / *Vremenski raspored*

	<b>DATE / DATUM</b>	<b>TIME*/ VREME*</b>
<b>Deadline for requesting clarification from the Contracting Authority / <i>Rok za traženje pojašnjenja od Naručioca posla</i></b>	12-10-2022/ 12.10.2022	17:00 / 17:00
<b>Last date for Contracting Authority to issue clarifications / <i>Poslednji datum na koji Naručilac posla izdaje pojašnjenja</i></b>	14-10-2022/ 14.10.2022	17:00 / 17:00
<b>Deadline for submission tenders / <i>Rok za podnošenje ponuda</i></b>	21-10-2022 / 21.10.2022	17:00 / 17:00
<b>Interviews (if any) / <i>Razgovori (ako su predviđeni)</i></b>	Not applicable / <i>Nije primenjivo</i>	-
<b>Completion date for evaluation of technical offers / <i>Datum završetka ocenjivanja tehničkih ponuda</i></b>	31-10-2022 / 31.10.2022	17:00 / 17:00
<b>Notification of award / <i>Obaveštenje o dodeli ugovora</i></b>	28-10-2022 /28.10.2022*	17:00 / 17:00
<b>Contract signature / <i>Potpisivanje ugovora</i></b>	1-11-2022/ 1.11.2022*	17:00 / 17:00
<b>Start date / <i>Datum početka</i></b>	01-11-2022 / 01.11.2022*	-

\* *Provisional date / Okvirni datum*

### 3. Participation, experts and subcontracting

- a) Participation in this tender procedure is open only to legal entities. For the eligibility, please see point 9 of the contract notice. / *Učešće u ovoj procedure je otvoreno za sva pravna lica. Kvalifikovanost ponuđača za učešće u postupku nabavke pogledajte u tački 9 Obaveštenja o ugovoru.*
- b) Legal persons are not entitled to participate in this tender procedure or be awarded a contract if they are in any of the situations mentioned in the Law on Public Procurement (Official gazette of the Republic of Serbia No 91/19). / *Na tenderu mogu učestvovati sva pravna lica i može im biti dodeljen ugovor ukoliko nisu u nekoj od situacija za isključenje ponuđača iz postupka nabavke u skladu sa Zakonom o javnim nabavkama (Službeni glasnik Republika Srbija broj 91/19).*

- c) Subcontracting is allowed but the contractor will remain fully liable towards the contracting authority for performance of the contract as a whole. The tenderer and, where applicable, entities on whose capacities it relies with regard to criteria relating to the economic and financial capacity shall be jointly liable for the performance of the contract. If the tenderer intends to subcontract one or more parts of the contracted services, this must be clearly stated in the implementation and methodology approach in the tender submission form. / *Podugovaranje je dozvoljeno, ali ugovarač će ostati u potpunosti odgovoran prema naručiocu posla za izvršenje ugovora u celini. Ponuđač i, po potrebi, subjekti na čije se kapacitete oslanja u pogledu kriterijuma za izbor ponuđača koji se odnose na ekonomsku i finansijsku sposobnost, solidarno su odgovorni za izvršenje ugovora. Ako ponuđač namerava da podugovara jedan ili više delova ugovorenih usluga, to mora biti jasno navedeno u sprovođenju i metodološkom pristupu iz obrasca za podnošenje ponude.*
- d) All subcontractors and capacity providing entities must be eligible for the contract. If the identity of the intended subcontractor is already known at the time of submitting the tender, the tenderer must furnish a statement guaranteeing the eligibility of the subcontractor. If any subcontractor/capacity-providing entity identified in this way does not meet the eligibility criteria, the tender shall be rejected. / *Svi podugovarači usluga moraju zadovoljavati sve uslove ugovora. Ukoliko je identitet planiranoga podugovarača poznat u trenutku podnošenja ponude, ponuđač mora sastaviti izjavu kojom jamči da podugovarač zadovoljava sve uslove ugovora. Ukoliko podugovarač koji je utvrđen na ovaj način ne zadovoljava uslove ugovora, ponuda će biti odbijena.*
- e) Subcontractors and capacity providing entities cannot be in any of the exclusion situations listed in the Law on Public Procurement (Official gazette of the Republic of Serbia No 91/19). / *Podugovarači i nosioci kapaciteta ne smeju biti ni u jednoj od situacija za isključenje ponuđača iz postupka nabavke u skladu sa Zakonom o javnim Nabavkama (Službeni glasnik Republika Srbija broj 91/19.*

#### **4. Content of tenders /Sadržaj ponude**

The tender must include a technical offer and a financial offer, which must be submitted in separate envelopes (see clause 8). Each technical offer and financial offer must contain one original, clearly marked “**Original**”, and one copy, each marked “**Copy**”. / *Ponuda mora uključiti tehničku ponudu i finansijsku ponudu, koje se pakuju u odvojenim kovertama (pogledajte tačku 8), Svaka tehnička ponuda i finansijska ponuda treba da sadrži jedan original, jasno obeležen kao “Original”, i jednu kopiju, sa oznakom „Kopija“.*

The electronic version of the technical offer must be included with the printed version in the separate envelope in which the technical offer is submitted. The electronic version of the financial offer must be included with the printed version in the separate envelope in which the financial offer is submitted. If there are any discrepancies between the electronic version and the original, printed version, the latter has precedence. / *Elektronska verzija tehničke ponude mora biti priložena uz štampanu verziju u posebnoj koverti u kojoj se dostavlja tehnička ponuda. Elektronska verzija finansijske ponude mora biti priložena uz štampanu verziju u posebnoj koverti u kojoj se dostavlja finansijska ponuda. Ako postoje neslaganja između elektronske verzije i originalne, štampane verzije, ova druga ima prednost.*

Failure to fulfil these requirements will constitute an irregularity and may result in rejection of the tender. / *Neispunjavanje ovih uslova smatraće se nepravilnošću i može dovesti do odbijanja ponude.*

