**TENDER**

**Call for Applications for service provider for adult education organizer - organizing vocational courses for prisoners at the prisons in Podgorica**

**Project: INEET - In Employment, Education, Training - CFCU/MNE232**

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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 “of this document;

Deadline for submission of the tenders:

The deadline for submission of tenders is **May 15th at 14:00pm**. 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**. Financial offer needs to be submitted as a separate document.

The offer must be submitted in person or by post office in **one (1) original copy**. In the event that it is not possible to deliver the offer in person or by post office, the offer can be sent to the e-mail address konkursi@juventas.me with the subject Tender: Call for Applications for service provider for adult education organizer - organizing vocational courses for prisoners at the prisons in Podgorica - 01-175/24-JP.

Bids will be submitted in person or by regular mail and should include the following information:

* Name and address of the bidder
* Tender title: Call for Applications for service provider for adult education organizer - organizing vocational courses for prisoners at the prisons in Podgorica
* Reference number: 01-175/24-JP.
* Note: Do not open before the bid opening meeting.
* Bids should be delivered to the following address:

NGO Juventas

Bulevar Svetog Petra Cetinjskog 59, 81000 Podgorica

Attn: Aleksandra Vujačić, financial director

Tenderer are reminded that the contracting authority must receive bids within the specified deadline for them to be considered eligible.

Applications submitted by any other means other than those stated above, or after the given deadline will not be considered.

In addition to the offer, the tenderer is required to provide the following supporting documentation (scanned versions):

• Tenderer's CV with proof of work experience in this field

• Declaration of interest

• Details of the bank account to which payments will be made

• Copy of the registration decision

• Completed and signed tool 5 B

• Completed and signed tool 5 C

• Statement that the training will be conducted according to the program approved by the Ministry of Education;

• Decision on the issuance of a license for conducting adult education programs for the occupation of assistant cook

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” 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**

We remind bidders that the maximum available contract value is 11,089.00 euros. Specifically, for 13 individuals requiring training, the amount per person is 853.00 euros.

1. **ADITIONAL INFORMATION**

**Requirements of the tenderers**

• Valid license

• At least two years of experience

• Registration in Montenegro

Applicants are encouraged to provide a comprehensive overview of their qualifications, including any relevant achievements or projects that demonstrate their ability to meet the above requirements.

**Evaluation of applications and award criteria**

* First stage of the evaluation process will be technical check when the Evaluation Committee will go through all the applications to see if they are in compliance with the criteria stated in the technical information in the part ‘’services required “of this document; as well as if the application contains all of the parts as stated in the section in the technical information in the part of this document. Only the applications satisfying all of the requirements will go the evaluation stage.
* The applications that passed the technical check will be accessed based on the following criteria:

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|  | Criteria | Maximum points |
| 1. | Experience of the tenderer and its relevance to the call | 40 |
| 2. | Proposed work methodology | 40 |
| 3. | Financial offer | 20 |

The unsuccessful/successful tenderers will be informed of the results of the evaluation procedure in written.

**Estimated timeline of the assignment**

• Deadline for submission of bids: 15.05.2024

• Decision on the selection of the service provider: 22.05.2024.

• Provision of services - organization of training with taking a professional exam: 4 months from the moment of signing the contract

• Finalization of the contract and payment: no later than October 2024.

**Background to the assignment**

This call is published as part of the In Employment, Education, Training – InEET – cross-border project implemented in Montenegro and Kosovo. The project holder is the non-governmental organization Juventas (Podgorica, Montenegro), with Labyrinth (Prishtina, Kosovo) as the project partner. The project is supported through the cross-border cooperation program Montenegro – Kosovo, IPA II – EuropeAid/171521/ID/ACT/MULTI.

The project aims to contribute to a higher degree of inclusion of socially excluded individuals or communities at risk of social exclusion and their access to the labor market. It consists of three specific objectives. The first objective is to increase the employability of youth from communities at risk of social exclusion or socially excluded by providing competitive skills and work experience. The second objective is to contribute to the social reintegration of former prisoners through economic empowerment. The third objective is to strengthen the capacities of social protection institutions in working with communities at risk of social exclusion or socially excluded.

Youth at risk of social exclusion or socially excluded through this project encompass all young people in Montenegro, aged 18 to 30, who have become victims of discrimination and social exclusion due to various characteristics, experiences, and circumstances. Discrimination and social exclusion have harmful consequences such as reduced social inclusion and weakened economic status.

The following groups of youth will be included through this project:

* NEET population (not in education, employment, or training);
* victims of violence;
* RE population;
* LGBTIQ+;
* those with a history of substance use;
* those who have been in conflict with the law;
* other youth who are socially excluded or at risk of social exclusion due to various personal characteristics or affiliations.

The project is implemented in the following municipalities in Montenegro: Podgorica, Tuzi, Bijelo Polje, Plav, and Berane.

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| SERVICES REQUIRED |

| **1.**  **Item Number** | **2.**  **Services required** |
| --- | --- |
| **1.1.** | Service provision - implementation/organization of an adult education program for training as assistant cooks, for 13 prisoners at the prison in Podgorica. |
| **1.2.** | Implementation minimum of 60 hours/lesson of theory and 240 hours/lesson of practical training. |
| **1.3.** | Organisation of taking a professional exam for acquiring certificate for practicing the trained occupation as assistant cooks, for 13 prisoners at the prison in Podgorica. |

**Note:** All services are provided within the premises of the Administration for execution of criminal sanctions, and their scheduling is determined in accordance with the rules and procedures of the Administration. All service providers, except those engaged through tender procedures, are obliged to adhere to the procedures of the Administration for execution of criminal sanctions.

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| FORMAT OF CONTRACT TO BE SIGNED WITH THE TENDERER |

**CONTRACT TITLE: providing a service as an adult education organizer - organizing vocational courses for prisoners in the prisons in Podgorica**

**REF: 01-175/24-JP**

**Concluded between:**

NGO Juventas

Bulevar Svetog Petra Cetinjskog 59, 81000 Podgorica

Represented by: **Ivana Vujovic, executive director**

(Contracting Authority)

AND

Title

Address of the contractor

Represented by:

(Contractor)

**Article 1: Subject of the contract**

The subject of the contract is the implementation/organization of an adult education program for training as an assistant cook for 13 inmates at the prison in Podgorica, and the organization of taking a professional exam for acquiring a certificate to practice the trained occupation. The place of contract implementation is the Correctional Services Administration in Podgorica. Further details are described 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: \_\_\_\_\_ 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’’

- Other documentation to be submitted to the tender

- 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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| **Item** |  | **<EUR/\*\*\*>** |
| 1 | After the work is completed - invoice | 100% of the contract value |
|  | **Total – 100%** |  |

**Article 6: Duration of the contract**

The duration of the contract is four months from the date of contract signing.

**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 Basic court in Podgorica 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: |  |

**Note: The contract does not represent the final version, it can be changed without significant corrections, in order to better define obligations. The subject of the contract cannot be changed.**

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| ADMINISTRATIVE COMPLIANCE GRID (to be completed by Contracting Authority) |

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| --- | --- | --- | --- |
| **Contract title :** |  | **Publication reference :** |  |

| 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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