

SUBJECT: CALL FOR SUBMISSION OF BIDS FOR THE PROVISION OF SERVICES OF
*TECHNICAL COORDINATION OF PROJECT ACTIVITIES OF THE CITY OF
SARAJEVO FOR THE PURPOSE OF IMPLEMENTATION OF THE PROJECT
"Multi-modal Inclusive Smart urban mobility SolutIOns-MISSION"*

PREDMET: POZIV ZA DOSTAVLJANJE PONUDA ZA PRUŽANJE USLUGA **TEHNIČKE
KOORDINACIJE PROJEKTNIH AKTIVNOSTI GRADA SARAJEVA ZA POTREBE
REALIZACIJE PROJEKTA „Multi-modal Inclusive Smart urban mobility
SolutIOns-MISSION“/„Multi-modalna inkluzivna rješenja za pametnu urbanu
mobilnost- MISSION”**

Basis: Subsidy Agreement between the Emilia-Romagna Region as the Managing Authority for Interreg VI-B IPA Adriatic-Ionian Programme and Lead Partner Politecnico di Milano, No. 397-Multi modal Inclusive Smart urban mobility SolutIOns-MISSION i Partnerskog Agreement No. 01/13-04-7117/24 of 29.10.2024, between the Lead Partner and the City of Sarajevo, and in connection with the implementation of the IPA-ADRION00397 project, "Multi-modal Inclusive "Smart urban mobility SolutIOns-MISSION" / "

Osnov: Ugovor o subvencioniranju između Emilia-Romagna Regiona kao Upravljačkog tijela za Interreg VI-B IPA Jadransko-Jonski Program i Vodećeg partnera Politecnico di Milano, broj 397-Multi modal Inclusive Smart urban mobility SolutIOns-MISSION i Partnerskog sporazuma broj 01/13-04-7117/24 od 29.10.2024.godine, između Vodećeg partnera i Grada Sarajeva, a u vezi implemetacije projekta IPA- ADRION00397, „Multi-modal Inclusive Smart urban mobility SolutIOns-MISSION“/ „Multi-modalna inkluzivna rješenja za pametnu urbanu mobilnost- MISSION

Date/ datum: 19.12.2024.

Name & address of the entity / Naziv i adresa subjekta: Grad Sarajevo, Ćemaluša 9, 71 000 Sarajevo

Our ref:/ Br .nabavke: 01/13-11-7965-2/24

Invitation to Tender for Call for Submission of Bids for the provision of Services of Technical Coordination of Project Activities of The City of Sarajevo for the Purpose of Implementation of the Project "Multi-modal Inclusive Smart urban mobility SolutIOns-MISSION", Sarajevo <01/13-11-7965/24>| Poziv za dostavljanje ponuda za pružanje usluga tehničke koordinacije projektnih aktivnosti grada sarajeva za potrebe realizacije projekta „Multi-modal Inclusive Smart urban mobility SolutIOns-MISSION“/„Multi-modalna inkluzivna rješenja za pametnu urbanu mobilnost- MISSION” >, Sarajevo < 01/13-11-7965/24 >]

Dear/ Poštovana/i,

I am pleased to inform you that your firm/you is invited to take part in the simplified procedure for the above contract. The complete tender dossier attached to this letter includes/ *Zadovoljstvo mi je obavijestiti vas da je Vaša firma / vi pozvani da učestvujete u jedinstvenom natječaju za gore navedeni ugovor. Kompletna tenderska dokumentacija je u prilogu, a uključuje:*

Contract notice/obavijest o ugovoru

PART A: Instructions to tenderers and format of the contract between the contractor and the contracting authority / Upute za ponuđače i format ugovora između izvršioca i naručioca; Nacrt ugovora i Posebni uslovi sa prilogima:

PART B: format of offer to be provided by the tenderer/ dio b: format ponude koji popunjava ponuđač

PART C: FORMAT OF FINANCIAL OFFER / DIO C: FORMAT FINANSIJSKE PONUDE

Annexes/ Aneksi:

- I. Evaluation report including Administrative compliance grid / Evaluacijski izvještaj uključujući Tabelu za administrativnu provjeru
- II. Terms of reference/ Opis posla
- III. Tenders Declarations/Izjave ponuđača
- IV. Legal Entity form/Obrazac za pravna lica
- V. Banking information/Informacije o banci

For full details of the tendering procedures, please see the **practical guide and its annexes**, which may be downloaded from the following website:

<https://wikis.ec.europa.eu/display/ExactExternalWiki/ePRAG> / Detaljne informacije o postupku nadmetanja možete naći u Praktičnom vodiču i njegovim dodatcima, koji se mogu skinuti na sljedećoj web-stranici <https://wikis.ec.europa.eu/display/ExactExternalWiki/ePRAG>

We look forward to receiving your tender which has to be sent no later than the deadline for submission 03.01.2025. Please send it to the address indicated in PART A. / Radujemo se primanju vaše ponude prije isteka roka datuma 03.01.2025. Pošaljite ga na adresu i sa zahtjevima navedenim u dijelu A.

By submitting a tender you accept to receive notification of the outcome of the procedure by electronic means. If you decide not to submit a tender, we would be grateful if you could inform us in writing, indicating the reasons for your decision./ *Podnošenjem ponude prihvaćate da primate obavijest o ishodu postupka elektroničkim putem. Ako odlučite da ne predate ponudu, bili bismo vam zahvalni ako biste nas mogli pismeno obavijestiti navodeći razloge za svoju odluku.*

Yours sincerely/S poštovanjem,

GRADONAČELNIK

Predrag Puharić

SERVICE CONTRACT NOTICE

Contract for the Provision of Services of Technical Coordination of Project Activities of the City of Sarajevo for the Purpose of Implementation of the Project "Multi-modal Inclusive Smart urban mobility SolutIOns-MISSION"/ Ugovor za pružanje usluga tehničke koordinacije projektnih aktivnosti grada sarajeva za potrebe realizacije projekta „Multi-modal Inclusive Smart urban mobility SolutIOns-MISSION“/„Multi-modalna inkluzivna rješenja za pametnu urbanu mobilnost- MISSION”

Sarajevo-Bosnia and Herzegovina

1. Reference

01/13-11-7965-2/24

2. Procedure/Postupak

Single

3. Programme title/Naziv Programa

Subsidy Agreement between the Emilia-Romagna Region as the Managing Authority for Interreg VI-B IPA Adriatic-Ionian Programme and Lead Partner Politecnico di Milano, No. 397-Multi modal Inclusive Smart urban mobility SolutIOns-MISSION i Partnerskog Agreement No. 01/13-04-7117/24 of 29.10.2024, between the Lead Partner and the City of Sarajevo, and in connection with the implementation of the IPA-ADRION00397 project, "Multi-modal Inclusive "Smart urban mobility SolutIOns-MISSION" / "Ugovor o subvencioniranju između Emilia-Romagna Regiona kao Upravljačkog tijela za Interreg VI-B IPA Jadransko-Jonski Program i Vodećeg partnera Politecnico di Milano, broj 397-Multi modal Inclusive Smart urban mobility SolutIOns-MISSION i Partnerskog sporazuma broj 01/13-04-7117/24 od 29.10.2024.godine, između Vodećeg partnera i Grada Sarajeva, a u vezi implemetacije projekta IPA-ADRION00397, „Multi-modal Inclusive Smart urban mobility SolutIOns-MISSION“/ „Multi-modalna inkluzivna rješenja za pametnu urbanu mobilnost- MISSION

4. Financing/Finansiranje

IPA- ADRION00397

5. Contracting authority/Naručilac

Grad Sarajevo

CONTRACT SPECIFICATION/SPECIFIKACIJE UGOVORA

6. Nature of contract/Priroda ugovora

Fee-based

7. Contract description/Opis ugovora

The subject of the contract is the Provision of Services of Technical Coordination of Project Activities of the City Of Sarajevo for the Purpose of Implementation of the Project "Multi-modal Inclusive Smart urban mobility SolutIOns-MISSION"as indicated in the contractor's offer – "Part B: Format of offer to be provided by the tenderer"/Predmet Ugovora je usluga tehničke koordinacije projektnih aktivnosti grada sarajeva za potrebe realizacije projekta „Multi-modal Inclusive Smart urban mobility SolutIOns-MISSION“/„Multi-modalna inkluzivna rješenja za pametnu urbanu mobilnost- MISSION” kao što je i navedeno u ponudi izvršioca – “Dio B: Format ponude koji popunjava ponuđač”

8. Number and titles of lots

One lot only/Samo jedan lot

9. Maximum budget/Maksimalni budžet

18.000,00 EUR/35.204,94 KM

CONDITIONS OF PARTICIPATION/USLOVI ZA SUDJELOVANJE

10. Legal basis, eligibility and rules of origin/ Pravna osnova, prihvatljivost i pravila o podrijetlu

For/Za IPA III 2021/1529¹:

The legal basis of this procedure is Regulation (EU) No [1529] establishing the Instrument for Pre-accession Assistance (IPA III). See Annex A2 of the practical guide./ Pravna osnova tog postupka

¹ Regulation (EU) 2021/1529 of the European Parliament and of the Council of 15 September 2021 establishing the Instrument for Pre-Accession assistance (IPA III); OJ L 330, 20.9.2021, p. 1–26./ Regulation (EU) 2021/1529 of the European Parliament and of the Council of 15 September 2021 establishing the Instrument for Pre-Accession assistance (IPA III); OJ L 330, 20.9.2021, p. 1–26.

je Uredba (EU) br. [1529] o uspostavi Instrumenta pretprijetne pomoći (IPA III). Vidjeti Prilog A2 praktičnom vodiču.

For this contract award procedure, participation is open to all natural persons who are nationals of and legal persons (participating either individually or in a grouping – consortium – of candidates/tenderers) which are effectively established in a Member State of the European Union or in an eligible country or territory as defined under Article 11 of Regulation (EU) No [1529] establishing the Instrument for Pre-accession Assistance (IPA III).]/ Pravna osnova tog postupka je Uredba (EU) br. [1529] o uspostavi Instrumenta pretprijetne pomoći (IPA III). Vidjeti Prilog A2 praktičnom vodiču.

U ovom postupku dodjele ugovora mogu sudjelovati sve fizičke osobe koje su državljani i pravne osobe (koje sudjeluju pojedinačno ili u grupaciji – konzorciju – natjecatelja/ponuditelja) koje imaju stvarni poslovni nastan u državi članici Europske unije ili u prihvatljivoj zemlji ili području kako je definirano u članku 11 .]

Other basic acts which may apply different eligibility rules/ Ostali temeljni akti na koje se mogu primjenjivati različita pravila o prihvatljivosti:

The following legal provisions and documents constitute the contractual basis of this co-financing contract and the legal framework for the implementation of the project IPA ADRION 397 – Multi-modal Inclusive Smart urban mobility Solutions – MISSION; · Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012; · Regulation (EU) No 2021/1060 of the European Parliament and of the Council of 24 June 2021, laying down common provisions on the European Regional Development Fund, the European Social Fund Plus, the Cohesion Fund, the Just Transition Fund, and the European Maritime, Fisheries and Aquaculture Fund and financial rules for those and for the Asylum, Migration and Integration Fund, the Internal Security Fund and the Instrument for Financial Support for Border Management and Visa Policy, and repealing Council Regulation (EC) No 1303/2013, hereinafter referred to as CPR Regulation; · Regulation (EU) No 2021/1058 of the European Parliament and of the Council of 24 June 2021 on the European Regional Development Fund and on the Cohesion Fund, and repealing Regulation (EC) No 1301/2013, hereinafter referred to as ERDF Regulation; · Regulation (EU) No 2021/1059 of the European Parliament and of the Council of 24 June 2021 on specific provisions for the European territorial goal (Interreg) supported by the European Regional Development Fund and external financing instruments, and repealing Regulation (EC) No 1299/2013, hereinafter referred to as Interreg Regulation; · Regulation (EU) 2016/679 of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing directive 95/46/EC (General Data Protection Regulation, GDPR); · Regulation (EU) No 2021/1529 of the European Parliament and of the Council of 15 September 2021, establishing the instrument for Pre-Accession Assistance (IPA III), hereinafter referred to as IPA III Regulation; · Articles 107 and 108 of the Treaty on the Functioning of the European Union, Commission Regulation (EU) No 1407/2013 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to de minimis aid, Regulation (EU) 2021/1237 of 23 July 2021 amending Regulation (EU) No 651/2014 declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty; Delegated and Implementing acts, as well as all applicable decisions and rulings in the field of state aid; · Regulation (EU) 2020/852 of the European Parliament and of the Council of 18 June 2020 on the establishment of a framework to facilitate sustainable investment, and amending Regulation (EU) 2019/2088; · Directives and rules on public procurement; · Delegated and Implementing acts as well as all applicable decisions; · The INTERREG VI-B IPA Adriatic Ionian Cooperation Programme, approved by the European Commission (EC) on 30 November 2022 (Decision number C(2022)8953); The Interreg IPA ADRION Environmental Screening Report; · Financing agreements, signed between the IPA participating countries, the European Commission and the country hosting the IPA ADRION MA.