##### **4.1. Technical offer / Tehnička ponuda**

The technical offer must include the following documents: / *Tehnička ponuda uključuju sledeća dokumenta:*

- (1) **Tender submission form** including: / *Obrazac za podnošenje ponuda koji uključuje:*
- a) A signed **declaration** using the format attached to the tender submission form from each legal entity identified in the tender submission form and from each sub-contractor and/or capacity providing entity, using the format attached to the tender submission form. /

Potpisana **izjava** svih pravnih subjekata navedenih u obrascu za podnošenje ponude u formatu koji je sastavni deo obrasca za podnošenje ponude;

- b) Duly authorised signature: an official document (statutes, power of attorney, notary statement, etc.) proving that the person who signs on behalf of the company/joint venture/consortium is duly authorised to do so. / *Propisno ovlašćen potpis: službeni dokument (statuti, punomoć, izjava notara itd.) koji dokazuje da je osoba koja potpisuje u ime pravnog subjekta/kod zajedničke ponude/konzorcijuma za to propisno ovlašćena.*
- c) Copy of the registration and VAT registration / *Kopija PIB rešenja*
- (2) **Implementation and methodology approach** to be drawn up by the tenderer using the format in Part B. / **Sprovođenje i metodološki pristup** treba popuniti u formatu koji se nalazi u delu B tenderskog dosijea.
- (3) Non key experts may also be instrumental to achieve the contract objectives. However, they are not subject to evaluation by the evaluation committee. / *Stručnjaci koji nisu ključni takođe mogu biti bitni za postizanje ciljeva ugovora. Međutim, oni nisu predmet ocenjivanja od strane komisije za ocenjivanje ponuda.*
- (4) Documentary proof or statements required under the law of the country in which the company (or each of the companies for consortia), the sub-contractors and the capacity providing entities are effectively established, to show that they are not in any of the exclusion situation. This evidence, documents or statements must be dated, no more than one year before the date of submission of the tender. In addition, a statement must be furnished stating that the situations described in these documents have not changed since then. / *Dokaze ili izjave zakonski propisane u državi u kojoj je pravni subjekt osnovan (ili svaki od pravnih subjekata u slučaju konzorcijuma) kao dokaz da se ponuđač ne nalazi ni u jednoj od situacija za isključenje u skladu sa Zakonom o javnim nabavkama RS. Dokazi, dokumenti ili izjave moraju imati datum koji ne može biti stariji od jedne godine od datuma podnošenja ponude. Nadalje, treba sastaviti izjavu u kojoj se navodi da se stanje opisano u tim dokumentima od tada nije promenilo.*

If the nature of your entity is such that it cannot fall into the exclusion situations and/or cannot provide the documents indicated above (for instance, national public administrations and international organisations), please provide a declaration explaining this situation. / *Ukoliko je priroda vašeg subjekta takva da se ne možete naći u jednoj ili više isključujućih situacija i/ili ne možete dostaviti gore navedene dokumente (npr. državne javne uprave i međunarodne organizacije), molimo da uz ponudu dostaviti i izjavu kojom objašnjavate vaš položaj.*

The contracting authority may waive the obligation of any tenderer to submit the documentary evidence referred to above based on a risk assessment, or if such evidence has already been submitted for the purposes of another procurement procedure, provided that the issue date of the documents does not exceed one year and that they are still valid. In this case, the tenderer must declare on his/her honour that the documentary evidence has already been provided in a previous procurement procedure and confirm that his/her situation has not changed. / *Naručilac posla može kandidata ili ponuđača osloboditi obaveze predaje gore navedenih dokaza (dokumenata) ako mu je takav dokaz već bio predat u svrhu drugog postupka nabavke i pod uslovom da dokumenti nisu predati pre više od godinu dana, te da su još uvek validni. U tom slučaju će kandidat ili ponuđač podneti izjavu da su dokazi već bili predati u prethodnom postupku nabavke i potvrditi da se njihova situacija nije promenila.*

- (5) Documentary evidence of the financial and economic capacity and/or of the technical and professional capacity according to the selection criteria specified in point 14 of the contract notice. / *Dokumenta (dokazi) o finansijskoj i ekonomskoj sposobnosti i/ili tehničkom i profesionalnom kapacitetu prema kriterijumima za izbor navedenim u tački 14 obaveštenja o ugovoru.]*

Tenderers are reminded that the provision of false information in this tender procedure may lead to the rejection of their tender and to their exclusion from tender procedures and contract. / *Podsećamo ponuđače da pružanje lažnih informacija u ovom postupku nabavke može dovesti do odbijanja ponude i do njihovog isključenja iz procedure nabavke i zaključenja ugovora.*



#### **4.2. Financial offer/*Finansijska ponuda***

The financial offer must be set as global price and presented as a global amount in EUR / *Finansijska ponuda mora biti data u ukupnoj vrednosti u EUR.*

Financial offer must include a list of VET courses with clearly stated prices and duration per training / per person. / *Uz finansijsku ponudu je obavezno dostaviti listu stručnih obuka, dokvalifikacija/prekvalifikacija sa jasno istaknutim cenama i periodom trajanja obuke po osobi.*

#### **5. Variant solutions / *Ponuda sa varijantama***

Tenderers are not authorised to tender for a variant in addition to this tender. / *Nije dozvoljeno podnošenje ponude sa varijantama.*

#### **6. Period during which tenders are binding / *Period u kome su ponude obavezujuće***

Tenderers are bound by their tenders for 90 days after the deadline for submitting tenders or until they have been notified of non-award. In exceptional cases, before the period of validity expires, the contracting authority may ask tenderers to extend the period for a specific number of days, which may not exceed 40. / *Ponude su obavezujuće za ponuđače u periodu od 90 dana nakon isteka roka za podnošenje ponuda. U izuzetnim slučajevima pre isteka ovog perioda, naručilac posla može zatražiti od ponuđača da produže period važnosti ponude za određen broj dana, ali ne više od 40 dana.*

The selected tenderer must maintain its tender for a further 60 days. / *Ponuda odabranog ponuđača mora biti validna još 60 dana.*

