

CALL FOR EXPRESSIONS OF INTEREST

for experts in the short-term expert pool 2

Safe and Clean/TD 10

1. Contracting authority

Business association of hotel and restaurant industry – Serbia (HORES), Dobrinjska 11, 11000 Belgrade

2. Reference Number:

Safe and Clean/TD 10

3. Applying procedure

The objective of this call for expressions of interest is to set up a list of experts in the short-term expert pool 2.

The interested candidates are invited to submit filled Submission form (on-line application) in English language to the following email address: cistoisigurno@hores.rs by 15:00 CET on Tuesday, 10.5.2022.

It is strongly recommended to submit filled in Submission well in advance and not to wait until the last minute before the deadline. The Submission forms received after the deadline stipulated above will not be taken into consideration.

4. Information to be provided

Interested candidates should provide the following:

1. Filled in Submission form to be submitted to the following email address: cistoisigurno@hores.rs

The Contracting Authority reserves right to request supporting documents that confirm the information provided in the Submission form, such as copies of degrees or diplomas, employers' certificates, references, etc.

5. General description of the procedure

Natural persons (natural persons performing economic activities - entrepreneurs) are invited to submit an expression of interest in accordance with the rules set out in this notice. The Contracting Authority will set up a list of external experts who meet the criteria stipulated at point 10. The external experts who meet the minimum requirements defined under point 10, will be ranked based on criteria stipulated at point 11, and the final list will be drawn up.

The Contracting Authority will propose to sign the contract with up to 30 best ranked external experts from the final list. The experts will be asked to confirm their exclusivity and availability before signing the contract.

The signed contract entails no obligation on the part of the Contracting Authority concerning the allocation of organization and delivering of the training programme, to the external expert.

6. Use of the list resulting from this notice

The list resulting from this notice will be used exclusively for organization and delivering of the training program for the final beneficiaries in Serbia as described in the Terms of reference.

7. Full description of the fields covered by the call for expressions of interest

The Contracting Authority Business association of hotel and restaurant industry – Serbia (HORES) is to implement the Project „Clean & Safe”, financed by EU for cultural heritage and tourism and co-financed by the German Federal Government. The main goal of this project is to encourage the recovery of the hospitality business (hotels & restaurants), by developing disinfection framework (certification scheme) and conditions that ensure adequate levels of protection for employees and customers.

The general responsibility of the experts' pool will be an organization and delivering of the training program for the final beneficiaries in Serbia.

8. Place of delivery

As a general rule, the services by the external experts shall be performed in the premises of the interested partners (territory of Republic of Serbia).

9. Exclusion criteria

Experts shall be excluded from participation if:

- a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) they or persons having powers of representation, decision making or control over them have been convicted of an offence concerning their professional conduct by a judgment of a competent authority of a Member State which has the force of res judicata;
- c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify including by decisions of the European Investment Bank and international organisations;
- d) they are not in compliance with their obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- e) they or persons having powers of representation, decision making or control over them have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such an illegal activity is detrimental to the Union's financial interests;
- f) they are subject to an administrative penalty for being guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in a procurement procedure or failing to supply information, or being declared to be in serious breach of their obligation under a contract covered by the budget;
- g) they have a conflict of interest in connection with the contract; a conflict of interest could arise in particular as a result of economic interests, political or national affinities, family or emotional ties or any other relevant connection or shared interest.

Before signing a contract, experts shall provide a declaration on their honour stating that they are not in one of the situations of exclusion listed above. In case of doubt, they may be requested to provide supporting evidence of non-exclusion.

10. Selection criteria

Minimum required qualifications of the trainer:

- University education
- Experience in health or sanitation or protection on work or epidemiology or tourism or hospitality sector
- Serbian as native language with preferably English language skills
- Experience in conducting trainings and/or deliver lectures and/or work with students and/or adult learners

The training programme are conducted in Serbian language, but the reporting and supporting documentation shall be in English due to international character of the project under which this contract is to be executed.

11. Criteria for ranking experts

The candidates will be ranked based on the award criterion: best value for money (weighting 80% technical quality, 20% price).

The technical quality will be assessed based on the following criteria:

<u>EDUCATION</u>	<u>Max. score 20 points:</u>
- University / Bachelor's degree	15 points
- Master's (MSc) / PhD degree	20 points
<u>WORK EXPERIENCE in required sectors</u>	<u>Max. score 40 points</u>
- Up to 5 years	25 points
- From 6 to 10 years	35 points
- More than 10 years	40 points
<u>EXPERIENCE in trainings/lectures etc.</u>	<u>Max. score 40 points</u>
- Up to 1 years	25 points
- From 2 to 5 years	35 points
- More than 5 years	40 points

The Financial offer (price) must be expressed as daily rate (price of one expert's working day) in EUR and must be presented as a gross amount (containing net amount and all related tax and the social charges as well as all other costs). In case that the external expert is a natural person, the tax and social charges will be paid by the Contracting Authority in line with the Serbian tax and social charges legislation, and only net amount will be paid to the indicated bank account. In case that the external expert is a natural person performing economic activities – entrepreneurs, the gross amount shall be paid to the indicated bank account.

In case when the offers are submitted in EUR, the payment will be done using the middle exchange rate of the National Bank of Serbia for the day of issuing the invoice.

12. Conditions of remuneration and reimbursement of experts

The payments for services will be made based on the number of working days spent for the organization and delivery of the training programme. One working day equals to one training programme organized and delivered. Indicative workload per expert is 20 working days in the period of 4 months. The travel and subsistence expenses shall not be reimbursed under the conditions set out in the contract, since those expenses must be included in the financial offer.