Sljedeće zakonske odredbe i dokumenti čine ugovornu osnovu ovog ugovora o sufinanciranju i pravni okvir za provedbu projekta IPA ADRION 397 – Multimodalna inkluzivna pametna urbana mobilnost – MISIJA; · Uredba (EU, Euratom) 2018/1046 Europskog parlamenta i Vijeća od 18. srpnja 2018. o financijskim pravilima koja se primjenjuju na opći proračun Unije, izmjeni uredbi (EU) br. 1296/2013, (EU) br. 1301/2013, (EU) br. 1303/2013, (EU) br. 1304/2013, (EU) br. 1309/2013, (EU) br. 1316/2013, (EU) br. 223/2014, (EU) br. 283/2014 i Odluke br. 541/2014/EU te stavljanju izvan snage Uredbe (EU) br. 966/2012; · 2021/1060 Europskog parlamenta i Vijeća od 24. lipnja 2021. o utvrđivanju zajedničkih odredbi o Europskom fondu za regionalni razvoj, Europskom socijalnom fondu plus, Kohezijskom fondu, Fondu za pravednu tranziciju i Europskom fondu za pomorstvo, ribarstvo i akvakulturu te financijskih pravila za njih i za Fond za azil, migracije i integraciju, Fonda za unutarnju sigurnost i Instrumenta za financijsku potporu za upravljanje granicama i viznu politiku te stavljanje izvan snage Uredbe Vijeća (EZ) br. 1303/2013, dalje u tekstu "Uredba o zajedničkim odredbama; · 2021/1058 Europskog parlamenta i Vijeća od 24. lipnja 2021. o Europskom fondu za regionalni razvoj i Kohezijskom fondu te o stavljanju izvan snage Uredbe (EZ) br. 1301/2013, dalje u tekstu "Uredba o EFRR-u"; · Uredba (EU) 2021/1059 Europskog parlamenta i Vijeća od 24. lipnja 2021. o posebnim odredbama za europski teritorijalni cilj (Interreg) koji se podupire iz Europskog fonda za regionalni razvoj i instrumenata za financiranje vanjskog djelovanja te o stavljanju izvan snage 1299/2013, dalje u tekstu "Uredba o Interregu"; · Uredba (EU) 2016/679 od 27. travnja 2016. o zaštiti pojedinaca u vezi s obradom osobnih podataka i o slobodnom kretanju takvih podataka te o stavljanju izvan snage Direktive 95/46/EZ (Opća uredba o zaštiti podataka, GDPR); · 2021/1529 Europskog parlamenta i Vijeća od 15. rujna 2021. o uspostavi Instrumenta pretprijetne pomoći (IPA III), dalje u tekstu "Uredba IPA III"; · Ugovora o funkcioniranju Europske unije, Uredbe Komisije (EU) br. 1407/2013 o primjeni članaka 107. i 108. Ugovora o funkcioniranju Europske unije na de minimis potpore, Uredbe (EU) 2021/1237 od 23. srpnja 2021. o izmjeni Uredbe (EU) br. 651/2014 o proglašenju određenih kategorija potpora spojivima s unutarnjim tržištem u primjeni članaka 107. i 108. delegirani i provedbeni akti, kao i sve primjenjive odluke i odluke u području državnih potpora; · Uredba (EU) 2020/852 Europskog parlamenta i Vijeća od 18. lipnja 2020. o uspostavi okvira za olakšavanje održivih

ulaganja i izmjeni Uredbe (EU) 2019/2088; · Direktive i pravila o javnoj nabavi; · delegirani i provedbeni akti te sve primjenjive odluke; · Program suradnje INTERREG VI-B IPA jadransko-jonske suradnje, koji je Europska komisija (EK) odobrila 30. studenoga 2022. (Odluka broj C(2022)8953); Izvješće Interreg IPA ADRION o provjeri utjecaja na okoliš; · Sporazumi o financiranju, potpisani između zemalja sudionica IPA-e, Europske komisije i zemlje domaćina IPA ADRION MA.

11. Number of tenders/Broj ponuda

No more than one tender can be submitted by a legal person whatever the form of participation (as an individual legal entity or as leader or member of a consortium submitting a tender). In the event that a natural or legal person submits more than one tender, all tenders in which that person has participated will be excluded. / *Pravna osoba može podnijeti najviše jednu ponudu bez obzira na oblik sudjelovanja (kao pojedinačni pravni subjekt ili kao vođa ili član konzorcija koji podnosi ponudu). U slučaju da fizička ili pravna osoba podnese više od jedne ponude, isključit će se sve ponude u kojima je ta osoba sudjelovala.*

12. Grounds for exclusion/ Razlozi za isključenje

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 Section 2.6.10.1. of the practical guide. Tenderer included in the lists of EU restrictive measures (see Section 2.4. of the PRAG) at the moment of the award decision cannot be awarded the contract. / *U okviru natječaja ponuditelji moraju dostaviti potpisanu izjavu, uključenu u obrazac za nadmetanje, da se ne nalaze ni u jednoj od situacija isključenja navedenih u odjeljku 2.6.10.1. praktičnog vodiča. Ponuditelju koji je u trenutku donošenja odluke o dodjeli uvršten na popise mjera ograničavanja EU-a (vidjeti odjeljak 2.4. PRAG-a) ne može se dodijeliti ugovor.*

13. Sub-contracting/Podugovaranje

Subcontracting is not allowed./Podugovaranje nije dozvoljeno.

PROVISIONAL TIMETABLE/PRIVREMENI RASPORED

14. Provisional commencement date of the contract/ Privremeni datum početka ugovora < 17.01.2025.>

15. Implementation period of the tasks / Razdoblje provedbe zadataka

January 2025-February 2027

SELECTION AND AWARD CRITERIA/ KRITERIJI ZA ODABIR I DODJELU

16. Selection criteria/Kriteriji odabira

In case more than one offer received: best value for money, weighting 80% technical quality, 20% price./ U slučaju dobijanja više od jedne ponude: najbolji odnos cijene i kvaliteta, ponderisanjem 80% kvalitet, cijena 20%.

Evaluation criteria for technical offer/ Kriterijumi za evaluaciju tehničke ponude:

- Organization and methodology: <50> points/ Organizacija i metodologija: <50> poena
- Proposed inputs: 30x> points/ Predloženi inputi: <30> poena
- Time frame: <20> points/ Period izvršenja usluge: <20> poena

TOTAL: 100 points/ UKUPNO: 100 poena

The tenderer shall not use previous experience which caused breach of contract and termination by a contracting authority as a reference for selection criteria. / *Ponuditelj ne smije koristiti prethodno iskustvo koje je uzrokovalo kršenje ugovora i raskid ugovora od strane javnog naručitelja kao referencu za kriterije za odabir.*

17. Award criteria/Kriterij za dodjelu ugovora

Best price-quality ratio.

TENDERING

18. Deadline for submission of tenders/Rok za dostavljanje tendera

03.01.2025.

19. Tender format and details to be provided/Forma tendera I detalji koji se dostavljaju

Tenders must be submitted using the standard tender form for simplified procedures, the format and instructions of which must be strictly observed. The tender form is available from the following internet address: <http://ec.europa.eu/europeaid/prag/annexes.do?group=B> , under the zip file called Simplified Tender dossier. / **Ponude se moraju dostaviti na temelju standardnog obrasca za nadmetanje** za pojednostavljene postupke, čiji se format i upute moraju strogo poštovati. Obrazac za nadmetanje dostupan je na sljedećoj internetskoj adresi: <http://ec.europa.eu/europeaid/prag/annexes.do?group=B> , u poštanskoj datoteci pod nazivom Pojednostavljena dokumentacija za nadmetanje.

The tender must be accompanied by a declaration on honour on exclusion and selection criteria using the template available from the following Internet address:

<http://ec.europa.eu/europeaid/prag/annexes.do?chapterTitleCode=A> / Ponudi se mora priložiti časna izjava o kriterijima za isključenje i odabir na predlošku dostupnom na sljedećoj internetskoj adresi:

<http://ec.europa.eu/europeaid/prag/annexes.do?chapterTitleCode=A>

Any additional documentation (brochure, letter, etc.) sent with a tender will not be taken into consideration./ The tender must be accompanied by a declaration on honour on exclusion and selection criteria using the template available from the following Internet address:

<http://ec.europa.eu/europeaid/prag/annexes.do?chapterTitleCode=A> /

Dodatna dokumentacija (brošura, pismo itd.) poslana s ponudom neće se uzeti u obzir./ Uz ponudu se mora priložiti časna izjava o kriterijima za isključenje i odabir pomoću predloška dostupnog na sljedećoj internetskoj adresi:

<http://ec.europa.eu/europeaid/prag/annexes.do?chapterTitleCode=A>

20. How tenders may be submitted/Način dostavljanja ponuda

Tenders must be submitted using double envelope system, in an outer parcel or envelope containing two separate, sealed envelopes, one bearing the words "Technical offer" - part B and "Financial offer" - Part C. Any infringement of this rule (e.g. unsealed envelopes or references to price in the technical offer) is to be considered a breach of the rule, and will lead to rejection of the tender./ *Ponude se moraju podnijeti korištenjem sistema dvostrukih koverti, jedan spoljašnji paket ili koverta mora sadržati dvije zasebne zapečaćene koverta, jedna sa naznakom "Tehnička ponuda" – Dio B a druga sa naznakom "Finansijska ponuda" – Dio C. Bilo kakvo odstupanje od ovog pravila (npr. nezapečaćene koverta ili navođenje cijene u tehničkoj ponudi) smatraće se kršenjem pravila i vodiće odbijanju ponude.*

The tenders will be submitted in person, by post or courier service to the following address/ *Ponude se podnose lično, poštom ili kurirskom službom na sljedeću adresu:*

**Grad Sarajevo
ul. Ćemaluša 9
71000 Sarajevo**

Tenders submitted by any other means will not be considered./ Ponude podnesene na bilo koji drugi način neće se razmatrati.

By submitting a tender tenderers accept to receive notification of the outcome of the procedure by electronic means./ *Podnošenjem ponude ponuditelji prihvataju primanje obavijesti o ishodu postupka elektroničkim putem.*

21. Alteration or withdrawal of tenders/Izmjena 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./ *Ponuditelji mogu izmijeniti ili povući svoje ponude pisanom obavijesti prije isteka roka za podnošenje ponuda. Nijedna ponuda ne može se mijenjati nakon tog roka.*

22. Operational language/Radni jezik

All written communications for this tender procedure and contract must be in English./ Sva pisana komunikacija za ovaj natječajni postupak i ugovor mora biti na engleskom jeziku.

23. Additional information/Dodatne informacije

Financial data to be provided by the candidate in the standard application form must be expressed in BAM. If applicable, where a candidate refers to amounts originally expressed in a different currency, the conversion to BAM shall be made in accordance with the InforEuro exchange rate of December **2024** of the applicable InforEuro exchange rate, which can either correspond to the month and year of the publication of the present contract notice or the month and year corresponding to the deadline for submitting applications], which can be found at the following address: <http://ec.europa.eu/budget/graphs/inforeuro.html>./ Financijski podaci koje kandidat treba dostaviti u standardnom obrascu zahtjeva moraju biti izraženi u KM. Ako je primjenjivo, ako kandidat upućuje na iznose izvorno izražene u drugoj valuti, konverzija u KM vrši se u skladu s tečajem inforeura od decembra 2024.godine. primjenjivog tečaja InforEura, koji može odgovarati mjesecu i godini objave ovog poziva na nadmetanje ili mjesecu i godini koji odgovaraju roku za podnošenje prijava, koja se nalazi na sljedećoj adresi: <http://ec.europa.eu/budget/graphs/inforeuro.html>.

Working hours of Grad Sarajevo is from 08:00 to 16:00, from Monday to Friday.

Address Ćemaluša 9, Sarajevo 71000

Radno vrijeme Grada Sarajevo je od 08:00 do 16:00, od ponedjeljka do petka.

Adresa Ćemaluša 9, 71000 Sarajevo

PART A: INFORMATION FOR THE TENDERER/INFORMACIJE ZA PONUĐAČE

Name and address of the contracting authority/Naziv i adresa naručioca:

Grad Sarajevo, Ul. Čemaluša 9, 71000 Sarajevo

Title of the tender: Call For Submission of Bids for the Provision of Services of *Technical Coordination of Project Activities of the City Of Sarajevo for the Purpose of Implementation of the Project "Multi-modal Inclusive Smart urban mobility SolutIOns-MISSION"*/ Naziv tendera: Poziv za dostavljanje ponuda za pružanje usluga tehničke koordinacije projektnih aktivnosti grada sarajeva za potrebe realizacije projekta „Multi-modal Inclusive Smart urban mobility SolutIOns-MISSION“/„Multi-modalna inkluzivna rješenja za pametnu urbanu mobilnost- MISSION”

Reference number: 01/13-11-7965-2/24

Date of launching: 24.12.2024.godine

Publication Reference:/ Referentni broj objave: 01/13-11-7965-2/24

When submitting their tenders, tenderers must follow all instructions, forms, terms of reference, contract provisions and specifications contained in this tender dossier. Failure to submit a tender containing all the required information and documentation within the deadline specified may lead to the rejection of the tender. *Prilikom dostave ponuda, ponuđači moraju slijediti sve instrukcije, obrasce, smjernice, uslove ugovora i specifikacije sadržane u tenderskom dosijeu. Propust u podnošenju ponude koja sadrži sve potrebne informacije i dokumentaciju do navedenog krajnjeg roka može voditi odbijanju ponude.*

These instructions set out the rules for submitting and selecting tenders. They apply to this call for tenders, in conformity with the practical guide, (available on the internet at this address: <https://wikis.ec.europa.eu/display/ExactExternalWiki/ePRAG>). *I Ove instrukcije upostavljaju pravila dostavljanja i odabira ponuđača. One se odnose na ovaj poziv za dostavljanje ponuda, u skladu sa Praktičnim uputstvom (dostupnim na adresi <https://wikis.ec.europa.eu/display/ExactExternalWiki/ePRAG>).*

1. Services to be provided / Tražene usluge

The services required by the contracting authority are described in the terms of reference. *I Usluge potrebne Naručitelju su opisane u opisu posla.*

2. Timetable / Vremenski okvir

	DATE/Datum	TIME*/Vrijeme
Deadline for requesting clarification from the contracting authority/ <i>Krajnji rok za traženje objašnjenja od Naručitelja</i>	30/12/2024	
Last date for the contracting authority to issue clarification / <i>Posljednji datum do kada Naručilac objavljuje objašnjenja</i>	31/12/2024	
Deadline for submitting tenders / <i>Krajnji rok za dostavljanje ponuda</i>	03/01/2025	14:00
Completion date for evaluating technical offers / <i>Datum završetka evaluacije tehničkih ponuda</i>	06/01/2025	10:00
Notification of award / <i>Obavijest o dodjeli</i>	10/01/2025	-
Contract signature / <i>Potpis ugovora</i>	17/01/2025	-
Start date / <i>početak</i>	17/01/2025	-

* The time zone of the country of the contracting authority/ *Sva vremena se računaju prema vremenskoj zoni zemlje Naručilaca*
Provisional date / *okvirni datum*

3. Participation

- a) Participation in this tender procedure is open only to the invited tenderers. / *Učešće u ovome postupku javne nabavke je otvoreno samo za pozvane ponuđače.*
- b) Natural or 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 Sections 2.4. (EU restrictive measures), 2.6.10.1.1 (exclusion criteria) or 2.6.10.1.2. (rejection from a procedure) of the **practical guide**. Should they be in one of these situations, their tender will be considered either unsuitable or irregular. / *Fizičkim ili pravnim osobama nije dozvoljeno učešće u postupku ili dodjela ugovora ukoliko se nalazi u bilo kojoj od situacija spomenutih u Sekciji 2.4. (EU restriktivnim mjerama), 2.6.10.1.1 (kriteriji isključenja) ili 2.6.10.1.2. (isključivanja iz procedure) Praktičnog uputstva. Ukoliko se nalaze, njihova ponuda će se smatrati neprikladnom ili nepravilnom.*
- c) In the cases listed in Section 2.6.10.1.1. of the **practical guide** tenderers may be excluded from EU financed procedures and be subject to financial penalties up to 10 % of the total value of the contract in accordance with the Financial Regulation in force. . This information may be published on the Commission website in accordance with the Financial Regulation in force. / *U slučajevim pomenutim u Sekciji 2.6.10.1.1. Praktičnog uputstva ponuđači mogu biti isključeni iz procedura finansiranim od strane EU te biti podložni finansijskim penalima koji predstavljaju do 10% od ukupne vrijednosti ugovora u skladu sa finansijskom regulativom koja je na snazi. Ova informacija može biti objavljena na web stranici Komisije u skladu sa finansijskom regulativom koja je na snazi.*