#### **7. Additional information before the deadline for submitting tenders / *Dodatne informacije pre isteka roka za podnošenje ponude***

Any request for additional information must be made in writing specifying the publication reference and the contract title to the following E-mail [spetrov@romaeducationfund.org](mailto:spetrov@romaeducationfund.org), five working days before the deadline for submission of the tenders. / *Dodatna pojašnjenja se mogu tražiti samo u pisanom obliku, sa obaveznim navođenjem referentnog proja nabavke i naziva ugovora na sledeću mail [spetrov@romaeducationfund.org](mailto:spetrov@romaeducationfund.org), najkasnije pet dana pre roka za podnošenje ponuda.*

Sonja Petrov, Asistentkinja na projektu  
E-mail: [spetrov@romaeducationfund.org](mailto:spetrov@romaeducationfund.org)

No information meeting or site visit is foreseen. / *Nije predviđen informativni sastanak*

#### **8. Submission of tenders / *Podnošenje ponuda***

Tenders must be sent to the contracting authority before **21 October 2022**/ *Ponude se moraju dostaviti Naručiocu posla pre 21.10.2022.*

They must include the requested documents in clause 4 above and be sent: / *Ponude moraju sadržati svu potrebnu dokumentaciju iz gore navedene tačke 4., i podnose se na sledeći način:*

**EITHER** by post or by courier service, to: / *Ili preporučenom pošiljkom ili kurirskom službom, za*

Roma Education Foundation

Majke Jevrosime 51

Beograd 11000

*/ Fondacija za obrazovanje Roma*

*Majke Jevrosime 51*

*Beograd 11000*

**OR** hand delivered by the participant in person or by an agent directly to the premises of the contracting authority in return for a signed and dated receipt, in which case the evidence shall be constituted by this acknowledgement of receipt, to: / *ili se lično uručuju naručiocu posla u prostorijama naručioca gde će dobiti potpisanu i datiranu potvrdu o prijemu ponude, na:*

Roma Education Foundation

Majke Jevrosime 51

Beograd 11000

*/ Fondacija za obrazovanje Roma*

*Majke Jevrosime 51*

*Beograd 11000*

09:00-17:00

Tenders must be submitted using the double envelope system, i.e. in an outer parcel or envelope containing two separate, sealed envelopes, one bearing the words '**Envelope A — Technical offer**' and the other '**Envelope B — Financial offer**'. All parts of the tender other than the financial offer must be submitted in Envelope A (i.e. including the tender submission form, statements of exclusivity and availability of the key experts and declarations). / *Ponuda se podnosi po sistemu duplih koverata, t.j. jedna spoljna koverta sadrži dve odvojene zapečaćene koverte obeležene na sledeći način; na prvoj koverti treba biti napisano 'Koverat A — Tehnička ponuda', a na drugoj 'Koverat B — Finansijska ponuda'. Svi delovi ponude osim finansijske se predaju u koverti A (t.j. obrazac za podnošenje ponude, izjavu o ekskluzivnosti i raspoloživosti i druge izjave).*

The outer envelope should provide the following information: / *Spoljni koverat treba da sadrži sledeće informacije:*

- a) the address for submitting tenders indicated above; / *gore naznačenu adresu za podnošenje ponuda;*
- b) the reference code of the tender procedure 2022/0259; / *referentni broj 2022/0259.*
- c) the words / rečenice 'Not to be opened before the tender-opening session'/'Ne otvarati pre zvaničnog sastanka za otvaranje ponuda'.
- d) the name and address of the tenderer. / *naziv i adresa ponuđača koji podnosi ponudu.*

## **9. Amending or withdrawing tenders / *Izmene ili povlačenje ponuda***

Tenderers may amend or withdraw their tenders by written notification prior to the deadline for submitting tenders. Tenders may not be amended after this deadline. *Ponuđači mogu izmeniti ili povući njihovu ponudu uz pismeno obaveštenje, a pre roka za podnošenje ponuda. Ponuda se ne može izmeniti nakon isteka roka za podnošenje ponuda.*

Any such notification of amendment or withdrawal must be prepared and submitted in accordance with clause 8. The outer envelope (and the relevant inner envelope) must be marked 'Amendment' or 'Withdrawal' as appropriate. *Obaveštenja o izmeni ili povlačenju ponuda trebaju biti pripremljena i predana na način opisan u tački 8. Uputstva za ponuđače.*

## **10. Costs for preparing tenders / Troškovi pripreme ponude**

No costs incurred by the tenderer in preparing and submitting the tender are reimbursable. All such costs must be borne by the tenderer, including the cost of interviewing proposed experts. / *Ponuđač ne dobija refundaciju troškova za pripremu i podnošenje ponude. Sve pomenute troškove snosi ponuđač uključujući i troškove intervju sa predloženim stručnjacima.*

## **11. Ownership of tenders / Vlasništvo nad ponudom**

The contracting authority retains ownership of all tenders received under this tendering procedure. Consequently, tenderers do not have the right to have their tenders returned to them. / *Naručilac posla zadržava vlasništvo nad svim primljenim ponudama u okviru ovog postupka nabavka i u skladu sa tim ponuđači nemaju pravo na povrat svojih ponuda*

## **12. Evaluation of tenders / Ocenjivanje ponuda**

### **12.1. Evaluation of technical offers / Ocenjivanje tehničkih ponuda**

The quality of each technical offer will be evaluated in accordance with the award criteria and the weighting detailed in the evaluation grid in Part C of this tender dossier. No other award criteria will be used. The award criteria will be examined in accordance with the requirements indicated in the terms of reference. / *Kvalitet tehničkih ponuda ocenjuje se u skladu s kriterijima za dodelu ugovora i prema sistemu ponderisanja kako je navedeno u tablici za ocenjivanje u Delu A ove konkursne dokumentacije. Neće se koristiti nikakvi drugi kriterijumi za dodelu ugovora. Kriterijumi za dodelu ugovora primenjuju se u skladu sa uslovima navedenima u Opisu poslova.*

