

SERVICE CONTRACT NOTICE

Preparation of Strategic Studies – Interpretive plan and development plan for each destination

Location – Bosnia and Herzegovina

1. Publication reference

2018-1

2. Procedure

Competitive negotiated¹

3. Programme title

Interreg - IPA CBC Croatia - Bosnia and Herzegovina - Montenegro 2014 -2020

4. Financing

This Service Contract is co-financed by the European Union (at a co-financing rate of 85%) and the Contracting Authority (at a co-financing rate of 15%), in accordance with the rules of Interreg-IPA CBC Croatia-Bosnia and Herzegovina-Montenegro Programme

5. Grant beneficiary

Lead Partner: Town of Pleternica

Project partners: Municipality of Tomislavgrad, Pleternica Tourist Board, Entrepreneurial Centre Pleternica Ltd. and Culture and Information Centre Tomislavgrad (Project Partner responsible for this procurement procedure)

CONTRACT SPECIFICATION

6. Nature of contract

Global price

¹ In accordance with point 8.1. of the Interreg - IPA CBC Croatia - Bosnia and Herzegovina - Montenegro 2014 - 2020 Project Implementation Manual, applicable procedure for service contracts with a budget between 20.000,00 EUR and 300.000,00 EUR is competitive negotiated procedure in which publication of contract notice is not obligatory. However, taking in consideration a limited market of services procured, the Project Partner decided to publish this Contract Notice instead of sending invitation to a specific number of potential tenderers in order to achieve a higher degree of transparency and to promote the request for services to as many potential tenderers as possible.

7. Contract description

- The scope of this contract includes preparation Interpretive plan of Cultural route of Becharac & Ganga and preparation of plans of presentation and development of cultural tourism products for each destination (Tomislavgrad and Pleternica). A completed Interpretive plan of Cultural route and development plans for each destination including:
 - presentation of topics and stories,
 - tourism products overview,
 - description of authentic products, attractions and presentation media,
 - suggestions on innovative models of heritage management
 - guidelines for visitor management
 - definition of overall bill of quantities and action plan with timetable.

8. Number and titles of lots

No, one lot only.

9. Maximum budget

48.100,00 EUR

10. Scope for additional services

No additional services apart from the scope of contract as defined in point 7. of this Contract Notice and the relevant Terms of Reference are foreseen.

CONDITIONS OF PARTICIPATION

11. Eligibility

Participation in this tender is open to all legal persons (participating either individually or in a grouping – consortium of tenderers) which are established in a Member State of the European Union or in a country or territory of the regions covered and/or authorised by the specific instruments applicable to the programme under which the contract is financed, i.e. Interreg IPA CBC Croatia - Bosnia and Herzegovina- Montenegro Programme, other Member States, other IPA II beneficiaries², contracting parties to the Agreement on the European Economic Area or partner

² IPA II Programme beneficiaries are stated in Annex I of the Regulation (EU) No 231/2014 Of The European Parliament and of The Council:

https://ec.europa.eu/neighbourhood-enlargement/sites/near/files/pdf/financial_assistance/ipa/2014/231-2014_ipa-2-reg.pdf

countries covered by the European Neighborhood Instrument. Participation is also open to international organisations. Participation of natural persons is directly governed by the specific instruments applicable to the programme under which the contract is financed.

12. Number of applications

No more than one application can be submitted by a natural or legal person whatever the form of participation. In the event that a natural or legal person submits more than one application, all applications in which that person has participated will be excluded.

13. Shortlist alliances prohibited

No shortlisting is foreseen.

14. Grounds for exclusion

As part of the application form, candidates must submit a signed declaration, included in the standard application form, to the effect that they are not in any of the exclusion situations listed in Section 2.3.3 of the PRAG.

15. Sub-contracting

Subcontracting is allowed.

PROVISIONAL TIMETABLE

16. Provisional date of invitation to tender

Not applicable - all eligible tenderers as defined in point 11. can submit their offer upon publication of this Contract Notice.

17. Provisional commencement date of the contract

April 2018

18. Initial period of implementation of tasks

April 2018 – December 2018

SELECTION AND AWARD CRITERIA

19. Selection criteria

1) Economic and financial capacity of candidate

Not applicable.

2) Professional capacity of candidate

The profiles of the key experts for this contract are as follows:

Key expert 1: Heritage interpretation and destination development expert

Qualifications and skills

- University degree of at least 3 years' duration in the area of social studies or arts and a formal certification of competence in the field of museology / heritage management.

General professional experience

- At least 10 years of professional experience in general.

Specific professional experience

- At least 5 years of specific work experience in the museum / heritage area involving relevant experience in intangible heritage interpretation, cultural and natural heritage strategic planning, documentation for development of cultural routes, interpretive trails, museums and other interpretive indoor and outdoor infrastructure. International experience is compulsory.
- At least 5 strategic documents / master interpretive plans for the development of cultural routes, destinations or heritage sites (master interpretive plans, strategies of sustainable development of cultural tourism) in which the appointed expert participated as a specialist in the field of museology / heritage management.

3) Technical capacity of candidate

Not applicable.

20. Award criteria

Best value for money.

The best value for money is established by weighing technical quality (Organization & Methodology) against price on an 80/20 basis.

APPLICATION

21. Deadline for receipt of applications

Tenders must be delivered to the Project partner Culture and Information Centre Tomislavgrad (*Mijata Tomića b.b., 80240 Tomislavgrad, Bosnia and Herzegovina*) for **receipt** before **5th March 2018, 16:00 hours**.

Any tender received by the after this deadline will not be considered.

22. Application format and details to be provided

Applications must be submitted using the standard application form, the format and instructions of which must be strictly observed. The application form is published within the tender dossier alongside this Contract Notice on all Project partners' websites (Partners which have installed website).

23. How applications may be submitted

Applications must be submitted in English exclusively in a sealed envelope:

- EITHER by recorded delivery (official postal service) to :
***Culture and Information Centre Tomislavgrad
Mijata Tomića b.b., 80240 Tomislavgrad, Bosnia and Herzegovina***
- OR hand delivered (including courier services) directly to the above mentioned address in return for a signed and dated receipt.

The Contract title and the Publication reference must be clearly marked on the envelope containing the application and must always be mentioned in all subsequent correspondence with the .

Applications submitted by any other means will not be considered.

24. Alteration or withdrawal of applications

Candidates may alter or withdraw their applications by written notification prior to the deadline for submission of applications. No application may be altered after this deadline.

Any such notification of alteration or withdrawal shall be prepared and submitted in accordance with clause 23 of this Contract Notice. The outer envelope (and the relevant inner envelope if used) must be marked 'Alteration' or 'Withdrawal' as appropriate.

25. Operational language

All written communications for this tender procedure and contract must be in English.

Supporting documents and printed literature furnished by the tenderer may be in another language, provided they are accompanied by a translation into the language of the procedure. For the purposes of interpreting the tender, the language of the procedure has precedence.

26. Legal basis³

Regulation (EU) N°236/2014 of the European Parliament and of the Council of 11 March 2014 laying

³ Please state any specificity that might have an impact on rules on participation (such as geographic or thematic or long/short term).

down common rules and procedures for the implementation of the Union's instruments for financing external action and Regulation (EU) N°231/2014 of the European Parliament and of the Council of 11 March 2014 establishing an Instrument for Pre-accession Assistance (IPA II).

27. Additional information

Not applicable.