

Бизнес Инкубатор, с. Клокотница 6310, Община Хасково

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The project is co-funded by EU through the Interreg-IPA CBC Bulgaria-Turkey Programme

16.05.2017

Name and address of the contracting authority: Regional Municipalities Association "Maritza", 4
Tzar Osvoboditel Street

**Title of the tender:** Field survey Traditional recipes of Haskovo region. Field survey local places with traditional cuisine in Haskovo region

**Reference number (***if applicable***):** CB005.1.23.017 – Surveys – A1 **Project:** "Virtual Maritza - Merich Cuisine", Project No. CB005.1.23.017

#### PART A: INFORMATION FOR THE TENDERER

#### 1. INFORMATION ON SUBMISSION OF THE TENDERS

### Subject of the contract:

The subject of this tender is:

- Implementation of services, as indicated in the technical information in the point 2 of these information;

# Deadline for submission of the tenders:

The deadline for submission of tenders is **31 May 2017, at 17:30 hours**. Any tender received after this deadline will be automatically rejected.

## Address and methods for submission of the tenders:

The tenderers will submit their tenders using the **standard submission form available in the Part B of the tender dossier**. The tender will be submitted in 1 original. Any tenders not using the prescribed form might be rejected by the contracting authority.

In addition to the offer the tenderer is required to provide the following supporting documentation:

- Copy of legal registration
- Declaration on honour

The tenders will be submitted in person, via post/currier, containing the following information on the envelope:

- Name and address of the tenderer

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- Title of the tender: Field survey Traditional recipes of Haskovo region. Field survey local places with traditional cuisine in Haskovo region
- Reference number (if applicable): CB005.1.23.017 Surveys A1

The tenders will be submitted in person, by post or courier service to the following address:
Regional Municipalities Association "Maritza"
Business Incubator
Klokotnitsa 6310

The tenderers are reminded that in order to be eligible the tenders <u>need to be received by the contracting authority</u> by the deadline indicated above.

#### 2. TECHNICAL INFORMATION

The tenderers are required to provide services as indicated below. In the tenderer's technical offer, the tenderers will indicate more details on the deliveries, referring back to the below table.

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		the Project Implementation Manual		the proposed
		under the First Call for Proposals, No		staff in minimum
		2014TC16I5CB005-2015-1.		1 service similar
				/Data collection
				and analyses/ to
				the current
				tender.
				Minimum
				proposed staff:
				- 1 Team leader.
				Role&tasks in
				the Survey
				implementatio
				n.
				Qualifications.
				Experience.
				·
				(Evidence documents
				e.g.: CV,
				diploma,
				contracts,
				references,
				etc.)
				- 1 Expert
				surveys.
				Role&tasks in
				the Survey
				implementatio
				n.
				Qualifications.
				Experience.
				(Evidence
				documents
				e.g.: CV,
				diploma,
				contracts,
				references,
				etc.)
1.2.	Survey "Local	The purpose of the survey is to cover all	Indicative time	1. Tenderer
	places with	food establishments listed in the Register	frame is from	should prove
	traditional	of catering establishments in Haskovo	15.06.2017 till	the successful
	cuisine in	region identified as: restaurants, fast	11.09.2017	implementation
	Haskovo region"	service establishments and coffee shops.	11.03.2017	of minimum 1
	. raskovo region	As a final product, the survey should		service similar
		provide the information collected and		/Data collection
		provide the injointation confected and		/ Data concention



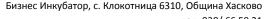
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other relevant data about the establishments in Haskovo Region that offer traditional cuisine. The aim is to identify the most popular traditional meals offered in the establishments in Haskovo Region. As a result of the survey, local places with traditional cuisine are expected to be established in Haskovo Region. The final product must be in Bulgarian, at least 78 pages, A4 format.

The final product must meet the communication and visualization requirements of Annex 10
Communication and Visibility Guidelines of the Interreg - IPA CBC Programme
Bulgaria - Turkey 2014-2020 annexed to the Project Implementation Manual under the First Call for Proposals, No 2014TC16I5CB005-2015-1.

and analyses/
to the current
tender
(evidence
documents e.g.
receiving
protocols,
references, etc.)

references, etc.) 2. Detailed description of proposed staff for the implementation of the survey. Tenderer should prove involvement of the proposed staff in minimum 1 service similar /Data collection and analyses/to the current tender. Minimum proposed staff: - 1 Team leader. Role&tasks in the Survey implementatio Qualifications. Experience. (Evidence documents e.g.: CV, diploma, contracts, references, etc.) - 1 Expert surveys. Role&tasks in the Survey implementatio





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	Qualifications. Experience. (Evidence documents e.g.: CV, diploma,
	contracts, references, etc.)

### 3. FINANCIAL INFORMATION

The tenderers are reminded that the maximum available value of the contract is 13000 EUR with VAT.

### 4. ADDITIONAL INFORMATION

The selection criterion is:

Best value for money.

The tenderer will be informed of the results of the evaluation procedure in written.

The estimated time of response to the tenderers is 7 days from the deadline for submission of tenders.

Regards, Rayna Yovcheva Executive Director RMA "Maritza"