#### **12.1.1. Interviews / Razgovori**

No interviews are foreseen. / *Razgovori neće biti održani*

### **12.2. Evaluation of financial offers / Ocenjivanje finansijskih ponuda**

Upon completion of the technical evaluation, the envelopes containing the financial offers for tenders that were not eliminated during the technical evaluation will be opened (i.e. those with an average score of 75 points or more). Tenders exceeding the maximum budget available for the contract will not be accepted and will therefore not be further evaluated. / *Nakon završetka tehničkog ocenjivanja ponuda otvaraju se koverta sa finansijskim ponudama za ponude koje nisu isključene tokom tehničkog ocenjivanja (tj. one s prosečnim brojem bodova od 80 i više). U obzir se neće uzimati ponude koje prekorače maksimalan iznos budžeta koji je na raspolaganju za ovaj ugovor.*

### **12.3. Choice of selected tenderer / Odabir ponudjača**

The best price-quality ratio is established by weighing technical quality against price on an <80/20 basis>. *Najbolja protivrednost za novac utemeljena je na poređenju tehničkog kvaliteta i cene u odnosu 80/20.*

### **12.4. Confidentiality / Poverljivost**

The entire evaluation procedure is confidential, subject to the contracting authority's legislation on access to documents. The evaluation committee's decisions are collective and its deliberations are held

in closed session. The members of the evaluation committee are bound to secrecy. The evaluation reports and written records are for official use only and may be communicated neither to the tenderers nor to any party other than the contracting authority, donors and its auditors. / *Postupak ocenjivanja je poverljiv, te podleže nacionalnom zakonodavstvu naručioca posla o pristupu dokumentaciji. Odluke Komisije za ocenjivanje ponuda su zajedničke, a donose se na sastanku zatvorenog tipa. Članovi Komisije za ocenjivanje ponuda imaju obavezu čuvanja tajnosti informacija iz postupka. Izveštaji o ocenjivanju i pisana evidencija samo su za službenu upotrebu i ne mogu se komunicirati ni ponuđačima ni drugim stranama osim Naručiocu posla, donatorima i njihovim revizorima.*

### **13. Signature of contract(s) / Potpisivanje ugovora**

#### **13.1. Notification of award / Obaveštenje o dodeli ugovora**

Tenderers will be notified of the outcome of this procurement procedure in writing. / *Ponuđači će biti obavješteni o ishodu ove nabavke pisanim putem.*

#### **13.2. Signature of the contract(s) / Potpisivanje ugovora**

Within maximum of 30 days of receipt of the contract already signed by the contracting authority, the selected tenderer shall sign and date the contract and return it to the contracting authority. / *U roku od 30 dana od prijema ugovora koji je potpisao naručilac posla, odabrani ponuđač će potpisati i datirati ugovor, i nakon toga ga vratiti Naručiocu posla.*

Failure of the selected tenderer to comply with this requirement may constitute grounds for annulling the decision to award the contract. In this event, the contracting authority may award the tender to another tenderer or cancel the tender procedure. / *Ukoliko odabrani ponuđač ne zadovolji ovaj uslov, to će se smatrati osnovom za poništavanje odluke o dodeli ugovora. U tom slučaju Naručilac posla može dodeliti ugovor o nabavci drugom ponuđaču ili poništiti postupak nabavke.*

The contracting authority will furthermore, at the same time, also inform the remaining unsuccessful tenderers and the consequence of these letters will be that the validity of their offers must not be retained. / *Naručilac posla će u isto vreme obavestiti i ostale neuspešne ponuđača o posledicama svoje odluke, a to je da se validnost njihovih ponuda ne zadržava.*

### **14. Cancellation of the tender procedure / Obustavljanje postupka nabavke**

In the event of cancellation of the tender procedure, the contracting authority will notify tenderers of the cancellation. / *Naručilac posla će obavestiti ponuđače u slučaju obustavljanja postupka nabavke.*

Cancellation may occur, for example, where: / *Postupak nabavke se može obustaviti iz sledećih razloga:*

- the tender procedure has been unsuccessful, i.e. no suitable, qualitatively or financially acceptable tender has been received or there is no valid response at all; / *ako je postupak nabavke bio neuspešan, t.j. ako poslate ponude nisu bile kvalitetne ili finansijski odgovarajuće ili ako nije primenjena nijedna validna ponuda;*
- there are fundamental changes to the economic or technical data of the project; / *ukoliko je došlo do ključnih promena u ekonomskim ili tehničkim podacima projekta;*
- exceptional circumstances or force majeure render normal performance of the contract impossible; / *u izuzetnim okolnostima ili okolnostima više sile gde je onemogućeno normalno izvršenje ugovora;*
- all technically acceptable tenders exceed the financial resources available; / *ako tehnički zadovoljavajuće ponude prevazilaze raspoloživa finansijska sredstva;*
- there have been breach of obligations, irregularities or frauds in the procedure, in particular if they have prevented fair competition; / *ukoliko je došlo do ozbiljnog kršenja obaveza, nepravilnosti ili prevara u postupku, posebno ako su onemogućavale lojalnu konkurenciju;*

- the award is not in compliance with sound financial management, i.e. does not respect the principles of economy, efficiency and effectiveness (e.g. the price proposed by the tenderer to whom the contract is to be awarded is objectively disproportionate with regard to the price of the market). / *ukoliko dodela ugovora nije u skladu sa dobrim finansijskim upravljanjem, odnosno ne poštuje principe ekonomičnosti, efikasnosti i efektivnosti (npr. cena koju je predložio ponuđač kome će se dodeliti ugovor je objektivno nesrazmerna u odnosu na tržišnu cenu).*

## **15. Appeals / Žalbe**

Tenderers believing that they have been harmed by an error or irregularity during the award process may file a complaint within 5 days. Any complaint must be prepared and submitted in accordance with clause 8. The outer envelope (and the relevant inner envelope) must be marked 'Complaint' / *Ponuđači koji smatraju da su bili oštećeni zbog greške ili nepravilnosti tokom procesa za dodelu ugovora mogu podneti žalbu u roku od 5 dana. Žalbe moraju biti pripremljene i dostavljene u skladu sa tačkom 8.*