Deadline for submission of the tenders/ Krajnji rok za podnošenje ponuda za tender:/

The deadline for submission of tenders is **<03/01/2025 at 14:00 hours>**. Any tender received after this deadline will be automatically rejected/*Krajnji rok za podnošenje ponuda za tender je <03/01/2025 u 14:00 časova>. Sve ponude dostavljene nakon ovog roka će automatski biti odbijene.*

* - The tenderer should have minimum 7 days from the date of launching of the procurement procedure for preparation of the offer (excluding the day of publishing and the date of submission deadline). / * - *Ponuđač bi trebalo da ima minimum 7 dana od datuma objavljivanja javne nabavke za pripremu ponude (isključujući dan objave i datum krajnjeg roka za podnošenje ponude).*

** - The Contracting Authority is obliged to provide answer to all questions received no later than 3 days before the deadline and has to publish them on the same web sites where the tender was published. / ** - *Naručilac je u obavezi da pruži odgovor na sva dobijena pitanja najkasnije u roku od 3 dana prije isteka roka kao i da ih objavi na istim internet stranicama na kojima je i sam tender objavljen.*

Financial information/Finansijske informacije

The tenderers are reminded that the maximum available value of the contract is 18.000,00EUR/35.204,94 BAM, including VAT. / *Podnosioci ponuda za tender se podsjećaju da je maksimalna raspoloživa vrijednost Ugovora 18.000,00 EUR/35.204,94 KM uključujući PDV.*

The Financial offer must be presented as an amount in National currency (BAM) with VAT included and must be submitted using the template and excel table of PART C: FORMAT OF FINANCIAL OFFER./ *Finansijska ponuda mora biti prikazana u iznosu u KM uključujući PDV i mora biti podnesena na obrascu i u excel tabeli: DIO C: FORMAT FINANSIJSKE PONUDE.*

For this contract VAT is eligible cost./ *Za ovaj ugovor PDV je prihvatljiv trošak.*

The applicable tax and customs arrangements are specified in the draft contract in Part A of this tender dossier. / *Odredbe vezane za primjenu odgovarajućih poreza i carina su navedene u nacrtu Ugovora, u Dijelu A ovog tenderskog dosijea.*

Variant solutions/Alternativna rješenja

Tenderers are not authorised to tender for a variant in addition to this tender./ *Ponuđačima nije dozvoljeno da koriste alternativna rješenja.*

Subcontracting/ Podugovaranje

Subcontracting is not allowed./ *Podugovaranje nije dozvoljeno.*

Award criteria/Kriterijumi za dodelu Ugovora:

In case more than one offer received: best value for money, weighting 80% technical quality, 20% price./ **U slučaju dobijanja više od jedne ponude:** najbolji odnos cijene i kvaliteta, ponderisanjem 80% kvalitet, cijena 20%.

Evaluation criteria for technical offer/ Kriterijumi za evaluaciju tehničke ponude:

- Organization and methodology: <xx> points/ Organizacija i metodologija: <50> poena
- Proposed inputs: <xx> points/ Predloženi inputi: <30> poena
- Time frame: <xx> points/ Period izvršenja usluge: <20> poena

TOTAL: 100 points/ UKUPNO: 100 poena

In case one offer received: the Contracting Authority shall check whether the offer is administratively, technically and financially compliant with the requirements set by this tender documentation./ **U slučaju dobijanja jedne ponude:** *Naručilac će provjeriti da li ponuda administrativno, tehnički i finansijski ispunjava zahtjeve postavljene ovom tenderskom procedurom.*

Interviews/ Razgovori:

No interviews are foreseen./ *Razgovori nisu predviđeni.*

Award notification/Obavještenje o dodeli Ugovora:

The successful tenderer will be informed of the results of the evaluation procedure in written form./ *Uspješni ponuđač će biti obaviješten o rezultatima evaluacione procedure pisanim putem.*

Address and meanings for submission of the tenders/ Adresa i način podnošenja ponude:

The tenderers will submit their tenders using the **standard set of submission forms available in the Part B – Technical offer and the Part C - Financial offer**. Any other document supporting this invitation is sent for informational purposes only and is not to be modified nor submitted by the tenderer. The tender will be submitted in **1 original**. Any tenders not using the prescribed form may be rejected by the contracting authority./ *Ponuđači će podnijeti svoje ponude koristeći **standardizovani set formulara za podnošenje dostupan u Dijelu B – Tehnička ponuda i u Dijelu C - Finansijska ponuda**. Svaki drugi prateći dokument uz ovaj poziv je poslan samo u informativne svrhe i ne zahtijeva mijenjanje kao ni podnošenje od strane ponuđača. Ponuda se podnosi u **1 originalu**. Ponude koje nisu u skladu sa propisanom formom mogu biti odbijene od strane naručioca.*

In addition to the offer the tenderer is required to provide the following supporting documentation:/ *U prilogu ponude, ponuđač je obavezan da priloži sljedeću prateću dokumentaciju:*

- Certified copy of legal registration/Ovjerenu kopiju aktuelnog sudskog izvoda
- CV of key expert(s)/CV ključnih eksperata
- List of Reference /**Listu referenci**
- The tenders will be submitted in sealed envelopes, containing the following information:/ *Ponude se podnose u zapečaćenim kovernama, koje treba da sadrže sledeće informacije:*
- **Name and address of the tenderer/ Ime i adresa ponuđača**
- **Title of the tender/Naziv tendera:** CALL FOR SUBMISSION OF BIDS FOR THE PROVISION OF SERVICES OF TECHNICAL COORDINATION OF PROJECT ACTIVITIES OF THE CITY OF SARAJEVO FOR THE PURPOSE OF IMPLEMENTATION OF THE PROJECT "Multi-modal Inclusive Smart urban mobility Solutions-MISSION" /Naziv tendera: PREDMET: POZIV ZA DOSTAVLJANJE PONUDA ZA PRUŽANJE USLUGA TEHNIČKE KOORDINACIJE PROJEKTNIH AKTIVNOSTI GRADA SARAJEVA ZA POTREBE REALIZACIJE PROJEKTA „Multi-modal Inclusive Smart urban mobility Solutions-MISSION“/„Multi-modalna inkluzivna rješenja za pametnu urbanu mobilnost- MISSION“
- Reference number/Referentni broj: 01/13-11-7965-2/24
- The words/Naznaku: "Not to be opened before the tender opening session" ("Ne otvarati prije sastanka za otvaranje ponuda")/

Tenders must be submitted using double envelope system, in an outer parcel or envelope containing two separate, sealed envelopes, one bearing the words "Technical offer" - part B and "Financial offer" - Part C. Any infringement of this rule (e.g. unsealed envelopes or references to price in the technical offer) is to be considered a breach of the rule, and will lead to rejection of the tender./ *Ponude se moraju podnijeti korištenjem sistema dvostrukih koverti, jedan spoljašnji paket ili koverta mora sadržati dvije zasebne zapečaćene koverte, jedna sa naznakom "Tehnička ponuda" – Dio B a druga sa naznakom "Finansijska ponuda" – Dio C. Bilo kakvo odstupanje od ovog pravila (npr. nezapečaćene koverte ili navođenje cijene u tehničkoj ponudi) smatraće se kršenjem pravila i vodiće odbijanju ponude.*

The tenders will be submitted in person, by post or courier service to the following address/ *Ponude se podnose lično, poštom ili kurirskom službom na sljedeću adresu:*

**Grad Sarajevo
ul. Ćemaluša 9
71000 Sarajevo**

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./Ponudaci se podsjećaju da će se uzeti u razmatranje samo ponude pristigle do krajnjeg roka koji je gore naveden.

2. TECHNICAL INFORMATION/TEHNIČKE INFORMACIJE

The tenderers are required to provide services as indicated below. In the tenderer's technical offer, the tenderers might indicate more details on the deliveries, referring back to the requirements below./ Ponudaci su u obavezi da pruže dole navedene usluge. U svojoj tehničkoj ponudi ponudaci treba detaljnije da opišu tražene usluge a prema niže postavljenim zahtjevima.

2.1. Activity/ Aktivnost 1- Development of project timeline for activities for WP1 and WP 2 in the City of Sarajevo/ *Izrada projektnog vremenskog okvira za aktivnosti za WP1 i WP 2 u Gradu Sarajevu*

- Description of expected outputs / results to be achieved/ *Opis očekivanih output-a / rezultata koje treba postići:* Timeline of activities for WP1 and WP2/ Vremenski plan aktivnosti za WP 1 i WP 2
- Required inputs/ Zahtijevani inputi (expertise for the development of project timelines/ eksperiza za razvoj projektnih planova)
- Required time frame/ Period izvršenja usluge: (January-March 2025/ Januar-Mart 2025)

2.2. Activity/ Aktivnost 2- Development of Public procurement plan for WP1 and WP2 and documentation for the City of Sarajevo/ *Izrada plana javnih nabavki za WP1 i WP2 i dokumentacije za Grad Sarajevo*

- Description of expected outputs / results to be achieved/ *Opis očekivanih output-a / rezultata koje treba postići:* Procurement plan for activities under WP1 and WP2/ Plan javnih nabavki za aktivnosti za WP 1 i WP 2
- Required inputs/ Zahtijevani inputi (expertise for the development of project timelines/ eksperiza za razvoj projektnih planova)
- Required time frame/ Period izvršenja usluge: (January-March 2025/ Januar-Mart 2025)

2.3. Activity/ Aktivnost 3- Identification of stakeholders for the MISSION project in the City of Sarajevo/ *Identifikacija dionika za projekt MISSION u Gradu Sarajevu*

- Description of expected outputs / results to be achieved/ *Opis očekivanih output-a / rezultata koje treba postići:* List of stakeholders / lista dionika
- Required inputs/ Zahtijevani inputi (expertise for the development of project timelines/ eksperiza za razvoj projektnih planova)
- Required time frame/ Period izvršenja usluge: (July 2025/ Juli 2025)

2.4. Activity/ Aktivnost 4 - Creation of a stakeholder management plan of identified stakeholders/ *Izrada plana upravljanja dionicima identificiranih dionika*

- Description of expected outputs / results to be achieved/ *Opis očekivanih output-a / rezultata koje treba postići:* Stakeholder management plan / Plan upravljanja dionicima
- Required inputs/ Zahtijevani inputi (expertise for the development of project timelines/ eksperiza za razvoj projektnih planova)
- Required time frame/ Period izvršenja usluge: (September 2025/ Septembar 2025)

2.5 Activity/ Aktivnost 5- Preparation of Visibility and Communication Plan for the activities and results of the MISSION project in the City of Sarajevo/ *Izrada Plana vidljivosti i komunikacije za aktivnosti i rezultate projekta MISSION u Gradu Sarajevu*

- Description of expected outputs / results to be achieved/ *Opis očekivanih output-a / rezultata koje treba postići:* Visibility and Communication Plan / Plan vidljivosti i komunikacija
- Required inputs/ Zahtijevani inputi (expertise for the development of project plans/ eksperiza za razvoj projektnih planova)
- Required time frame/ Period izvršenja usluge: (December 2025/ Decembar 2025)

2.6 Activity/Aktivnost 6 - Contribution to financial and management of the project activities / *Doprinos financijama i upravljanju projektnim aktivnostima*

- Description of expected outputs / results to be achieved / *Opis očekivanih output-a / rezultata koje treba postići*: List of stakeholders / lista dionika
- Required inputs / *Zahtijevani inputi* (expertise for financial and project management / *ekspertiza finansijski i projektni menadžment*)
- Required time frame / Period izvršenja usluge: (January 2025-February 2027 / *Januar 2025-Februar 2027*)

2.7 Activity/Aktivnost 7 - Reporting on the activities and results of the activities / *Izvrješćivanje o aktivnostima i rezultatima aktivnosti*

- Description of expected outputs / results to be achieved / *Opis očekivanih output-a / rezultata koje treba postići*: List of stakeholders / lista dionika
- Required inputs / *Zahtijevani inputi* (expertise for financial and project management / *ekspertiza finansijski i projektni menadžment*)
- Required time frame / Period izvršenja usluge: (January 2025-February 2027 / *Januar 2025-Februar 2027*)

3. ADDITIONAL INFORMATION/DODATNE INFORMACIJE

The unsuccessful/successful tenderers will be informed of the results of the evaluation procedure. In this sense the CA shall send a notification to the successful tenderer and post an announcement on the website with the name of the successful tenderer followed by the mentioning that "all other tenders were not administratively /technically/ financially compliant". */Neuspješni/uspješni ponuđači će biti informisani o rezultatima evaluacije. U tom slučaju Naručilac će poslati obavještenje uspješnom ponuđaču i objaviti na internet stranici ime uspešnog ponuđača napominjući da "preostale ponude nisu admisistrativno/tehnički/finansijski usklađene."*

Confidentiality/Povjerljivost

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, the European Commission, the European Anti-Fraud Office and the European Court of Auditors. */Cjelokupna procedura evaluacije je povjerljiva, i podliježe zakonima naručioca koji se odnose na pristup dokumentima. Odluke evaluacione komisije su kolektivne i ona odluke donosi na zatvorenim sastancima. Članovi evaluacione komisije su se obavezali na tajnost. Evaluacioni izvještaji i pisani dokumenti su namijenjena samo za službenu upotrebu i ne smiju se prenositi ni ponuđačima ni bilo kome drugome osim naručiocu, Evropskoj Komisiji, Evropskoj službi za suzbijanje prevara (OLAF) i Evropskom revizorskom sudu.*

**NOT TO BE FILED IN BEFORE CONTRACT SIGNING/ NE POPUNJAVATI PRIJEE
POTPISIVANJA UGOVORA
NOT TO BE SUBMITTED WITHIN THE OFFER!!!! NE PODNOSITI U OKVIRU PONUDE!!!**

**FORMAT OF THE CONTRACT BETWEEN THE CONTRACTOR AND THE CONTRACTING
AUTHORITY / FORMAT UGOVORA IZMEĐU IZVRŠIOCA I NARUČIOCA**

CONTRACT TITLE/NAZIV UGOVORA:

Contract for the Provision of Services of Technical Coordination of Project Activities of the City Of Sarajevo for the Purpose of Implementation of the Project "Multi-modal Inclusive Smart urban mobility SolutIOns-MISSION"/ Ugovor za pružanje usluga tehničke koordinacije projektnih aktivnosti grada sarajeva za potrebe realizacije projekta „Multi-modal Inclusive Smart urban mobility SolutIOns-MISSION“/„Multi-modalna inkluzivna rješenja za pametnu urbanu mobilnost-MISSION”

REF: 01/13-11-7965-1/24

Concluded between/Zaključen između:

**Grad Sarajevo,
Ul. Hamdije Kreševljakovića 3,
71000 Sarajevo
(Contracting Authority/Naručilac)**

I

<Title>

<Address of the contractor>

<Official registration number/VAT number2>

(Contractor)

<Poslovno ime>

<Adresa izvršioca>

<ID broj³>

(Izvršilac)

Article 1: Subject of the contract/ Član 1: Predmet Ugovora

The subject of the contract is the Provision of Services of Technical Coordination of Project Activities of the City Of Sarajevo for the Purpose of Implementation of the Project "Multi-modal Inclusive Smart urban mobility SolutIOns-MISSION" as indicated in the contractor's offer – "Part B: Format of offer to be provided by the tenderer"/Predmet Ugovora je usluga tehničke koordinacije projektnih aktivnosti grada sarajeva za potrebe realizacije projekta „Multi-modal Inclusive Smart urban mobility SolutIOns-MISSION“/„Multi-modalna inkluzivna rješenja za pametnu urbanu mobilnost- MISSION” kao što je i navedeno u ponudi izvršioca – "Dio B: Format ponude koji popunjava ponuđač"

Article 2: Contract value/Član 2: Vrijednost Ugovora

The total contract value for implementation of services indicated in the Article 1 is: 18.000,00 EUR/ 35.204,94BAM with VAT included/ Ukupna vrijednost Ugovora za pružanje usluga iz Člana 1 je: 18.000,00 EUR/35.204,94 KM uključujući PDV.

