



EUROPEAN UNION

Interreg - IPA CBC
Bulgaria - Turkey



PARTNERSHIP

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



- 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 need to be received by the contracting authority 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.

No.	Title of item	Description	Required time frame	Required inputs, if applicable
1.1.	Survey "Traditional recipes of Haskovo region"	<i>The survey should focus on collecting information and other relevant data on traditional regional culinary culture and traditional cuisine for all 11 municipalities in Haskovo Region. The information collected should be related to the traditional Bulgarian cuisine in Haskovo Region and to be associated with the history, customs and traditions. The collected information can also include photos. The final product of the study will present information on regional culinary culture and typical recipes for Haskovo region. A minimum of 20 recipes should be collected. The final product should be in Bulgarian, at least 50 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</i>	<i>Indicative time frame is from 15.06.2017 till 11.09.2017</i>	<i>1. Tenderer should prove the successful implementation of minimum 1 service similar /Data collection and analyses/ to the current tender (evidence documents e.g. receiving protocols, references, etc.) 2. Detailed description of proposed staff for the implementation of the survey. Tenderer should prove involvement of</i>



		<i>the Project Implementation Manual under the First Call for Proposals, No 2014TC1615CB005-2015-1.</i>		<i>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 implementation. Qualifications. Experience. (Evidence documents e.g.: CV, diploma, contracts, references, etc.) - 1 Expert surveys. Role&tasks in the Survey implementation. Qualifications. Experience. (Evidence documents e.g.: CV, diploma, contracts, references, etc.)</i>
1.2.	<i>Survey "Local places with traditional cuisine in Haskovo region"</i>	<i>The purpose of the survey is to cover all food establishments listed in the Register of catering establishments in Haskovo region identified as: restaurants, fast service establishments and coffee shops. As a final product, the survey should provide the information collected and</i>	<i>Indicative time frame is from 15.06.2017 till 11.09.2017</i>	<i>1. Tenderer should prove the successful implementation of minimum 1 service similar /Data collection</i>



		<p><i>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.</i></p> <p><i>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.</i></p>		<p><i>and analyses/ to the current tender (evidence documents e.g. receiving protocols, references, etc.)</i></p> <p><i>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.</i></p> <p><i>Minimum proposed staff:</i></p> <ul style="list-style-type: none"><i>- 1 Team leader. Role&tasks in the Survey implementation. Qualifications. Experience. (Evidence documents e.g.: CV, diploma, contracts, references, etc.)</i><i>- 1 Expert surveys. Role&tasks in the Survey implementation.</i>
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				<i>Qualifications. Experience. (Evidence documents e.g.: CV, diploma, contracts, references, etc.)</i>
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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"