## **17. Data Protection / Zaštita podataka**

Processing of personal data related to this tender procedure by the contracting authority takes place in accordance with the national legislation of the state of the contracting authority. / *Obrada ličnih podataka u vezi sa ovim postupkom nabavke od strane naručioca posla odvija se u skladu sa nacionalnim zakonodavstvom države naručioca posla.*

## TERMS OF REFERENCE / *OPIS POSLOVA*

### 1. BACKGROUND INFORMATION / *OPŠTI OKVIR*

#### 1.1. Contracting Authority / *Naručilac posla*

Roma Education Foundation / *Fondacija za obrazovanje Roma*

#### 1.2. Background / *Okvir*

Roma Education Fund's representative office in Serbia (REF Serbia) implemented since 2017 until 2019 the project "Employment Empowerment of Young Roma" funded by the German Development Cooperation implemented by KfW on behalf of the German Government – Ministry for Economic Cooperation and Development. / *Fondacija za obrazovanje Roma je od 2017. do 2019. godine sprovodilo projekat „Pospješivanje zapošljivosti mladih Roma“ uz podršku programa Nemačke finansijske saradnje, koji implementira Nemačka razvojna banka KfW u ime Vlade Republike Nemačke – Ministarstva za ekonomsku saradnju i razvoj.*

Since 2019, REF Serbia continued with the implementation of the project "Employment Empowerment of Young Roma – phase II", also funded by the German Development Cooperation implemented by KfW on behalf of the German Government – Ministry for Economic Cooperation and Development. / *Od 2019. godine, FOR Srbija nastavlja sprovođenje projekta „Pospješivanje zapošljivosti mladih Roma i Romkinja – faza II“, takođe uz podršku programa Nemačke razvojne saradnje, koji implementira Nemačka razvojna banka KfW u ime Vlade Republike Nemačke – Ministarstva za ekonomsku saradnju i razvoj.*

This project provides practical assistance, effective and efficient mechanisms necessary to combat discrimination and create conditions in which Roma have access to quality education, more efficient access to the labor market and, therefore, greater employment opportunities. / *Projekat obuhvata praktičnu pomoć, efektivne i efikasne mehanizme neophodne za borbu protiv diskriminacije i stvaranje uslova u kojima Romi i Romkinje imaju pristup kvalitetnom obrazovanju, efikasniji pristup tržištu rada i, samim tim, veće mogućnosti pri zapošljavanju.*

The project's activities are divided into three components: / *Aktivnosti projekta su podeljene u tri komponente:*

Component 1 – Secondary Scholarship and Mentorship Program / *Komponenta 1 – Srednjoškolski stipendijski i mentorski program*

Component 2 – Employment Empowerment of Young Roma / *Komponenta 2 – Pospješivanje zapošljivosti mladih Roma i Romkinja*

Component 3 – Educational Reintegration of Young Roma Returnees / *Komponenta 3 – Obrazovna reintegracija Roma povratnika/ca*

This contract is implemented within Component 2 – Employment Empowerment of Young Roma of respective project./ *Ovaj ugovor se sprovodi u okviru Komponente 2 – Pospješivanje zapošljivosti mladih Roma i Romkinja pomenutog projekta.*

## **2. OBJECTIVE, PURPOSE & EXPECTED RESULTS / CILJ, SVRHA I OČEKIVANI REZULTATI**

### **2.1. Overall objective / Opšti cilj**

The overall objective of the project of which this contract will be a part is as follows: / *Opšti cilj projekta u okviru kog se sprvodi ovaj ugovor:*

- to support the social inclusion of Roma in Serbian society through increased graduation rates of Roma secondary school students and facilitation of their access into the labor market. / *da doprinese socijalnom uključenju Roma u lokalnu zajednicu kroz uvećanja broja Roma koji su završili srednje obrazovanje i kroz poboljšanje njihovog pristupa tržištu rada.*

### **2.2. Purpose / Svrha**

The purpose of this contract is as follows: / *Svrha ovog ugovora je:*

- Provision of Vocational Education and Training (VET) programmes for young Roma with aim of employment empowerment of young Roma / *pružanje usluge dokvalifikacije/prekvalifikacije i stručnih obuka u cilju poboljšanja zapošljivosti mladih Roma i Romkinja*

### **2.3. Results to be achieved by the Contractor / Rezultati koje treba postići Izvršilac**

- VET programs provided for app. 190 users (young Roma woman and men) / *Pružene usluge stručnog obučavanja, prekvalifikacija/dokvalifikacija za okvirno 190 korisnika (mladi Romi i Romkinje)*
- Certificates issued to participant who successfully completed VET programs / *Dodeljeni sertifikati za učesnike koji su uspešno završili stručne obuke, programme dokvalifikacije/prekvalifikacije.*
- Progress/final reports delivered / *Dostavljeni izveštaji o napretku/finalni izveštaj.*

## **3. SCOPE OF THE WORK / OBIM POSLA**

### **3.1. General / Opšti**

#### **3.1.1. Project description / Opis projekta**

Contractor should provide VET programs for app. 190 users (young Roma) selected through Open call and expression of interest to participate in the project. The call will be announced through the REF website, social networks, media, and through direct contact with the Roma and non-Roma NGOs and partners. After assessment of the specific interests and motivation of candidates to attend vocational trainings offered by REF/contractor, young Roma will be provided with the VET programs accordingly. / *Pružalac usluge treba da obezbedi programe stručnih obuka, programa dokvalifikacije/prekvalifikacije za okvirno 190 korisnika (mladih Roma) odabranih putem javnog poziva koji su iskazali interesovanje za učešće. Poziv će biti objavljen putem sajta FOR-a, društvenih mreža, medija i direktnim kontaktom sa romskim i drugim organizacijama civilnog društva i partnerima. Nakon procene specifičnih interesovanja i motivacije kandidata da pohađaju stručne obuke koje nudi FOR/pružalac usluge, mladim Romima će biti omogućeni programi prekvalifikacija/dokvalifikacija i stručnih obuka u skladu sa tim.*