In accordance with IPA implementing regulation, for all partners VAT can be an eligible expenditure. The Contracting Authority will pay the unit prices, as stated in the Financial Offer, and will pay the VAT if the VAT is eligible and is clearly identified on the invoices. For this contract VAT is eligible cost./U skladu sa IPA implementacionom regulativom, za sve partnere PDV može biti prihvatljiv trošak. Naručilac će platiti jedinične cijene, kako je navedeno u finansijskoj ponudi kao i PDV ukoliko je isti prihvatljiv i jasno naveden na računu. Za ovaj ugovor PDV je prihvatljiv trošak.

² Where applicable. For individuals, mention their ID card or passport or equivalent document - number

³ Where applicable. For individuals, mention their ID card or passport or equivalent document – number/Gdje je primjenljivo. Za fizička lica, navesti broj lične karte, pasoša ili broj sličnog dokumenta

Article 3: Contracting documents/Član 3: Ugovorna dokumentacija

The documents which form the part of this contract are (by the order of precedence):/Dokumenti koji čine dio ovog ugovora su (po prioritetu):

- Contract agreement/Ugovor
- Contractor's offer as provided in the tendering phase – "Part B: Format of offer to be provided by the tenderer"/Ponuda izvršioca koja je podnesena u tenderskoj fazi – "Dio B: Format ponude koji popunjava ponuđač"
- Contractor's financial offer – "Part C: Format of financial offer"/ Finansijska ponuda izvršioca – "Dio C: Format finansijske ponude"
- Reference list /Listu referenci

For any issues not defined in this contract agreement the rules of General conditions will be applied / Za sva pitanja koja nisu definisana ovim Ugovorom biće primenjena pravila predviđena Opštim uslovima (General conditions)

B8d	Draft contract: General conditions (Annex I)/ Nacrt Ugovora: Opšti uslovi	https://wikis.ec.europa.eu/download/attachments/44168995/b8d_annexiqc_en.pdf
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[https://wikis.ec.europa.eu/display/ExactExternalWiki/Annexes#Annexes-AnnexesB\(Ch.3\):Servicecontracts](https://wikis.ec.europa.eu/display/ExactExternalWiki/Annexes#Annexes-AnnexesB(Ch.3):Servicecontracts)

Article 4: Deliveries and payments/Član 4: Pružanje usluga i plaćanja

The contractor will deliver without reservation the services indicated in the contractor's offer "Part B: Format of offer to be provided by the tenderer". The deliveries will be implemented within the indicated dates. / Izvršilac će bezrezervno pružiti usluge kao što je i navedeno u ponudi izvršioca "Dio B: Format ponude koju popunjava ponuđač". Pružanje usluga će biti implementirano u okviru navedenih datuma.

The contracting authority will pay to the contractor for the services in the amount indicated in the Article 2 of this contract document. / Naručilac će platiti izvršiocu usluge u iznosu koji je naveden u Članu 2 ovog Ugovora.

In case the contract is concluded in EUR, and payments are made in BAM, applicable exchange rate must be InforEuro exchange rate for the month of the issuing of invoice or pre-invoice in case of VAT exemption./U slučaju da je Ugovor zaključen u EUR, a plaćanja u KM, koristi se InforEuro tečaj za mjesec izdavanja računa ili predračuna u slučaju oslobođenja od PDV-a

The payments will be issued by the following time schedule./Plaćanja će biti izvršena prema sljedećem vremenskom rasporedu.

Day/Month/ Dan/Mjesec		<EUR/BAM>
31 March/Mart 2025	Interim payment/ Privremena plaćanja	20% <Contract Value/ vrijednosti Ugovora> 3.600,00 EUR- 7.040,988 KM
30 June/Juni 2025	Interim payment/ Privremena plaćanja	10% Contract Value/vrijednost ugovora 1.800,00 EUR/ 3.520,494
30 September/Juni 2025	Interim payment/ Privremena plaćanja	10% Contract Value/vrijednost ugovora 1.800,00 EUR/ 3520,494
31 December/Dece mbar 2025	Interim payment/ Privremena plaćanja	10% Contract Value/vrijednost ugovora 1.800,00 EUR/ 3520,494
31 March/Mart 2026	Interim payment/ Privremena plaćanja	10% Contract Value/vrijednost ugovora 1.800,00 EUR/ 3520,494

30 June/Juni 2026	Interim payment/ <i>Privremena plaćanja</i>	10% Contract Value/vrijednost ugovora 1.800,00 EUR/ 3520,494
30 September/septembar 2026	Interim payment/ <i>Privremena plaćanja</i>	10% Contract Value/vrijednost ugovora 1.800,00 EUR/ 3520,494
31 December/Decembar 2026	Interim payment/ <i>Privremena plaćanja</i>	10% Contract Value/vrijednost ugovora 1.800,00 EUR/ 3520,494
28 February/februar 2027	Balance final payment/Konačna isplata	10% Contract Value/vrijednost ugovora 1.800,00 EUR/ 3520,494
	Total/Ukupno	<18.000,00 EUR 35.204,94 / >

* The contractor will provide contracting authority with the brief report on execution of the services, which will represent the basis for issuing interim and balance final payment/ - *Izvršilac će dostaviti naručiocu kratak izveštaj o izvršenim uslugama, što će predstavljati osnovu za odobrenje privremenih i konačnih isplata.*

Article 5: Duration of the contract/ Član 5: Trajanje Ugovora

The duration of the contract is <26 months>/*Trajanje Ugovora je <26 mjeseci>.*

Commencement date is <17/01/2025>/*Datum početka Ugovora je <17/1/2025>*

Article 6: Resolving of disputes/ Član 6: Rešavanje sporova

Any disputes arising out of or relating to this contract which cannot be settled otherwise shall be referred for arbitration to Foreign Trade Chamber of Bosnia and Herzegovina applying the rules of arbitration of the International Chamber of Commerce. Any disputes arising out of or relating to this Contract which cannot be settled otherwise shall be referred to the exclusive jurisdiction of the Arbitration Court of the Foreign Trade Chamber of Bosnia and Herzegovina applying the national legislation of the state of the Contracting Authority. / Bilo kakvi sporovi koji proizilaze ili su vezani za ovaj Ugovor koji se ne mogu drugačije riješiti će biti upućeni na isključivu nadležnost Arbitražnog suda Vanjskotrgovinske komore Bosne i Hercegovine u saglasnosti sa nacionalnim zakonodavstvom države naručioca.

For the Contractor

Name:

Title:

Signature:

Date:

For the Contracting Authority

Name:

Title:

Signature:

Date:

Za izvršioca

Ime:

Zvanje:

Potpis:

Datum:

Za naručioca

Ime:

Zvanje:

Potpis:

Datum:

* * *

PART B: FORMAT OF OFFER TO BE PROVIDED BY THE TENDERER/ DIO B: FORMAT PONUDE KOJI POPUNJAVA PONUĐAČ

Naziv tendera/Title of the tender:

Reference number/ Referentni broj:

1. TENDERER'S INFORMATION/ INFORMACIJE O PONUĐAČU

Submitted by/Podnio:

	Name(s) and address(es) of legal entity or entities submitting this tender/ Naziv i adresa pravnog/ pravnih lica koja podnose ponudu za tender
Tenderer/ Ponuđač	
Legal representative/Odgovorno lice	
VAT/registration number⁴-ID-PDV Broj	
Address/Adresa	
Telephone/e-mail/ Telefon/e-mail	
Contact person/ Kontakt osoba	

2. TENDERER'S STATEMENT / IZJAVA PONUĐAČA

I undersigned hereby confirm that the services offered in this tender are in full conformity with the specifications submitted to us by the contracting authority. The detailed description of the offered services by us is provided in the next point. */ Ja niže potpisana-i ovim putem potvrđujem da su ponuđene usluge u ovom tenderu u skladu sa specifikacijama traženim od strane naručioca. Detaljan opis naših ponuđenih usluga je naveden u sljedećoj tački.*

In addition to that we confirm that our organisation/company is fully eligible for providing services under a contract financed by the EU funds. We confirm that we are not in any of the situations that would exclude us from competing in the EU financed tenders as indicated in the point 2.6.10 in the practical guide on contract procedures for European Union external action (PRAG). */ Pored toga potvrđujemo da je ponuđač podoban za pružanje usluga po Ugovoru finansiranom iz EU fondova. Potvrđujemo da nismo ni u jednoj od situacija koje bi nas isključile iz nadmetanja u tenderima finansiranim iz EU kao što je navedeno u tački 2.6.10. u PRAG Priručniku.*

Furthermore we agree to abide by the ethics clauses in Section 2.5.4 of the practical guide on contract procedures for European Union external action (PRAG) and **have no conflict of interests or any equivalent relation with the Contracting Authority.** */ Dodatno, podvrgavamo se etičkim klauzulama iz Odjeljka 2.5.4. PRAG Priručnika i **nemamo sukob interesa ili bilo kakvu sličnu vezu sa Naručiocem.***

3. TECHNICAL OFFER/ TEHNIČKA PONUDA

The tenderers are required to provide technical offer, based on the requirements indicated by the contracting authority in the Part A: Information for the tenderer, Point 2: Technical information. */ Ponuđači su u obavezi da obezbijede tehničku ponudu na osnovu zahtijeva koje je postavio naručilac u Dijelu A: Informacije za podnosioca ponude, Tačka 2: Tehničke informacije.*

The tenderers are encouraged to provide details on the planned services including detailed specifications. */ Ponuđači se podstiču da dostave detalje o planiranim uslugama uključujući detaljniji opis planiranih usluga.*

3.1 Organizacija i metodologija /Organization and methodology:

(please describe in details proposed methodology and approach in providing services on the basis of contracting authority's enquiry stated in the Part A "Information for tenderer", Point 2 "Technical information", Description of expected outputs_/ results to be achieved) */ (molimo da detaljno opišete*

⁴ Where applicable. For individuals, mention their ID card or passport or equivalent document – number/ Gdje je primjenljivo. Za fizička lica, navesti broj lične karte, pasoša ili broj sličnog dokumenta

predložene metodologije i način sprovođenja usluga na osnovu zahtjeva naručioca koji je naveden u Dijelu A "Informacije za ponuđača", Tačka 2 "Tehničke informacije", Opis očekivanih output-a/ rezultata koje treba postići)

Activity/ Aktivnost 1- Development of project timeline for activities for WP1 and WP 2 in the City of Sarajevo/ *Izrada projektnog vremenskog okvira za aktivnosti za WP1 i WP 2 u Gradu Sarajevu*

Activity/ Aktivnost 2- Development of Public procurement plan for WP1 and WP2 and documentation for the City of Sarajevo/ *Izrada plana javnih nabavki za WP1 i WP2 i dokumentacije za Grad Sarajevo*

Activity/ Aktivnost 3- Identification of stakeholders for the MISSION project in the City of Sarajevo/ *Identifikacija dionika za projekt MISSION u Gradu Sarajevu*

Activity/Aktivnost 4 -Creation of a stakeholder management plan of identified stakeholders/ *Izrada plana upravljanja dionicima identificiranih dionika*

Activity/Aktivnost 5-Preparation of Visibility and Communication Plan for the activities and results of the MISSION project in the City of Sarajevo/ *Izrada Plana vidljivosti i komunikacije za aktivnosti i rezultate projekta MISSION u Gradu Sarajevu*

Activity/Aktivnost 6 - Contribution to financial and management of the project activities / *Doprinos financijama i upravljanju projektnim aktivnostima*

Activity/Aktivnost 7 - Reporting on the activities and results of the activities/ *Izveščivanje o aktivnostima i rezultatima aktivnosti*

3.2 Proposed inputs by the tenderer/ Predloženi inputi ponuđača:

(the tenderers are encouraged to provide detailed information, for example qualifications of the proposed staff, key experts ...)/ *(ponuđači se podstiču da obezbijede detaljne informacije, npr. kvalifikacije predloženih zaposlenih, ključnih eksperata...)*

*Please find attached CV(s) of the above proposed Key Expert(s)/ **U prilogu Vam dostavljamo biografije predloženih ključnih eksperata*

Activity/ Aktivnost 1- Development of project timeline for activities for WP1 and WP 2 in the City of Sarajevo/ *Izrada projektnog vremenskog okvira za aktivnosti za WP1 i WP 2 u Gradu Sarajevu*

Activity/ Aktivnost 2- Development of Public procurement plan for WP1 and WP2 and documentation for the City of Sarajevo/ *Izrada plana javnih nabavki za WP1 i WP2 i dokumentacije za Grad Sarajevo*

