



## Call for Proposals

### I. The contracting authority:

1. Name of the contracting authority: **Mura és Vidéke Nonprofit Kft.**
2. Address: HU8864 Tótszerdahely, Gasparich street 1.
3. Tax number: 24780548-2-20
4. Official representative of the contracting authority: Striczné Tanai Krisztina executive
5. Mobile number, fax number: +36305745155
6. E-mail address: [muraesvidekekft@gmail.com](mailto:muraesvidekekft@gmail.com)

### II. The tenderer invited:

.....

.....

Dear recipient!

We hereby invite your organization to participate in the following invitation procedure.

The Task Definition is attached to this letter, which includes:

- determination of eligibility conditions
- determination of the grounds for exclusion
- information on the submission of the tender
- bid submission forms

EK external actions and annexes on contractual procedures for the use of European Union funds can be downloaded from the following website:

[http://ec.europa.eu/europeaid/work/procedures/index\\_en.htm](http://ec.europa.eu/europeaid/work/procedures/index_en.htm).

We are waiting for your application at [muraesvidekekft@gmail.com](mailto:muraesvidekekft@gmail.com), before the submission deadline of **12.00 on January 4, 2021**. Tenders may be submitted in electronically. The tender must show that the task has been understood and accepted in accordance with the terms of reference by filling in the attached tender forms. The price offer is given according to the details of the offer form and then in a **total amount, net + VAT = gross**, in euros (EUR).

Tótszerdahely, 2020. december 28.

  
**Mura és Vidéke Foglalkoztatási Szciális  
és Közművelődési Nonprofit Kft.**  
8864 Tótszerdahely, Gasparich u. 1.  
Adószám: 24780548-2-20  
Környezetvédelmi és Vízügyi Igazgatóság  
H-1034 Budapest, Fehérvári út 96. Tel: +36-1-22229549-01000006

**Striczné Tanai Krisztina**  
executive



## Task definition

### 1. Background information:

The financing program: Hungary-Croatia Interreg V-A Cross-Border Cooperation Program 2014-2020.

Project name and identifier: **reVITALize (HUHR / 1901 / 2.1.2. / 0096)**

### 2. The aim of the contract:

To perform the following tasks in the project named above:

**Performing project management tasks within the framework of a material project.**

### 3. Detailed content of the task:

#### Detailed presentation of the activity

#### ***Tasks of the project manager to be performed throughout the duration of the project:***

- Continuous and up-to-date contact with the project partner (client)
- *Prepares the calls for tenders and contracting authorities required for the performance of each task*
- Liaises with the project partner together with other project partners and intermediate organizations participating in the project, representatives of other companies performing project tasks
- *Coordination and monitoring of project activities*
- *Preparation of professional and financial reports, (also in English), collection and verification of accounting documentation, fulfillment of deficiencies, use of the program required for reporting*
- *Monitoring project progress, preparing a report for the client.*

### 4. Deadlines for completion:

The winner, as the Contractor, undertakes to carry out the activities specified in the previous point from the signing of the contract until **30 September 2022** in the manner specified in his tender, within the prescribed time limit, in return for payment specified in his tender.

*A cross-border region where rivers connect, not separate.*



## **5. The Contracting Authority, as Principal, undertakes:**

Payment of the consideration after the certified fulfillment of the provisions of the business contract, in the amount according to a specified schedule, within 8 days after the submission of the contractor's invoice.

### **7. Requirements for the tenderer:**

The tenderer must prove his **professional suitability** by presenting his professional references. The tenderer is suitable if:

in the 5 years prior to the submission of the tender, in the case of at least 1 project, certifies the performance of the project management tasks in a statement.

### **7. Determination of grounds for exclusion**

Natural or legal persons and organizations without legal personality shall **not** be eligible to tender or to be awarded a contract if:

- a) they have become bankrupt or are being wound up, or a trustee in bankruptcy has been appointed or has entered into an arrangement with their creditors, their business has been suspended or they are in the same situation as a result of similar proceedings under national law or regulations;
  - b) they have been the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding up or liquidation, for an arrangement with creditors or for similar proceedings under national laws or regulations;
  - c) they have been convicted of an offense concerning their professional conduct by a judgment which has the force of res judicata;
  - d) they have been found guilty of grave professional misconduct proven by any means which the contracting authority can justify;
  - e) they have not fulfilled obligations relating to the payment of taxes and / or of social security contributions in accordance with the legal provisions of the country in which they are established;
  - f) they have been guilty of grave professional misconduct proven by any means which the European Union Contracting Authority can justify;
  - g) they have been declared to be in serious breach of contract for failure to comply with their obligations under another contract concluded with the Contracting Authority of the European Union or another contract financed by the Community;
  - h) they are subject to one of the exclusion situations set out in the Code of Ethics (Section 2.4.11) in relation to the tender or the contract.
8. The contractor is entitled to use a subcontractor to perform the task, but the contractor is fully responsible for the subcontracting.