Selected young Roma will attend VET programs for various occupations and skills listed in the section 3.2 Specific work. / *Odabrani mladi Romi pohađaće programe stručnih obuka / dokvalifikacije / prekvalifikacije za različita zanimanja i veštine navedene ispod u sekciji 3.2 Posebni poslovi.*

REF will regularly monitor progress of the participants involved in VET programmes. / *FOR će redovno pratiti napredak učesnika uključenih u programe stručnih obuka / dokvalifikacije / prekvalifikacije.*

### **3.1.2. Geographical area to be covered / *Geografsko područje***

Serbia / Srbija

### **3.1.3. Target groups / *Ciljna grupa***

Roma youth aged 15-35, those who have completed or are in the last grades of secondary education / *Mladi Romi i Romkinje od 15-35 godina koji su završili srednju školu ili pohađaju završnu godinu srednje škole.*

## **3.2. Specific work / *Posebni poslovi***

The contractor should organize VET courses that include theoretical and practical education for app. 190 beneficiaries, in accordance with provided list of occupations submitted by REF. After successful completion of the training, candidates will receive a certificate valid as a qualification with which they will be able to apply to the National Employment Service. / *Pružalac usluge treba da organizuje stručne kurseve koji obuhvataju teoretsko i praktično obrazovanje za okvirno 190 korisnika, u skladu sa listom zanimanja koju dostavlja FOR. Nakon uspešno završene obuke, kandidati će dobiti sertifikat koji važi kao kvalifikacija sa kojim će moći da konkurišu u Nacionalnoj službi za zapošljavanje.*

In addition, Contractor should provide complete preparatory services for the organization and realization of each VET course for each participant (e.g. necessary medical exams/tests, mentorship support, material and equipment for practical work, costs related to final exams and certificate issuing, travel costs up to 30km from his/her resident place to the contracting authority, etc.). / *Pružalac usluge treba da pruži kompletnu uslugu pripreme, organizacije i realizacije stručnih obuka za svakog učesnika (npr. neophodne medicinske preglede/testove, mentorsku podršku, materijale i opremu za praktičan rad, troškove finalnog testiranja i izdavanja sertifikata, putne troškove do 30km od mesta boravišta do poslodavca, itd.).*

Following is envisaged by Contractor / *Predviđeno je da pružalac usluge obezbedi sledeće:*

- to provide plan and program of work for each VET course / *plan i program rada za svaku obuku/kurs;*
- to implement all VET programmes within prescribed period / *da sprovede sve obuke / kurseve u okviru predviđenog perioda;*
- to ensure regular monitoring of candidate attendance through training attendance lists / *redovno praćenje pohađanja obuke kroz liste polaznika obuke;*
- to provide regular reports on education progress / *redovne izveštavanje o napretku programa;*
- to provide candidates with certificates of completion of training at the end of the training valid as a qualification with which they will be able to apply to the National Employment Service / *po završetku obuke obezbedi kandidatima sertifikate o završenoj obuci koji važe kao kvalifikacija sa kojima će moći da konkurišu u Nacionalnoj službi za zapošljavanje;*
- to submit final report on completed VET programs with supporting documentation (list of participants, traineeship reports etc.) / *dostavi završni izveštaj o završenim svim programima sa pratećom dokumentacijom (spisak učesnika, izveštaji o mentorstvu itd.).*

List of VET programs / *Spisak programa stručnih obuka / dokvalifikacije / prekvalifikacije:*

VET programmes (1 year) / *Dokvalifikacija/Prekvalifikacija (1 godina):*



Mechanical technician	<i>Mašinski tehničar</i>
Mechanical technician of motor vehicles	<i>Mašinski tehničar motornih vozila</i>
Trade Technician	<i>Trgovinski tehničar</i>
Culinary technician and the like.	<i>Kulinarski tehničar i slično.</i>
Nurse technician	<i>Medicinska sestra-tehničar</i>
Pharmacy Technicians	<i>Farmaceutski tehničar</i>
Chemical technician	<i>Hemijski tehničar</i>

List of VET programmes / *Spisak obuka:*

Basic IT training (word, excel, power point, computer basics)	<i>Osnovne informatičke obuke (word, excel, power point, osnove računara)</i>
Pedicure manicure	<i>Pedikir/Manikir</i>
Manicure and nail polish	<i>Manikir i izlivanje noktiju</i>
Pedicure and waxing	<i>Pedikir i depilacija</i>
Makeup artist	<i>Šminker</i>
Caregiver	<i>Negovatelj/ica</i>
Painter	<i>Moler</i>
Customs officer/forwarder	<i>Carinik/špediter</i>
Internet (digital) marketing	<i>Internet (digitalni) marketing</i>
Training for writing EU projects	<i>Obuke za pisanje EU projekata</i>
Accountant	<i>Knjigovođa</i>
Beautician	<i>Kozmetičar/ka</i>
Masseur	<i>Maser/ka</i>
Female hairdresser	<i>Ženski frizer/ka</i>
Male hairdresser	<i>Muški frizer/ka</i>
Training for category B drivers	<i>Obuka za vozače B kategorije</i>
Training for category C drivers	<i>Obuka za vozače C kategorije</i>
IT training for ECDL certificates	<i>Informatička obuka za ECDL sertifikate</i>
Adobe Illustrator	<i>Adobe Ilistrator</i>
Adobe Dreamweaver	<i>Adobe Dreamwevwer</i>
Adobe Photoshop	<i>Adove Photoshop</i>
AutoCAD 2D	<i>Autocad 2D</i>
AutoCAD 3D	<i>Autocad 3D</i>
Adobe graphic design	<i>Adobe grafički dizajn</i>
HTML/CSS	<i>HTML/CSS</i>
Java	<i>Java</i>
C++	<i>C++</i>
Python	<i>Python</i>
SQL-mysql	<i>SQL-mysql</i>
Web Programming PHP	<i>Web programiranje PHP</i>
Web Programming JS	<i>Web programiranje JS</i>
Adobe Web Design	<i>Adobe Web dizajn</i>
Fullstack developer - HTML&CSS, JS, Node, Mongo, React	<i>Fullstack developer – HTML&amp;CSS, JS, Node, Mongo, React</i>
PHP	<i>PHP</i>
Java script	<i>Java script</i>
React	<i>React</i>
Welding training	<i>Obuka za zavarivanje</i>