Activity/ Aktivnost 3- Identification of stakeholders for the MISSION project in the City of Sarajevo/ *Identifikacija dionika za projekt MISSION u Gradu Sarajevu*

Activity/Aktivnost 4 -Creation of a stakeholder management plan of identified stakeholders/ *Izrada plana upravljanja dionicima identificiranih dionika*

Activity/Aktivnost 5-Preparation of Visibility and Communication Plan for the activities and results of the MISSION project in the City of Sarajevo/ *Izrada Plana vidljivosti i komunikacije za aktivnosti i rezultate projekta MISSION u Gradu Sarajevu*

Activity/Aktivnost 6 - Contribution to financial and management of the project activities / *Doprinos financijama i upravljanju projektnim aktivnostima*

Activity/Aktivnost 7 - Reporting on the activities and results of the activities/ *Izveščivanje o aktivnostima i rezultatima aktivnosti*

3.3Tenderer's proposed time frame/ *Ponuđačev predloženi period izvršenja usluge*

(The identification and timing of major milestones in executing the contract)/ *Ponuđačev predloženi period izvršenja usluge*

Activity/ Aktivnost 1- Development of project timeline for activities for WP1 and WP 2 in the City of Sarajevo/ *Izrada projektnog vremenskog okvira za aktivnosti za WP1 i WP 2 u Gradu Sarajevu*

Activity/ Aktivnost 2- Development of Public procurement plan for WP1 and WP2 and documentation for the City of Sarajevo/ *Izrada plana javnih nabavki za WP1 i WP2 i dokumentacije za Grad Sarajevo*

Activity/ Aktivnost 3- Identification of stakeholders for the MISSION project in the City of Sarajevo/ *Identifikacija dionika za projekt MISSION u Gradu Sarajevu*

Activity/Aktivnost 4 -Creation of a stakeholder management plan of identified stakeholders/ *Izrada plana upravljanja dionicima identificiranih dionika*

Activity/Aktivnost 5-Preparation of Visibility and Communication Plan for the activities and results of the MISSION project in the City of Sarajevo/ *Izrada Plana vidljivosti i komunikacije za aktivnosti i rezultate projekta MISSION u Gradu Sarajevu*

Activity/Aktivnost 6 - Contribution to financial and management of the project activities / *Doprinos financijama i upravljanju projektnim aktivnostima*

Activity/Aktivnost 7 - Reporting on the activities and results of the activities/ *Izvješćivanje o aktivnostima i rezultatima aktivnosti*

Name/ Ime i prezime	
Signature/ Potpis	
Date/ Datum	

PART C: FORMAT OF FINANCIAL OFFER / DIO C: FORMAT FINANSIJSKE PONUDE

Title of the tender/Naziv tendera: xxxxxxxx
Reference number/Referentni broj: xxxxxxxx

Overall price:18.000,00 EUR/35.204,94 BAM with VAT included.

Ukupna cijena: 18.000,00 EUR/35.204,94 KM uključujući PDV.

Financial Offer/ Finansijska ponuda**Fee per day/Dnevne tarife**

Key Expert/Ključni ekspert	Daily Fee/Dnevna tarifa (EUR)	Number of Working Days/Broj radnih dana	Total/Ukupan iznos (EUR)
Team Leader/Vođa tima			

Total bid amount/Ukupni iznos ponude

Total Amount (EUR): [Enter total bid amount]/**Ukupan iznos (EUR):** [Unesite ukupni iznos ponude]

Note/Napomena:

[Use the provided excel template/koristite priloženi budžet]

Name/Ime i prezime	
Signature/Potpis	
Date Datum	

Note: The financial part of the bid must be packed in a separate sealed envelope from the technical part, as stated in the tender dossier. / Napomena: Finansijski dio ponude mora biti zapakovan u odvojenu zapečaćenu kovertu od tehničkog dijela, kao što je navedeno u tender dosjeu

REF.: _____

The tender submission deadline was <dd/mm/yyyy>./ Rok za podnošenje ponude je <dd/mm/gggg>.

In case of one offer received, the Evaluator shall not assign points but will check if the offer is administratively, technically and financially compliant with the requirements set by this tender documentation and acceptable. / U slučaju prijema jedne ponude, evaluator neće dodjeljivati poene već će provjeriti da li je ponuda administrativno, tehnički i finansijski u skladu sa zahtjevima određenim ovom tenderskom dokumentacijom i da li je prihvatljiva.

In case one offer received / U slučaju da je primljena jedna ponuda

Tenderer name/ Ime ponuđača	Technically compliant (Y/N)/ Tehnički prihvatljiv (D/N)	Remarks/ Napomene

In case of more than one offer received / U slučaju da je primljeno više od jedne ponude

Maximum no. of points for each tenderer is 100. Note: Only tenderers with average score of at least 75 points qualify for the financial evaluation/ *Maksimalan broj poena za svakog ponuđača je 100. Napomena: Samo ponuđači sa prosječnim rezultatom od najmanje 75 poena će se kvalifikovati za finansijsku evaluaciju*

Tenderer 1 : (*name of tenderer*)/ *Ponuđač 1 :(ime ponuđača)*

Evaluation criteria/ Kriterijum ocenjivanja	Score/rezultat	Remarks/Napomene
Organization and methodology - <i>insert max no.xx of points,</i> <i>Organizacija i metodologija - ubaciti maksimalan broj poena,</i> Proposed inputs - <i>insert max no. xx of point,</i> / <i>Predloženi inputi - ubaciti maksimalan broj poena,</i> Time frame- <i>insert max no. xx of point/ Predloženi period izvršenja usluge- ubaciti maksimalan broj poena,</i>		
Total/ukupno		
Average score (Mathematical average) / Prosječan rezultat (Matematički prosjek)		
Technical score⁵/ Eliminated/ Tehnički rezultat / Diskvalifikovan		

Tenderer 2 : (*name of tenderer*)/ *Ponuđač 2 :(ime ponuđača)*

Evaluation criteria/ Kriterijum ocenjivanja	Score/rezultat	Remarks/Napomene
Organization and methodology - <i>insert max no.xx of points,</i> <i>Organizacija i metodologija - ubaciti maksimalan broj poena,</i> Proposed inputs - <i>insert max no. xx of point,</i> / <i>Predloženi inputi - ubaciti maksimalan broj poena,</i> Time frame- <i>insert max no. xx of point/ Predloženi period izvršenja usluge- ubaciti maksimalan broj poena,</i>		
Total/ukupno		
Average score (Mathematical average) / Prosječan rezultat (Matematički prosjek)		
Technical score/ Eliminated/ Tehnički rezultat / Diskvalifikovan		

Tenderer 2 : (*name of tenderer*)/ *Ponuđač 2 :(ime ponuđača)*

Evaluation criteria/ Kriterijum ocenjivanja	Score/rezultat	Remarks/Napomene
Organization and methodology - <i>insert max no.xx of points,</i> <i>Organizacija i metodologija - ubaciti maksimalan broj poena,</i>		

⁵ Technical score = (final score of the technical offer in question/final score of the best technical offer) x 100./ *Tehnički rezultat = (konačan rezultat tehničke ponude koja je u pitanju/konačan rezultat tehnički najbolje ponude) x 100.*

Proposed inputs - <i>insert max no. xx of point</i> / Predloženi inputi - ubaciti maksimalan broj poena, Time frame- <i>insert max no. xx of point</i> / Predloženi period izvršenja usluge- ubaciti maksimalan broj poena,		
Total/ukupno		
Average score (Mathematical average) / Prosječan rezultat (Matematički prosjek)		
Technical score/ Eliminated/ Tehnički rezultat / Diskvalifikovan		

3. Financial evaluation/ Finansijska evaluacija

Tender envelope number/ Broj ponude na koverti	Tenderer name/Ime ponuđača	Financial offer (National currency/EUR)/ Finansijska ponuda (BAM/EUR)	The financial offer is within the available budget?/ Da li je finansijska ponuda u okviru raspoloživog budžeta?	Financial score ⁶ / Eliminated/ Finansijski rezultat/ Diskvalifikovan
1				
2				
...				

4.Final score/ Konačan rezultat

Tender envelope number / Broj ponude na koverti	Tenderer name/Ime ponuđača	Technical score/Tehnički rezultat	Financial score/Finansijski rezultat	FINAL SCORE*/KONAČAN REZULTAT	RANKING/ RANGIRANJE
1					
2					
...					

* - Final score is calculated: Technical score * 0, 8 + Financial score * 0, 2 / * - Konačan rezultat se izračunava : Tehnički rezultat * 0, 8 + Finansijski rezultat * 0, 2

The winning offer is <name of tenderer> for the price of <XXXX EUR/National currency>./
Pobjednička ponuda je <ime ponuđača> za cijenu od <XXXX EUR/BAM>.

⁶ Financial score is calculated by the following method. The cheapest tender receives 100 points. Other tenders are calculated: Cheapest tender / Tender X)*100/ Finansijski rezultat se izračunava sledećom metodom. Ponuda sa najnižom cenom dobija 100 poena. Ostale ponude se izračunavaju: (Ponuda sa najnižom cenom / Ponuda X)*100

Observations: (e.g. correspondence concerning clarifications sought from tenderers)/
Zapažanja: (npr. prepiska vezana za pojašnjenja tražena od ponuđača)

	Name and surname/ Ime i prezime	Signature/Potpis	Date/Dat um
Evaluator 1			
Evaluator 2			
Evaluator 3			

ANNEX II: TERMS OF REFERENCE/ PRILOG II.: OPIS POSLOVA BACKGROUND INFORMATION/ OSNOVNE INFORMACIJE

Partner country: Bosnia and Herzegovina/ *Zemlja partner:* Bosna i Hercegovina
Contracting authority: City of Sarajevo/ *Ugovorno tijelo:* Grad Sarajevo

Country background/ Pozadina zemlje

Bosnia and Herzegovina (BiH) is a country located in Southeast Europe, bordered by Croatia, Serbia, and Montenegro. It is a parliamentary democracy comprising two entities: the Federation of Bosnia and Herzegovina and the Republika Srpska and Brčko District. / *Bosna i Hercegovina (BiH) je država smještena u jugoistočnoj Europi, graniči s Hrvatskom, Srbijom i Crnom Gorom. To je parlamentarna demokracija koja se sastoji od dva entiteta: Federacije Bosne i Hercegovine i Republike Srpske, zajedno s Brčko distriktom.*

The country is in the process of Euro-Atlantic integration and is a candidate for EU membership. BiH is characterized by complex administrative structures, which can pose challenges to coordination and implementation of national and local development initiatives. / *Država je u procesu euroatlantskih integracija i kandidat je za članstvo u EU. BiH karakteriziraju složene administrativne strukture, koje mogu predstavljati izazove za koordinaciju i provedbu nacionalnih i lokalnih razvojnih inicijativa.*

BiH has significant potential for economic growth, particularly in sectors such as tourism, renewable energy, and urban development. However, challenges remain, including political fragmentation, high unemployment rates, and infrastructure deficits. Environmental issues, such as air pollution and waste management, are also pressing concerns. / *BiH ima značajan potencijal za ekonomski rast, posebno u sektorima kao što su turizam, obnovljivi izvori energije i urbani razvoj. Međutim, izazovi i dalje postoje, uključujući političku rascjepkanost, visoke stope nezaposlenosti i infrastrukturne deficite. Pitanja zaštite okoliša, kao što su onečišćenje zraka i gospodarenje otpadom, također su goruća briga.*

The capital of Bosnia and Herzegovina, the City of Sarajevo, is a key hub for sustainable urban development and mobility initiatives. The city demonstrates expertise in traffic planning, including the development and implementation of sustainable mobility strategies, traffic management, and infrastructure planning. With a rich history of managing public transport systems such as buses and trams, Sarajevo prioritizes efficiency, accessibility, and reliability in public services. / *Glavni grad Bosne i Hercegovine, Grad Sarajevo, ključno je središte za održivi urbani razvoj i inicijative mobilnosti. Grad pokazuje stručnost u planiranju prometa, uključujući razvoj i provedbu strategija održive mobilnosti, upravljanje prometom i planiranje infrastrukture. Sa bogatom historijom upravljanja sistemima javnog prevoza kao što su autobusi i tramvaji, Sarajevo daje prioritet efikasnosti, pristupačnosti i pouzdanosti u javnim uslugama.*

Current situation in the sector/ Trenutna situacija u sektoru

The City of Sarajevo possesses urban mobility infrastructure but remains one of the most polluted cities in the region. To address this challenge and support its ambition to become net-zero by 2030, the city requires new and additional modalities for urban infrastructure development. Promoting and advancing public transportation is a key priority, aiming to ensure sustainable, inclusive, and efficient urban mobility. / *Grad Sarajevo posjeduje infrastrukturu za urbanu mobilnost, ali je i dalje jedan od najzagađenijih gradova u regiji. Kako bi se suočio s ovim izazovom i podržao svoju ambiciju da do 2030. postane neto nula, gradu su potrebni novi i dodatni modaliteti za razvoj urbane infrastrukture. Promicanje i unapređenje javnog prijevoza ključni je prioritet s ciljem osiguravanja održive, uključive i učinkovite gradske mobilnosti.*

Related programmes and other donor activities/ Povezani programi i druge donatorske aktivnosti

The City of Sarajevo has been actively participating as a partner in EU-funded projects for many years, earning recognition as a preferred partner for numerous EU countries. Despite its symbolic budget of 8 million EUR, the City has successfully implemented various development projects through funding from local (state, federal, cantonal, or municipal) and international sources. / *Grad Sarajevo već dugu niz godina aktivno učestvuje kao partner u projektima koje finansira EU, čime je stekao priznanje kao*

preferirani partner za brojne zemlje EU. Unatoč simboličnom proračunu od 8 milijuna eura, Grad je uspješno proveo različite razvojne projekte kroz financiranje iz lokalnih (državnih, saveznih, kantonalnih ili općinskih) i međunarodnih izvora.

In 2023, the City established a new Department for Sustainable Development to streamline and enhance development projects and processes. This department fosters synergies with local and international partners, including NGOs, the private sector, academia, and the international community, contributing to sustainable development and improving the quality of life in Sarajevo. */ Grad je 2023. osnovao Službu za održivi razvoj kako bi pojednostavio i poboljšao razvojne projekte i procese. Ova Služba neguje sinergije s lokalnim i međunarodnim partnerima, uključujući nevladine organizacije, privatni sektor, akademsku zajednicu i međunarodnu zajednicu, doprinoseći održivom razvoju i poboljšanju kvalitete života u Sarajevu.*

The City collaborates with diverse stakeholders and donors, such as the Swiss Cooperation Office (SDC and SECO), UNDP, GIZ, various embassies, municipalities, EU and IPA funds, and development agencies. These partnerships enable the City to pursue its mission of sustainable urban development. / Grad surađuje s različitim dionicima i donatorima, kao što su Švicarski ured za suradnju (SDC i SECO), UNDP, GIZ, razna veleposlanstva, općine, EU i IPA fondovi te razvojne agencije. Ova partnerstva omogućuju Gradu da slijedi svoju misiju održivog urbanog razvoja.