**9. Deadline for submission of tenders:**

The bids will be submitted on **12.00 on January 4, 2021.** shall be sent to the contracting authority's address in person, electronically or by post. The deadline for submission of tenders is the receipt of the tender.

**10. Language of the tender:** English

**11. How to submit bids:**

Tenders must be submitted by post, electronically or in person or by proxy, in writing and in a sealed envelope, in one original.

**12. Place and time of opening of tenders:**

The contracting authority will evaluate the tenders after **12.00 on January 4, 2021.** day of the deadline for submission of tenders, on which it will prepare a report.

**13. Offer price:**

The offer price as specified in the offer form, in EUR (EUR), net price + VAT = gross price, must be entered in aggregate

**14. Exclude partial bidding:**

The tenderer may not tender for lots, only for the whole procurement.

**15. Exclude multi-bid:** Multi-bid is excluded.

**16. Withdrawal of offers, binding on offers:**

- the tenderer may withdraw his/her tender before the deadline for submission of tenders
- the tendering period begins on the closing date for the submission of tenders and lasts until the 30th day following the date of the letter of the result sent by the contracting authority
- if the successful tenderer becomes unfit to conclude the contract for any reason during the period of the contract, the contracting authority shall conclude a contract with the second-ranked tenderer
- tenderers who have not been declared the winner and ranked second in the written summary announcing the result will be exempted from the obligation to tender from the date of the letter announcing the result without a separate statement or act.

**17. Bid evaluation criteria:**

The contracting authority shall evaluate the submitted tenders without negotiation and shall select the successful tenderer on the basis of the lowest consideration.



**Magyarország-Horvátország**  
Határon Átnyúló Együttműködési Program



### 18. Decision on the winning bidder:

The identity of the contractor shall be decided by the representative of the contracting authority on the basis of the opinion of the evaluation committee.

### Bidder Form

Name of tenderer (company name)	
Address:	
Mobile number:	
E-mail address:	
Company registration number:	
Tax number:	
Bank Account number:	
Tax number:	

Name of the tenderer's representative:	
Office:	
Mobile number; e-mail address:	
Name of contact person (if different from the representative):	
Mobile number; e-mail address:	

Dated: .....

PH.

.....

Legal signature of the tenderer

*A cross-border region where rivers connect, not separate.*



**Magyarország-Horvátország**  
Határon Átnyúló Együttműködési Program



### Proof of professional suitability, presentation of references

I declare that our organization has the following references from the last 5 years:

**performing project management tasks,**

Proof of the performance of project management tasks in the case of at least 1 project from the 5 years preceding the submission of the tender

Name of the project	Date (from the last 5 years)

Dated: .....

PH.

.....

Legal signature of the tenderer

*A cross-border region where rivers connect, not separate.*



**Magyarország-Horvátország**  
Határon Átnyúló Együttműködési Program



Financial offer (determination of the commitment price)

Name of the task	Recommended Net price (EUR)	VAT	Recommended Gross price (EUR)
performing project management tasks called reVITALize			
ALTOGETHER			

Dated: .....

PH.

.....

Legal signature of the tenderer

*A cross-border region where rivers connect, not separate.*



**Magyarország-Horvátország**  
Határon Átnyúló Együttműködési Program



## Disclaimers

Undersigned: ..... (name of company representative), as the

..... (name of tenderer)

..... (the registered office of the tenderer)

..... (company register/registration number) .....(tax number)

I hereby declare that at the time of submission of the offer, the following reasons for exclusion apply to our organization:

- a) they have become bankrupt or are being wound up, or a trustee in bankruptcy has been appointed or has entered into an arrangement with their creditors, their business has been suspended or they are in the same situation as a result of similar proceedings under national law or regulations;
- b) they have been the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding up or liquidation, for an arrangement with creditors or for similar proceedings under national laws or regulations;
- c) they have been convicted of an offense concerning their professional conduct by a judgment which has the force of res judicata;
- d) they have been found guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- e) they have not fulfilled obligations relating to the payment of taxes and / or of social security contributions in accordance with the legal provisions of the country in which they are established;
- f) they have been guilty of grave professional misconduct proven by any means which the European Union Contracting Authority can justify;
- g) they have been declared to be in serious breach of contract for failure to comply with their obligations under another contract concluded with the Contracting Authority of the European Union or another contract financed by the Community;
- h) they are subject to one of the exclusion situations set out in the Code of Ethics (Section 2.4.11) in relation to the tender or the contract.

Dated: .....

PH. ....

Legal signature of the tenderer

*A cross-border region where rivers connect, not separate.*