**Financial offer must include above list of VET courses with clearly stated prices and duration per training / per person. / Uz finansijsku ponudu je obavezno dostaviti gore navedenu listu stručnih obuka, dokvalifikacija/prekvalifikacija sa jasno istaknutim cenama i periodom trajanja obuke po osobi.**

## 4. LOGISTICS AND TIMING / LOGISTIKA I VREMENSKI RASPORED

### 4.1. Location / Mesto izvođenja

Serbia / Srbija

### 4.2. Start date & period of implementation / Datum početka i period sprovođenja

The intended start date is 1<sup>st</sup> November 2022 and the period of implementation of the contract will be 9 months from this date. / Planirani datum početka sprovođenja je 01.11.2022 i period za sprovođenje ugovora će biti 9 meseci počevši od ovog datuma.

## 5. REQUIREMENTS / ZAHTEVI

### 5.1. Staff / Osoblje

The Contractor will ensure engagement of appropriate number of staff for efficient implementation of the tasks indicated in this ToR. / Izvršilac će obezbediti angažovanje odgovarajućeg broja osoblja za efikasno sprovođenje zadataka navedenih u Opisu poslova.

#### 5.1.1. Key experts / Ključni stručnjaci

The Contractor will provide sufficient number of relevant experts to deliver the services/results as indicated in this ToR. / Izvođač će obezbediti dovoljan broj relevantnih stručnjaka za pružanje usluga/rezultata kako je navedeno u ovom zadatku.

All experts must be independent and free from conflicts of interest in the responsibilities they take on. / Svi stručnjaci moraju biti nezavisni i ne smeju biti u sukobu interesa vezano za odgovornosti koje preuzimaju.

### 5.2. Facilities to be provided by the Contractor / Kapaciteti koje mora pružiti Izvršilac

The Contractor must ensure that experts are adequately supported and equipped. In particular it must ensure that there is sufficient administrative, secretarial and interpreting provision to enable experts to concentrate on their primary responsibilities. It must also transfer funds as necessary to support their work under the contract and to ensure that its employees are paid regularly and in a timely fashion. / Izvršilac će obezbediti da stručnjaci imaju odgovarajuću podršku i opremu. Posebno će osigurati dovoljnu administrativnu, sekretarsku i prevodilačku podršku kako bi omogućio stručnjacima da se usredsrede na svoje primarne odgovornosti. Mora preneti i sredstva potrebna za podržavanje tih radova u okviru ugovora i osigurati da su zaposleni redovno i na vreme plaćeni.

## 6. REPORTS / IZVEŠTAJI

### 6.1. Reporting requirements / Zahtevi koji se tiču izveštaja

The Contractor will provide the Contracting Authority with the following reports: / Izvršilac posla će Naručiocu posla podneti sledeće izveštaje:

Name of report / Naziv izveštaja	Content / Sadržaj	Time of submission / Rok za predaju izveštaja
Progress Report / Periodični izveštaj	Short description of progress ( verification report. Kratak opis napretka (izveštaj o verifikaciji./	After the end of the reporting period / Nakon završetka perioda za koji se izveštava

Final Report / <i>Finalni izveštaj</i>	Description of achievements including problems encountered and recommendations; Providing any accompanying documentation if applicable (for example time-sheets of experts) / <i>Opis dostignuća uključujući probleme na koje se naišlo i preporuke; Obezbeđivanje prateće dokumentacije ako je primenjivo (na primer, radni listovi stručnjaka)</i>	After the conclusion of the contract / <i>Nakon završetka ugovora</i>
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## CONTRACT TEMPLATE / MODEL UGOVORA<sup>1</sup>

**CONTRACT TITLE: Provision of Vocational Education and Training (VET) programmes for young Roma / NAZIV UGOVORA: Organizacija i pružanje usluga dokvalifikacije/prekvalifikacije i stručnih obuka za mlade Rome i Romkinje**

**REF: 2022/0259 / FOR: 2022/0259**

**Concluded between: / Zaključen između:**

Roma Education Foundation / *Fondacija za obrazovanje Roma*  
Majke Jevrosime 51, 11000 Belgrade, Republic of Serbia / Majke Jevrosime 51, 11000 Beograd, Republika Srbija  
Reg. No. / *Matični broj*: 28831234  
VAT No. / *PIB broj*: 111260394  
Represented by: / *Zastupa ga: Redjepali Chupi*  
(Contracting Authority) / (*Naručilac posla*)

AND

Title / *Naziv*  
Address of the Contractor / *Adresa Izvršioca*  
Reg. No. / *Matični broj*  
VAT No. / *PIB broj*  
Represented by: / *Zastupa ga:*  
(Contractor) / (*Izvršilac*)

### **Article 1: Subject of the contract / Član 1: Predmet ugovora**

The subject of the contract are the services as indicated in the Terms of Reference and in the Contractor's offer – "Part B: Documents to be completed by the tenderer, Implementation and methodology approach" / *Predmet ovog ugovora su usluge iz Opisa poslova i ponude Izvršioca – "Deo B – Obrazac za ponošenje ponude, Sprovođenje i metodološki prisup"*.