OBJECTIVES & EXPECTED OUTPUTS/ CILJEVI I OČEKIVANI REZULTATI

MISSION project intends to tackle the challenge of decarbonizing urban transport by reducing the predominant use of cars, taking advantage of Intelligent Transport Systems (ITS) solutions that - to a certain extent- could overcome the structural lack of Mass Rapid Transport infrastructure (tram and metro lines) in the cities in the Adriatic-Ionian Region. The aim is to make public transport (PT) services integrated with other sustainable modes (cycling and pedestrian) and, thus, more attractive for travellers. */ Projekt MISSION namjerava se uhvatiti u koštac s izazovom dekarbonizacije gradskog prijevoza smanjenjem prevladavajuće upotrebe automobila, koristeći prednosti Inteligentnih prometnih sustava (ITS) rješenja koja bi - u određenoj mjeri - mogla prevladati strukturni nedostatak infrastrukture masovnog brzog prijevoza (tramvajske i metro linije) u gradovima Jadransko-jonske regije. Cilj je učiniti usluge javnog prijevoza integrirane s drugim održivim načinima prijevoza (biciklistički i pješački) i time postati privlačnije za putnike.*

The overall project objective is to promote multimodal mobility solutions by deploying information about integrated travel solutions (e.g., PT and cycling). A SmartApp will be designed with the active involvement of citizens and stakeholders (coming from different sectors, e.g. NGO, research institutes, Public Administrations and Associations), through the organization of focus groups, that will allow to identify the requirements and the information needed by travellers, as well as the most desirable features and functionalities to be deployed according. */ Opći cilj projekta je promicanje multimodalnih rješenja za mobilnost uvođenjem informacija o integriranim rješenjima za putovanja (npr. PT i biciklizam). SmartApp će biti osmišljen uz aktivno sudjelovanje građana i dionika (koji dolaze iz različitih sektora, npr. nevladinih organizacija, istraživačkih instituta, javnih uprava i udruga), kroz organizaciju fokusnih skupina, koje će omogućiti utvrđivanje zahtjeva i informacija potrebnih putnicima, kao i najpoželjnijih značajki i funkcionalnosti koje će se uvesti u skladu s tim.*

The SmartApp will be developed and tested in five cities of the Adriatic-Ionian (A-I) Region, using data sources available and modelling techniques easily transferable from city to city. It will be able not only to identify integrated seamless travel solutions but also to provide travellers with customized information about level of service (e.g., expected travel time) and of safety (e.g., risk of cycling on certain pathways). In other words, the SmartApp will allow to add value to available data source and make them transferable to other cities. */ SmartApp će se razvijati i testirati u pet gradova u jadransko-jonskoj (A-I) regiji, koristeći dostupne izvore podataka i tehnike modeliranja koje se lako prenose iz grada u grad. Moći će ne samo identificirati integrirana rješenja za besprijekorna putovanja, već i putnicima pružiti prilagođene informacije o razini usluge (npr. očekivano vrijeme putovanja) i sigurnosti (npr. rizik od vožnje biciklom na određenim stazama). Drugim riječima, SmartApp će omogućiti dodavanje vrijednosti dostupnom izvoru podataka i učiniti ih prenosivim u druge gradove.*

Data exchange and modelling knowledge transferability as well as active involvement of citizens and stakeholders will enable the enhancement of cross-border cooperation, by means of a memorandum of understanding among project partners and other stakeholders in the AI Region in order and to address common sustainable urban mobility challenges. This will allow to drawn comprehensive transnational

policy recommendations on the potential of ITS solutions in terms of impact on the modal share in different urban contexts, travellers' satisfaction with respect to the expected level of service and safety, overall impact on accessibility for different travellers' segments./ Razmjena podataka i modeliranje, prenosivost znanja te aktivno uključivanje građana i dionika omogućit će jačanje prekogranične suradnje putem memoranduma o razumijevanju između projektnih partnera i drugih dionika u AI regiji kako bi se riješili zajednički izazovi održive gradske mobilnosti. Time će se omogućiti izrada sveobuhvatnih transnacionalnih preporuka o potencijalu rješenja ITS-a u smislu učinka na modalni udio u različitim urbanim kontekstima, zadovoljstva putnika očekivanom razinom usluge i sigurnosti, ukupnog učinka na pristupačnost za različite segmente putnika.

Specific objectives/ Specifični ciljevi

Work package 1 - Mobility needs and policies/ Radni paket 1 – Potrebe i politike mobilnosti

WP 1 specific objective is to improve cross-border cooperation of cities in the AI Region to design intelligent transport system (ITS) solutions for upgrading sustainable multimodal mobility. This will be achieved by sharing available data sources and innovative modelling techniques transferable from city to city, and by actively involving citizens and stakeholders in the identification of those ITS solutions that could better match the specific mobility needs of the AI Region, particularly in relation to vulnerable population segments and to the characteristic of the territorial context characterized by poor diffusion of digital tools for integrated mobility services and lack of infrastructure for effective multimodal mobility. In fact, data exchange and modelling knowledge transferability will contribute to address common challenges and to identify common policy recommendations about the potential use of ITS solutions to improve multimodal mobility./ *Specifični cilj WP 1 je poboljšati prekograničnu suradnju gradova u AI regiji na osmišljavanju rješenja inteligentnog prometnog sustava (ITS) za nadogradnju održive multimodalne mobilnosti. To će se postići dijeljenjem dostupnih izvora podataka i inovativnih tehnika modeliranja koje se mogu prenijeti iz grada u grad te aktivnim uključivanjem građana i dionika u utvrđivanje onih rješenja ITS-a koja bi mogla bolje odgovarati posebnim potrebama regije umjetne inteligencije u pogledu mobilnosti, posebno u odnosu na ranjive segmente stanovništva i obilježja teritorijalnog konteksta koje karakterizira slaba distribucija digitalnih alata za integrirane usluge mobilnosti i nedostatak infrastrukture za učinkovitu multimodalnu mobilnost. Zapravo, razmjena podataka i modeliranje prenosivosti znanja pridonijet će rješavanju zajedničkih izazova i utvrđivanju zajedničkih preporuka politike o mogućoj upotrebi rješenja ITS-a za poboljšanje multimodalne mobilnosti.*

Communication objectives aim at changes in a target audience's behaviour, knowledge or belief. The communication objectives of WP1 are:/ *Komunikacijski ciljevi usmjereni su na promjene u ponašanju, znanju ili uvjerenju ciljane publike. Ciljevi komunikacije WP1 su:*

- 1) Raising awareness among the MISSION network of stakeholders and the citizens on mobility needs of the Adriatic-Ionian Region and policy recommendations on multimodal inclusive smart urban mobility solutions/ *Podizanje svijesti mreže dionika i građana MISSION o potrebama mobilnosti jadransko-jonske regije i preporukama politika o multimodalnim inkluzivnim rješenjima za pametnu urbanu mobilnost.*
- 2) Capitalise the result of MISSION project by promoting the transfer and re-use of project results within a wider audience of stakeholders than the Mission project network, notably other Cities of the Adriatic-Ionian Region and PPs of other IPA ADRION projects in the same Thematic Cluster that will be reached and asked to join the cooperation established within MISSION project./ *Kapitalizirati rezultat projekta MISSION promicanjem prijenosa i ponovne uporabe rezultata projekta unutar šire publike dionika od mreže projekata Misija, posebno drugih gradova Jadransko-jonske regije i PP-ova drugih IPA ADRION projekata u istom tematskom klasteru do kojih će se doći i od kojih će se tražiti da se pridruže suradnji uspostavljenoj u okviru projekta MISSION.*

WP 2 – Pilot action implementation/ WP 2 – Provedba pilot akcije

WP 2 specific objective is to jointly develop and implement in the cities involved in the project, a pilot test of a SmartApp for multimodal mobility in the Adriatic-Ionian Region. The SmartApp, as an Intelligent Transport System (ITS) cross-border solution, will be designed based on the input coming from the stakeholders and citizens engagement (Act.1.3). In fact, it will be adapted to the territorial contexts and the mobility needs expressed by the cities involved in the project. However, common features and functionalities will be developed in relation to the provision of information to travelers on integrated multimodal transport route, safety levels for cycling and pedestrian paths, level of congestion on the road network. The expected goal is an overall improvement of travelers' satisfaction that would promote a shift from car to more sustainable modes of transport (public transport, cycling and walking) both in peripheral and functional urban areas. Communication objectives aim at changes in a target audience's

behaviour, knowledge or belief./ *Specifični cilj WP 2 je zajednički razviti i implementirati u gradovima uključenim u projekt pilot testiranje SmartApp-a za multimodalnu mobilnost u jadransko-jonskoj regiji. SmartApp, kao prekogranično rješenje inteligentnog prometnog sustava (ITS), bit će osmišljen na temelju doprinosa dionika i angažmana građana (Akt.1.3). Zapravo, bit će prilagođen teritorijalnom kontekstu i potrebama mobilnosti koje su izrazili gradovi uključeni u projekt. Međutim, razvit će se zajedničke značajke i funkcionalnosti u vezi s pružanjem informacija putnicima o integriranoj multimodalnoj prometnoj ruti, razinama sigurnosti za biciklističke i pješačke staze, razinom zagušenja na cestovnoj mreži. Očekivani cilj je sveukupno poboljšanje zadovoljstva putnika koje bi potaknulo prelazak s automobila na održivije načine prijevoza (javni prijevoz, biciklizam i pješčenje) kako u perifernim tako i u funkcionalnim urbanim područjima. Komunikacijski ciljevi usmjereni su na promjene u ponašanju, znanju ili uvjerenju ciljane publike.*

The communication objectives objectives of WP2 are:/ *Ciljevi komunikacije WP2 su:*

- 1) Raising awareness among the MISSION network of stakeholders and the citizens on Pilot Actions implementation, particularly on the potentialities of ITS solutions for promoting multi-modal mobility;/ *Podizanje svijesti među mrežom dionika i građana misije o provedbi pilot-aktivnosti, posebno o potencijalima rješenja ITS-a za promicanje multimodalne mobilnosti;*
- 2) Capitalise the result of MISSION project by promoting the transfer and re-use of project results (particularly the Smart App) also after the project lifetime within a wider audience of stakeholders than the Mission project network, notably other Cities of the Adriatic-Ionian Region and PPs of other IPA ADRION projects in the same Thematic Cluster that will be reached and invited to adopt the innovative digital tool (app) jointly developed within MISSION project./ *Kapitalizirati rezultat projekta MISSION promicanjem prijenosa i ponovne uporabe rezultata projekta (posebno pametne aplikacije) i nakon trajanja projekta u široj publici dionika od mreže projekata Misije, posebno drugim gradovima Jadransko-jonske regije i PP-ovima drugih IPA ADRION projekata u istom tematskom klasteru koji će biti dosegnuti i pozvani da usvoje inovativni digitalni alat (aplikaciju) zajednički razvijen u okviru projekta MISSION.*

2.2 Specific objective(s)/ Posebni ciljevi

The specific objectives of this contract are as follows/ *Specifični ciljevi ovog ugovora su sljedeći:*

- Management and Coordination of Project activities for which City of Sarajevo is responsible under the MISSION project/ *Upravljanje i koordinacija projektnih aktivnosti za koje je Grad Sarajevo odgovoran u okviru projekta MISSION*
 - Stakeholder engagement for project activities/ *Uključivanje dionika u projektne aktivnosti*
- Visibility of project activities and results in the City of Sarajevo/ *Vidljivost projektnih aktivnosti i rezultata u Gradu Sarajevu*
- Expected outputs to be achieved by the contractor/ *Očekivana ostvarenja koja ugovaratelj treba postići*
- Project time line with activities for WP1 and WP 2/ *Vremenska linija projekta s aktivnostima za WP1 i WP 2*
- Public procurement plan for WP1 and WP2/ *Plan javne nabave za WP1 i WP2*
- Stakeholder map for the MISSION project in the City of Sarajevo/ *Mapa dionika za projekt MISSION u Gradu Sarajevu*
- Stakeholder management plan of identified stakeholders/ *Plan upravljanja dionicima utvrđenih dionika*
- Visibility and communication plan for the activities and results of the MISSION project in the City of Sarajevo/ *Plan vidljivosti i komunikacije aktivnosti i rezultata projekta MISSION u Gradu Sarajevu*

SCOPE OF THE WORK/ OKVIR POSLA

General /Opšte

Project description/ Project description

The City of Sarajevo is project Partner under the MISSION project with the task of the City of Sarajevo to bring together all competent institutions, NGOs, stakeholders for the implementation of this project. Multimodal inclusive smart urban mobility solutions in Sarajevo refer to a comprehensive approach to transport that integrates different modes of transport, such as public transport, cycling, walking and shared mobility options, to create a more accessible and sustainable transport system. These solutions aim to meet the needs of all residents, including the disabled, the elderly and those with reduced mobility, ensuring that everyone can move around the city easily and safely. To successfully implement these solutions, collaboration among local government agencies, urban planners, transportation operators,

technology providers, and community organizations is essential. Additionally, leveraging data analytics and emerging technologies can help monitor and improve the performance of the transportation system, making it more efficient and responsive to the needs of all residents in Sarajevo. / *Grad Sarajevo je projektni partner u okviru projekta MISSION sa zadatkom Grada Sarajeva da okupi sve nadležne institucije, nevladine organizacije, dionike za implementaciju ovog projekta. Multimodalna inkluzivna rješenja za pametnu urbanu mobilnost u Sarajevu odnose se na sveobuhvatan pristup prijevozu koji integrira različite načine prijevoza, kao što su javni prijevoz, biciklizam, pješaćenje i opcije zajedničke mobilnosti, kako bi se stvorio pristupačniji i održiviji prometni sustav. Ova rješenja imaju za cilj zadovoljiti potrebe svih stanovnika, uključujući osobe s invaliditetom, starije osobe i osobe sa smanjenom pokretljivošću, osiguravajući da se svi mogu lako i sigurno kretati gradom. Za uspješnu implementaciju ovih rješenja ključna je saradnja između agencija lokalne samouprave, urbanista, transportnih operatera, tehnoloških provajdera i organizacija u zajednici. Osim toga, korištenje analitike podataka i novih tehnologija može pomoći u praćenju i poboljšanju performansi transportnog sistema, čineći ga efikasnijim i odgovornijim za potrebe svih stanovnika Sarajeva.*