### **Article 2: Contract value / Član 2: Vrednost ugovora**

The total contract value for implementation of services indicated in the Article 1 is maximum: 350.000,00 EUR. / *Ukupna vrednost ovog ugovora za usluge iz člana 1 je maksimalno: 350.000,00 EUR.*

### **Article 3: Contracting documents / Član 3: Dokumenta Ugovora**

This documents which form the part of this contract are (by the order of precedence): / *Sledeća dokumenta su sastavni deo ovog ugovora (po redosledu):*

- Contract agreement / *Ugovor*

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<sup>1</sup> Contract template will follow REF bilingual template /model ugovora biće pripremljen u FOR dvojezičnom obrascu.

- Contractor's technical offer as provided in the tendering phase – “Part B: Documents to be completed by the tenderer” / “*Deo B: Tehnička ponuda izvršioca usluga*”
- Contractor's financial offer as provided in the tendering phase “Part C: Financial offer” / “*Deo C: Finansijska ponuda*”
- Any other supporting documentation if applicable / *Dodatna dokumentacija ako postoji*

#### **Article 4: General provisions / Član 4: Opšte odredbe**

The Contractor shall execute the contract with due care, efficiency and diligence in accordance with the best professional practice. The Contractor shall at all-time act impartially and as a faithful adviser in accordance with the code of conduct of its profession as well as with appropriate discretion. / *Izvršilac usluga će sprovoditi ugovor sa dužnom pažnjom, efikasnošću i marljivošću u skladu sa pravilima profesije. Izvršilac usluga će se u svakom trenutku ponašati nepristrasno i kao savetnik od poverenja u skladu sa pravilima ponašanja svoje struke i prikladnom diskrecijom.*

The Contractor shall ensure the visibility of the Roma Education Foundation and donor (if applicable). To ensure such publicity the Contractor shall comply with the rules of the Roma Education Foundation and donor (if applicable) / *Izvršilac usluga će obezbediti najveću moguću vidljivost finansijskog doprinosa Fondacije za obrazovanje Roma i donatora (ako je primenjivo). Da bi se obezbedila vidljivost, Izvršilac će se pridržavati pravila Fondacija za obrazovanje Roma i donatora (ako je primenjivo).*

#### **Article 5: Deliveries and payments / Član 5: Isporuke i isplate**

The Contractor will execute 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. / *Izvršilac će izvršiti uslugu bez rezerve navedenu u ponudi u delu B. Zadaci će biti sprovedeni do predviđenog datuma.*

The Contracting Authority will pay to the Contractor the services up to amount indicated in the Article 2 of this contract document. The payments will be issued upon approval of progress/final report and receive of the regular invoice / *Naručilac posla će Izvršiocu usluge platiti do iznosa navedenog u Članu 2. ovog ugovora. Isplate će biti izvršene nakon odobravanja periodičnih/finalnog izveštaja i nakon prijema ispravnog računa.*

The price will be calculated in accordance with the prices per VET course submitted with the financial offer. / *Cena će biti obračunata u skladu sa cenama po obuci dostavljenim sa finansijskom ponudom.*

The Contractor will provide Contracting Authority with the brief report on execution of the services / *Izvršilac usluge će Naručiocu dostaviti kratak izveštaj o izvršenju usluga.*

#### **Article 6: Duration of the contract / Član 6: Trajanje ugovora**

The duration of the contract is 9 months. / *Trajanje ugovora je 9 meseci.*

#### **Article 7: Cancellation of the contract / Član 7: Otkazivanje ugovora**

The contract can be suspended by the Contractor due to one of the following reasons: / *Ugovor može biti suspendovan od strane Izvršioca usluge iz sledećeg razloga:*

- Contracting Authority not fulfilling payment and other obligations / *Naručilac posla ne izvršava ugovorne obaveze i plaćanja*

The contract can be terminated by the Contracting Authority due to one of the following reasons: / *Ugovor može biti raskinut od strane Naručioca posla iz sledećih razloga:*

- The Contractor is in serious breach of the contract, failing to meet contractual obligations / *Izvršilac usluge ne ispunjava ugovorom preuzete obaveze*
- 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. / *Izvršilac usluge je bankrotirao ili je u stečaju, ili mu je poslovanje predmet sudskih procedura, stupio u poslovanje sa poverenicima, obustavlja svoje poslovne aktivnosti, ili je predmet procedura u vezi sa pomenutim, ili je u nekoj od situacija koje su zabranjene u skladu sa nacionalnim zakonodavstvom i uredbama.*

#### **Article 8: Resolving of disputes / Član 8: Rešavanje sporova**

Any disputes arising out of or relating to this Contract which cannot be settled otherwise shall be referred to the exclusive jurisdiction of the competent Court in Belgrade in accordance with the national legislation of the state of the Contracting Authority. *Sporovi nastali u vezi sa ovim ugovorom koji se ne mogu rešiti sporazumno rešavaće nadležni sud u Beogradu.*

**Done in two originals, one original for the Contracting Authority and one original for the Contractor. / Ugovor je potpisan u dva primerka, jedan primerak originala za Naručioca posla i jedan original za Izvršioca usluge.**

**For the Contractor / Za Izvršioca**

**For the Contracting Authority / Za Naručioca posla**

Name: / *Ime i prezime:*

Name: / *Ime i prezime:*

Title: / *Funkcija:*

Title: / *Funkcija:*

Signature: / *Potpis:*

Signature: / *Potpis:*

Date: / *Datum:*

Date: / *Datum:*

**ADMINISTRATIVE COMPLIANCE AND EVALUATION GRID /  
ADMINISTRATIVNA USKLAĐENOST PONUDE SA ZAHTEVIMA I  
TABELA OCENA**





## EVALUATION GRID / *TABELA OCENA*

In the case of global price contracts: / *U slučaju ugovra sa ukupnom cenom:*

	<b>Maximum</b>
<b>Implementation &amp; Methodology Approach</b>	
[Rationale] / [Obrazloženje]	[25] [<other>]
[Strategy] / [Pristup]	[50] [<other>]
[Timetable of activities] / [Vremenski raspored,]	[25] [<other>]
<b>Overall total score / <i>Ukupan rezultat</i></b>	<b>100</b>