Geographical area to be covered/Geografsko područje koje se pokriva
City of Sarajevo/Grad Sarajevo

Target groups/Ciljne grupe

- all residents of Sarajevo including the disabled, the elderly and those with reduced mobility/ *svi stanovnici Sarajeva, uključujući osobe s invaliditetom, starije osobe i osobe sa smanjenom pokretljivošću,*
- local government agencies/ *agencije lokalne uprave,*
- urban planners/ *urbani planeri,*
- transportation operators / *transportni operateri,*
- technology providers and / *pružaoци tehnoloških usluga i*
- community organizations / *organizacije u zajednici.*

Specific work/ specifičan posao

The contractor will support the City of Sarajevo and provide coordination and technical support activities for the implementation of the MISSION project activities for which City of Sarajevo as project partner is responsible. / *Izvođač će podržati Grad Sarajevo i osigurati aktivnosti koordinacije i tehničke podrške za provedbu projektnih aktivnosti MISSION za koje je odgovoran Grad Sarajevo kao projektni partner.*

Activities include / Aktivnosti uključuju:

1. Development of project timeline for activities for WP1 and WP 2 in the City of Sarajevo/ *Izrada projektnog vremenskog okvira za aktivnosti za WP1 i WP 2 u Gradu Sarajevu*
2. Development of Public procurement plan for WP1 and WP2 and documentation for the City of Sarajevo/ *Izrada plana javnih nabavki za WP1 i WP2 i dokumentacije za Grad Sarajevo*
3. Identification of stakeholders for the MISSION project in the City of Sarajevo/ *Identifikacija dionika za projekt MISSION u Gradu Sarajevu*
4. Creation of a stakeholder management plan of identified stakeholders/ *Izrada plana upravljanja dionicima identificiranih dionika*
5. Preparation of Visibility and communication plan for the activities and results of the MISSION project in the City of Sarajevo/ *Izrada Plana vidljivosti i komunikacije za aktivnosti i rezultate projekta MISSION u Gradu Sarajevu*
6. Contribution to financial and management of the project activities / *Doprinos financijama i upravljanju projektnim aktivnostima*
7. Reporting on the activities and results of the activities/ *Izveštavanje o aktivnostima i rezultatima aktivnosti*

The contractor shall ensure the capitalisation and sharing of knowledge related to the implementation of the project. It concerns observations of technical and pedagogical value, which are interesting for other professionals, and which do not infringe with the obligations of Article 14 of the general conditions of the contract. For sharing such information, the contractor shall use the capacity4dev.eu web platform. / *Ugovaratelj osigurava kapitalizaciju i razmjenu znanja povezanog s provedbom projekta. Riječ je o zapažanjima tehničke i pedagoške vrijednosti, koja su zanimljiva drugim stručnjacima i koja ne krše obveze iz članka 14. općih uvjeta ugovora. Za razmjenu takvih informacija ugovaratelj upotrebljava capacity4dev.eu internetsku platformu.*

Project management/ *Projektni menadžment*

Responsible body / *Odgovorno tijelo*

City of Sarajevo, Department for sustainable development / *Grad Sarajevo Služba za održivi razvoj*

Management structure/ *Upravljačka struktura*

The Emilia-Romagna Region is acting as Managing Authority of the Interreg VI-B IPA Adriatic Ionian on behalf of the participating countries: Albania, Bosnia and Herzegovina, Croatia, Greece, Italy, Montenegro, North Macedonia, San Marino, Serbia, Slovenia; and Politecnico di Milano - Department of Mechanical Engineering is Lead Partner according to Article 26 of Regulation (EU) 2021/1059 (hereinafter: Interreg Regulation) for the project IPA ADRION 397 – Multi-modal Inclusive Smart urban mobility Solutions – MISSION. */Regija Emilia-Romagna djeluje kao upravljačko tijelo Interreg VI-B IPA Adriatic Ionian u ime zemalja sudionica: Albanije, Bosne i Hercegovine, Hrvatske, Grčke, Italije, Crne Gore, Sjeverne Makedonije, San Marina, Srbije, Slovenije; Uredbe (EU) 2021/1059 (u daljnjem tekstu: Interreg Uredba) za projekt IPA ADRION 397 – Multimodalna inkluzivna pametna urbana mobilnost Solutions – MISSION.*

For City of Sarajevo MISSION is managed by the City of Sarajevo, Department for Sustainable Development. */ Za Grad Sarajevo MISSION upravlja Grad Sarajevo, Služba za održivi razvoj.*

LOGISTICS AND TIMING/ LOGISTIKA I VRIJEME

Location: Sarajevo / *Lokacija: Sarajevo*

Start date & period of implementation

The intended start date is 6 January and the period of implementation of the contract will be 26 months from this date. Please see Articles 19.1 and 19.2 of the special conditions for the actual start date and period of implementation. */ Predviđeni datum početka je 6. siječnja, a razdoblje provedbe ugovora bit će 26 mjeseci od tog datuma. Vidjeti članke 19.1. i 19.2. posebnih uvjeta za stvarni datum početka i razdoblje provedbe.*

REQUIREMENTS/ZAHTJEVI

Personnel / *Osoblje*

Key experts / *Ključni eksperti*

Key experts have a crucial role in implementing the contract. These terms of reference contain the required key experts' profiles. The tenderer shall submit CVs and statements of exclusivity and availability for the following key experts:

Key expert 1: Team leader / *Ključni ekspert 1: Vođa tima*

Qualifications and Skills/ *Kvalifikacije i vještine*

- A university degree in a relevant field (e.g., project management, public administration, law, or equivalent)./ *Univerzitetska diploma u relevantnom području (npr. upravljanje projektima, javna uprava, pravo ili ekvivalent).*
- Strong leadership, organizational, and communication skills./ *Snažne liderske, organizacijske i komunikacijske vještine.*
- Proficiency in English (written and spoken)/ *Poznavanje engleskog jezika (u govoru i govoru).*

General Professional Experience/ *Opće profesionalno iskustvo*

- 10 years of experience in public administration and development organisations and programs/ *10 godina iskustva u javnoj upravi i razvojnim organizacijama i programima*
- Proven ability to work in multi-stakeholder environments, including local authorities and international organizations./ *Dokazana sposobnost rada u okruženjima s više dionika, uključujući lokalne vlasti i međunarodne organizacije.*

Specific Professional Experience/ Specifično profesionalno iskustvo

- Experience in managing projects funded by development initiatives (EU-funded projects preferred)./ *Iskustvo u upravljanju projektima koji se financiraju iz razvojnih inicijativa (poželjni projekti koje financira EU)*
- Demonstrated expertise in project coordination, including financial and legal management./ *Dokazana stručnost u koordinaciji projekata, uključujući financijsko i pravno upravljanje.*

Independence and Conflict of Interest/ Neovisnost i sukob interesa

- The expert must be independent and free from conflicts of interest in the responsibilities they undertake./ *Stručnjak mora biti neovisan i bez sukoba interesa u odgovornostima koje preuzima*

All experts must be independent and free from conflicts of interest in the responsibilities they take on./ *Svi stručnjaci moraju biti neovisni i bez sukoba interesa u odgovornostima koje preuzimaju.*

Support staff & backstopping/ Support staff & backstopping

Backstopping and support staff costs must be included in the fee rates.

The costs of the office accommodation are to be covered by the provision for incidental expenditure. The cost per square metre must be in line with the prevailing local market rate for office accommodation of a reasonable standard./ *Troškovi zaštitnog mehanizma i pomoćnog osoblja moraju biti uključeni u stope naknada. Troškovi uredskog smještaja pokrivaju se rezervacijom za sporedne troškove. Cijena po četvornom metru mora biti u skladu s prevladavajućom lokalnom tržišnom cijenom za uredski smještaj razumnog standarda.]*

Incidental expenditure/ Sporedni rashodi

- Travel costs and subsistence allowances for missions, outside the normal place of posting, undertaken as part of this contract. If applicable, indicate whether the provision includes costs for environmental measures, for example CO₂ offsetting. The provision for incidental expenditure for this contract is EUR 200,00. This amount must be included unchanged in the budget breakdown. / *Putni troškovi i dnevnice za službena putovanja izvan uobičajenog mjesta upućivanja, koja se obavljaju u okviru ovog ugovora. Ako je primjenjivo, navesti uključuje li rezervacija troškove mjera zaštite okoliša, na primjer neutralizaciju CO₂. Rezervacija za sporedne troškove za ovaj ugovor iznosi 200,00 EUR. Taj iznos mora biti uključen nepromijenjen u raščlambu proračuna.*

Per diem are daily subsistence allowances that may be reimbursed for missions foreseen in these terms of reference or approved by the Contracting Authority, carried out by the contractor's authorised experts outside the expert's normal place of posting. The per diem is a maximum fixed flat-rate covering daily subsistence costs. These include accommodation, meals, tips and local travel, including travel to and from the airport. Taxi fares are therefore covered by the per diem. Per diem are payable on the basis of the number of hours spent on the mission. Per diem may only be paid in full or in half (no other fractions are possible). A full per diem shall be paid for each 24-hour period spent on mission. Half of a per diem shall be paid in case of a period of at least 12 hours but less than 24 hours spent on mission. No per diem should be paid for missions of less than 12 hours. Travelling time is to be regarded as part of the mission. Any subsistence allowances to be paid for missions undertaken as part of this contract must not exceed the per diem rates published on the website - https://international-partnerships.ec.europa.eu/funding/guidelines/managing-project/diem-rates_en - in force at the time of contract signature./ *Dnevnice su dnevnice koje se mogu nadoknaditi za službena putovanja predviđena u ovom opisu poslova ili odobrena od strane javnog naručitelja, a koje obavljaju ovlašteni stručnjaci ugovaratelja izvan uobičajenog mjesta upućivanja stručnjaka. Dnevnicu je maksimalna fiksna paušalna stopa koja pokriva dnevne troškove uzdržavanja. To uključuje smještaj, obroke, napojnice i lokalna putovanja, uključujući putovanje do i od zračne luke. Cijene taksija stoga su pokrivene dnevnicama. Dnevnice se plaćaju na temelju broja sati provedenih na misiji. Dnevnice se mogu isplatiti samo u cijelosti ili na pola (drugi razlomci nisu mogući). Za svako 24-satno razdoblje provedeno na službenom putu plaća se puna dnevnicu. Polovica dnevnice plaća se u slučaju razdoblja od najmanje 12 sati, ali manje od 24 sata provedenog na službenom putovanju. Dnevnice se ne smiju plaćati za misije kraće od 12 sati. Vrijeme putovanja treba smatrati dijelom misije. Dnevnice koje se isplaćuju za službena putovanja u okviru ovog ugovora ne smiju premašiti dnevnice objavljene na internetskim stranicama*

https://international-partnerships.ec.europa.eu/funding/guidelines/managing-project/diem-rates_en
koje su na snazi u trenutku potpisivanja ugovora.

Lump sums/ Jednokratni iznosi

No lump sums are foreseen in this contract./ U ovom ugovoru nisu predviđeni jednokratni iznosi.

REPORTS/IZVJEŠAJI

Reporting requirements/Zahtjevi za izvještavanjem

Interim reports must be prepared every three months during the period of implementation of the tasks. The narrative report should be based on the monitoring and evaluation system set up in the contract, using the Logical framework matrix (annex b8g) if included in the contract. In the latter case, a narrative report must inform all the results as measured by the indicators defined in the logical framework. The narrative report must be provided along with the corresponding invoice, the financial report and an expenditure verification report defined in Article 28 of the general conditions. There must be a final report, a final invoice and the financial report accompanied by an expenditure verification report at the end of the period of implementation of the tasks. The draft final report must be submitted at least one month before the end of the period of implementation of the tasks. Note that these interim and final reports are additional to any required in Section **Error! Reference source not found.** of these terms of reference./ *Interim reports must be prepared every three months during the period of implementation of the tasks. The narrative report should be based on the monitoring and evaluation system set up in the contract, using the Logical framework matrix (annex b8g) if included in the contract. In the latter case, a narrative report must inform all the results as measured by the indicators defined in the logical framework. The narrative report must be provided along with the corresponding invoice, the financial report and an expenditure verification report defined in Article 28 of the general conditions. There must be a final report, a final invoice and the financial report accompanied by an expenditure verification report at the end of the period of implementation of the tasks. The draft final report must be submitted at least one month before the end of the period of implementation of the tasks. Note that these interim and final reports are additional to any required in Section **Error! Reference source not found.** of these terms of reference.*

Each report must consist of a narrative section and a financial section. The financial section must contain details of the time inputs of the experts, incidental expenditure and expenditure verification.

To summarise, in addition to any documents, reports and deliverable specified under the duties and responsibilities of each key expert above, the contractor shall provide the following reports:/ *Each report must consist of a narrative section and a financial section. The financial section must contain details of the time inputs of the experts, incidental expenditure and expenditure verification.*

To summarise, in addition to any documents, reports and deliverable specified under the duties and responsibilities of each key expert above, the contractor shall provide the following reports:

Name of report/Naziv izvještaja	Content/Sadržaj	Time of submission/Datum podnošenja
Inception report	Analysis of existing situation and work plan for the project	No later than 1 month after the start of implementation
3-month progress reports	Short description of progress against the achievement of the results.	No later than 1 month after the end of each 3-month implementation period.
Draft final report	Short description of the achievement of the results	No later than 1 month before the end of the implementation period.
Final report	Short description of the achievement of the results.	Within 1 month of receiving comments on the draft final report from the project manager identified in the contract.

Submission & approval of reports/Podnošenje i odobravanje izvještaja

One copy of the reports referred to above must be submitted to the project manager identified in the contract. The reports must be written in English. The project manager is responsible for approving the reports./ *Jedan primjerak prethodno navedenih izvješća mora se dostaviti voditelju projekta navedenom u ugovoru. Izvješća moraju biti napisana na engleskom jeziku. Voditelj projekta odgovoran je za odobravanje izvješća.*

* * *

Annex III

TENDERER'S DECLARATION / IZJAVA PONUĐAČA

Dear Sir/Madam

In response to your letter of invitation to tender for the above contract, we <Name(s) of legal entity or entities> hereby declare that we/ *U odgovoru na Vaše pismo poziva u vezi gore navedenog ugovora mi, (ime (naziv) pravnog entiteta ili entiteta) ovim izjavljujemo da:*

- are submitting this tender [on an individual basis]* [as member of the consortium led by < name of the leader> [ourselves]]* for this contract. We confirm that we are not participating in any other tender for the same contract in any form (as a member, leader, in a consortium or as an individual candidate);/ *dostavljamo ovu ponudu (na individualnoj osnovi) (kao član konzorcijuma pod vodstvom...)(ime vođe) (nas) za ovaj ugovor. Potvrđujemo da ne učestvujemo ni u jednoj drugoj ponudi u vezi ovoga ugovora I bilo kojem obliku (kao član, vođa, u konzorcijumu ili kao pojedinačni kandidat;*
- agree to abide by the ethics clauses of the instructions to tenderers, have not been involved in the preparation of the project which is the subject of this tender procedure unless it is proved that the involvement in previous stages of the project does not constitute unfair competition, and have no professional conflicting interests and/or any relation with other tenderers or other parties in the tender procedure or behaviour which may distort competition at the time of submission of this tender according to Section 2.5.4. of the practical guide *Pristajemo da se pridržavamo klauzula o etičnosti u Instrukcija ponuđačima, nismo bili uključeni u pripremu projekta koji je predmet ovog postupka javnih nabavki osim u koliko nije predhodno dokazano da uključenje u predhodne faze projekta ne predstavlja nepoštenu konkurenciju, nemamo profesionalnih konflikta interesa i/ili bilo koje povezanosti sa drugim ponuđačima ili drugim stranama u postupku nabavke ili ponašanja koje može narušiti tržišno natjecanje u vremenu podnošenja ove ponude, prema Sekciji 2.5.5. Praktičnog uputstva;*
- [have attached a current list of the enterprises in the same group or network as ourselves] [are not part of a group or network]* and have only included data in the tender form concerning the resources and experience of [our legal entity] [our legal entity and the entities for which we attach a written undertaking]*;/ *(dostavili smo trenutačni spisak poduzeća u istoj grupi ili mrežu u kojoj se nalazimo)(nismo dio grupe ili mreže);-----*
- will inform the contracting authority immediately if there is any change in the above circumstances at any stage during the implementation of the tasks;
- fully recognise and accept that if the above-mentioned persons participate in spite of being in any of the situations listed in Section 2.6.10.1.1. of the practical guide or if the declarations or information provided prove to be false they may be subject to rejection from this procedure and to administrative sanctions in the form of exclusion and financial penalties up to 10 % of the total estimated value of the contract being awarded and that this information may be published on the Commission website in accordance with the Financial Regulation in force;
- are aware that, for the purposes of safeguarding the EU's financial interests, our personal data may be transferred to internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel or to the European Anti-Fraud Office.

We understand that our tender and the expert may be excluded if we propose the same key expert as another tenderer or if we propose a key expert who is engaged in an EU/EDF financed project if the input from his/her position in that contract could be required on the same dates as his/her work under this contract. / *Shvatamo da naša ponuda I eksperti mogu biti isključeni u koliko predložimo iste ključne eksperte kao drugi ponuđač ili ako predložimo ključnog eksperta koji je angažovan na projektu finansiranom EU/EDF sredstvima u koliko inputi njegove pozicije u tome ugovoru mogu biti zahtijevani na iste datume i u okviru ovoga ugovora.*

We understand that if we fail to respond within the delay after receiving the notification of award, or if the information provided proves to be false, the award may be considered null and void./ *Shvatamo da u koliko propustimo odgovoriti nakon primitka obavijesti o dodjeli ugovora ili ako se dokaže da su dostavljene informacije lažne, dodjela može biti proglašena ništavnom.*

*: Delete as applicable

DECLARATION ON HONOUR ON EXCLUSION AND SELECTION CRITERIA

[How to submit the Declaration on Honour:]

Insert here form A14a, available at the following link:
<http://ec.europa.eu/europeaid/prag/annexes.do?chapterTitleCode=A>

In case the instructions to tenderers (see section 8) state that the tender should be submitted by post or courier or hand delivered (**paper submission**):

- each legal entity identified under point 1, including every consortium member, and capacity-providing entities (if any) signs and dates the Declaration on Honour
- when submitting the tender, the signed and dated original Declaration on Honour shall be included
- In case the Qualified Electronic Signature (QES) is used for the signing of the Declaration(s) on Honour, submit the QES-signed Declaration on Honour by email.

In case the instructions to tenderers (see section 8) state that the tender should be submitted via **eSubmission**:

- each legal entity identified under point 1, including every consortium member, and capacity-providing entities (if any) signs and dates the Declaration on Honour
- the Declaration on Honour is scanned and submitted via eSubmission through the section "Declaration on Honour" under "Attachments".
- In case the Declaration on Honour is signed with a Qualified Electronic Signature (QES), submit the QES-signed Declaration on Honour via eSubmission through the section "Declaration on Honour" under "Attachments".

The originals of the Declaration on Honour should be kept by the tenderer on file for control purposes and have to be provided upon request to the contracting authority.

Delete this section highlighted in yellow after having completed all instructions.]

Yours faithfully/ S poštovanjem,

<Signature of authorised representative of the legal entity / Potpis>

< Name and position of authorised representative of the legal entity/ Ime i prezime >

Statement of exclusivity and availability⁷ IZJAVA O EKSKLUZIVNOSTI I DOSTUPNOSTI
Publication ref/ Ref. broj: _____

I, the undersigned, hereby declare that I agree to participate exclusively with the tenderer < tenderer name > in the above-mentioned service tender procedure. This includes that I will not be proposed as a replacement expert in this tender procedure. I declare that I am able and willing to work for the period(s) set for the position for which my CV has been included if this tender is successful, namely: */ Ja, dolje potpisani, izjavljujem da se slažem da učestvujem isključivo sa ponuđačem <ime ponuđača> u gore spomenutom postupku tendera za usluge. To uključuje da u ovom tenderskom postupku neću biti predložen za zamjenskog stručnjaka. Izjavljujem da mogu i želim raditi u periodu (-ima) postavljenim na radnom mjestu za koje je moj životopis uključen ako je ovaj tender uspješan, a to su:*

From/ Od	To/ Do	Availability/ Dostupnost
< start of period 1 / početak perioda 1 > _____	< end of period 1/ kraj perioda 1 > _____	[full time] [part time] _____
< start of period 2 >	< end of period 2 >	[full time] [part time]
< etc. >		

I confirm that I do not have a confirmed engagement⁸ as key expert in another EU/EDF-funded project, or any other professional activity, incompatible in terms of capacity and timing with the above engagements. */ Potvrđujem da nemam potvrđeni angažman kao ključni stručnjak u nekom drugom projektu koji finansira EU / EDF ili bilo kojoj drugoj profesionalnoj aktivnosti, nespojivoj u smislu kapaciteta i vremena sa gore navedenim angažmanima.*

By making this declaration, I understand that I am not allowed to offer my services as an expert to any other tenderer participating in this tender procedure. I am fully aware that if I do so, I will be excluded from this tender procedure, the tenders will be rejected, and I may also be subject to exclusion from other tender procedures and contracts funded by the EU/EDF. */ Davanjem ove izjave, razumijem da ne smijem ponuditi svoje usluge kao vještak bilo kojem drugom ponuđaču koji učestvuje u ovom tenderskom postupku. Potpuno sam svjestan da ću, ako to učinim, biti isključen iz ovog tenderskog postupka, natječaji će biti odbijeni, a možda ću također biti podvrgnut isključenju iz drugih tenderskih postupaka i ugovora koje finansira EU / EDF.*

I also declare that I am not in a situation of conflict of interest or unavailability and commit to inform the tenderer(s) of any change in my situation. */ Takođe izjavljujem da nisam u situaciji sukoba interesa ili nedostupnosti i obavezujem se da ću ponuditelje obavijestiti o bilo kojoj promjeni u mojoj situaciji.*

I acknowledge that I have no contractual relations with the contracting authority and in case of dispute concerning my contract with the contractor I shall address myself to the latter and/or to the competent jurisdictions. */ Priznajem da nemam ugovorne odnose s ugovornim tijelom i u slučaju spora u vezi s mojim ugovorom s dobavljačem obratit ću se njemu i / ili nadležnim nadležnostima.*

⁷ To be completed by all key experts/Svi ključni eksperti moraju ispuniti..

⁸ The engagement of an expert is confirmed if the expert is committed to work as a key expert under a signed contract financed by the EU general budget or the EDF or if he/she is a key expert in a tender that has received a notification of award. The date of confirmation of the engagement in the latter case is that of the notification of award to the contractor. */ Angažman stručnjaka potvrđuje se ako je stručnjak predan radu kao ključni stručnjak na temelju potpisanog ugovora koji se financira iz općeg proračuna EU-a ili ERF-a ili ako je ključni stručnjak u natječaju koji je primio obavijest o dodjeli. Datum potvrde angažmana u potonjem slučaju je datum obavijesti o dodjeli izvođaču.*

For information, I have signed a Statement of Exclusivity and Availability for the following tender(s):/ *Za informaciju, potpisao sam Izjavu o ekskluzivnosti i raspoloživosti za sljedeće ponude:*

Tender reference/ Broj tendera	Submission deadline for the tender/ istek roka za predaju	Tendered engagement/ Uključenost
< tender reference / broj tendera>	< date/ datum >	[full time] [part time]
< tender reference >	< date >	[full time] [part time]
< etc. >		

Should I receive a confirmed engagement I declare that I will accept the first engagement offered to me chronologically. Furthermore I will notify the tenderer immediately of my unavailability. / *Ako primim potvrđeni angažman, izjavljujem da ću prihvatiti prvi angažman koji mi je ponuđen kronološki. Nadalje, odmah ću obavijestiti ponuđača o svojoj nedostupnosti.*

Name/ Ime i prezime	
Signature / Potpis	
Date/ Datum	

Declaration on honour on exclusion criteria and selection criteria/ Deklaracija časti o isključenju o kriterijumima odabira

The undersigned [*insert name of the signatory of this form*], representing:/ **Dolje potpisani [umetnuti ime potpisnika ovog obrasca], koji predstavlja:**

(<i>only for natural persons</i>) himself or herself/ samo za fizičke osobe	(<i>only for legal persons</i>) the following legal person:/ (samo za pravne osobe) sljedeća pravna osoba:
ID or passport number/broj lične karte ili pasoša: (‘the person’)	Full official name/Puni službeni naziv: Official legal form:/Službeni pravni oblik: Statutory registration number/Zakonski broj registracije: Full official address:/Puna službena adresa: VAT registration number: /PDV broj: ID broj: (‘the person’)

The person is not required to submit the declaration on exclusion criteria if the same declaration has already been submitted for the purposes of another award procedure of the same contracting authority, provided the situation has not changed, and that the time that has elapsed since the issuing date of the declaration does not exceed one year. In this case, the signatory declares that

2021.1

the person has already provided the same declaration on exclusion criteria for a previous procedure and confirms that there has been no change in its situation/ **Osoba nije dužna dostaviti izjavu o kriterijima isključenja ako je ista izjava već podnesena za potrebe drugog postupka dodjele istog naručitelja, pod uvjetom da se situacija nije promijenila, te da je proteklo vrijeme od izdavanja datum objave ne prelazi godinu dana. U ovom slučaju, potpisnik izjavljuje da je osoba već dala istu izjavu o kriterijima isključenja za prethodni postupak i potvrđuje da nije došlo do promjene u njenom stanju :**

Date of the declaration/Datum izjave	Full reference to previous procedure/ Puni naziv prethodne procedure

Forms and supporting documents/ Obrasci i druga pripadajuća dokumentacija
Annex IV



PLEASE COMPLETE AND SIGN THIS FORM AND ATTACH COPIES OF OFFICIAL SUPPORTING DOCUMENTS (REGISTER(S) OF COMPANIES, OFFICIAL GAZETTE, VAT REGISTRATION, ETC.)

LEGAL ENTITY

PRIVACY STATEMENT

http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm#en

Please use CAPITAL LETTERS and LATIN CHARACTERS when filling in the form.

PRIVATE/PUBLIC LAW BODY WITH LEGAL FORM

OFFICIAL NAME ①			
BUSINESS NAME (if different)			
ABBREVIATION			
LEGAL FORM			
ORGANISATION TYPE	FOR PROFIT	☐	
	NON FOR PROFIT	☐	NGO ② YES ☐ NO ☐
MAIN REGISTRATION NUMBER ③			
SECONDARY REGISTRATION NUMBER (if applicable)			
PLACE OF MAIN REGISTRATION	CITY		
	COUNTRY		
DATE OF MAIN REGISTRATION			
	DD	MM	YYYY
VAT NUMBER			
ADDRESS OF HEAD OFFICE			
POSTCODE		P.O. BOX	
		CITY	
COUNTRY		PHONE	
E-MAIL			

DATE	
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SIGNATURE OF AUTHORISED REPRESENTATIVE

STAMP

① National denomination and its translation in EN or FR if existing.

② NGO = Non Governmental Organisation, to be completed if NFPO is indicated.

③ Registration number in the national register of companies. See table with corresponding field denomination by country.



FINANCIAL IDENTIFICATION

PRIVACY STATEMENT

http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm#en

Please use CAPITAL LETTERS and LATIN CHARACTERS when filling in the form.

BANKING DETAILS ①	
ACCOUNT NAME ②	
IBAN/ACCOUNT NUMBER ③	
CURRENCY	
BIC/SWIFT CODE	BRANCH CODE ④
BANK NAME	
ADDRESS OF BANK BRANCH	
STREET & NUMBER	
TOWN/CITY	POSTCODE
COUNTRY	
ACCOUNT HOLDER'S DATA AS DECLARED TO THE BANK	
ACCOUNT HOLDER	
STREET & NUMBER	
TOWN/CITY	POSTCODE
COUNTRY	
REMARK	
BANK STAMP + SIGNATURE OF BANK REPRESENTATIVE ⑤	DATE (Obligatory)
	SIGNATURE OF ACCOUNT HOLDER (Obligatory)

- ① Enter the final bank data and not the data of the intermediary bank.
- ② This does not refer to the type of account. The account name is usually the one of the account holder. However, the account holder may have chosen to give a different name to its bank account.
- ③ Fill in the IBAN Code (International Bank Account Number) if it exists in the country where your bank is established
- ④ Only applicable for US (ABA code), for AU/NZ (BSB code) and for CA (Transit code). Does not apply for other countries.
- ⑤ It is preferable to attach a copy of RECENT bank statement. Please note that the bank statement has to confirm all the information listed above under 'ACCOUNT NAME', 'ACCOUNT NUMBER/IBAN' and 'BANK NAME'. With an attached statement, the stamp of the bank and the signature of the bank's representative are not required. The signature of the account-holder and the date are ALWAYS mandatory.

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