

**PUBLIC NOTICE**  
**(AP21\_008)**

**MARKET SURVEY FOR THE SELECTION OF ECONOMIC OPERATORS TO BE INVITED TO SUBMIT AN OFFER FOR SERVICES WITHIN THE FRAMEWORK OF PROJECT CENTRALIZED CASE MANAGEMENT SYSTEM (CCMS) IN COURTS (EUROPEAID/140728/DH/SUP/RS) IN SERBIA**

**CONTRACTING AUTHORITY**

CSI-Piemonte, C.so Unione Sovietica 216, 10134 - Turin, Italy  
e-mail: [acquisti\\_spfm@csi.it](mailto:acquisti_spfm@csi.it) , website: [www.csipiemonte.it](http://www.csipiemonte.it) .  
Further information available at the contact points indicated above.

**SECTOR**

Services

**PROJECT BACKGROUND**

CSI Piemonte is currently implementing the EU financed IPA project entitled Centralized Case Management System (CCMS) in courts (EuropeAid/140728/DH/SUP/RS).

The project is running from 1 July 2021 to 30 June 2024. It aims procuring the necessary software, infrastructure, hardware, data migration, training, maintenance and support to integrate and replace two software systems currently in use in the Judiciary sector:

- AVP (a distributed system in use in 106 Basic, Higher, Commercial, Higher Commercial Courts), and
- Pilot SAPS (a centralised system in use in 1 Higher, 4 Appellate, 1 Administrative Court, and the Supreme Court of Cassation).

CSI Piemonte is looking for Services Providers in order to support the implementation of the project with a particular expertise on communications and visibility, interpretation and translation, and catering.

All the published materials should be developed in compliance with the Communication and Visibility in EU-financed external actions<sup>1</sup> guidelines as well as visibility guidelines for EU-funded projects in Serbia<sup>2</sup>.

The Applicants will be required to provide services in close cooperation with the project team, and all final products and designs shall be approved by the CSI Piemonte before considering them complete.

The procurement of services shall be covered by the EUROPEAID/140728/DH/SUP/RS project budget.

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<sup>1</sup> [https://ec.europa.eu/international-partnerships/comm-visibility-requirements\\_en](https://ec.europa.eu/international-partnerships/comm-visibility-requirements_en)

<sup>2</sup> <http://europa.rs/wp-content/uploads/2019/09/Visibility-Guidelines-for-EU-funded-projects-in-Serbia.pdf>

## **LEGAL FRAMEWORK**

- Regulation (EU) No 236/2014 of the European Parliament and of the Council of 11 March 2014 laying down common rules and procedures for the implementation of the Union's instruments for financing external action and Regulation (EU) No 231/2014 of the European Parliament and of the Council of 11 March 2014 establishing an Instrument for Pre-accession Assistance (IPA II).
- For anything not expressly provided for by the aforementioned legislation, reference should be made to the principles of the Legislative Decree no. 50/2016 "Code of Public Contracts" and the internal regulations of the CSI.

## **SERVICES (SCOPE OF THE CONTRACT)**

1. Provision of venue and catering services: renting of suitable venues to host project workshops and seminars, as well as events, and coffee breaks/lunches for events to be held in Belgrade, Novi Sad, Kragujevac, Niš or in other venues agreed upon with the Ministry of Justice and courts, as part of the project in the period from the date of the signature of the Service Contract to June 2024
2. Supply of personalized gadgets and project documentation printing and binding service. The service shall be implemented in compliance with the EU Communication Guidelines and shall contain the logo of the project, that of the Serbian Ministry of Justice and the #EUzaTEBE-slogan; it shall be made in the 2 official project languages (English and Serbian) and provided in the period from the date of the signature of the Service Contract to June 2024
3. Interpretation service and translation service: simultaneous and consecutive interpretation from English/Italian into Serbian language during project events and workshops; translation service of project documentation from English/Italian into Serbian and vice versa. The interpreting service may have to be carried out remotely via a videoconference platform. The services shall be provided in the period from the date of the signature of the Service Contract to June 2024

## **PLACE OF PERFORMANCE OF THE SERVICES**

Belgrade, Novi Sad, Kragujevac, Niš or in other venues upon request to the Ministry of Justice and courts – Republic of Serbia

## **SCOPE**

Through this public notice, the CSI-Piemonte launches a market survey aimed at selecting the Economic Operators to be invited to submit an offer for services to be carried out within the EUROPEAID/140728/DH/SUP/RS project in Serbia.

The application procedures for each service will be detailed in the request for an offer which will be sent by e-mail, including technical specifications and price lists.

At least 3 applications are expected for each service.

If the number of eligible applications is:

- less than 3, the CSI Piemonte reserves the right to proceed with the request for an offer
- higher than 12, the CSI Piemonte reserves the right to send a request for an offer to all candidates, or to proceed by drawing lots.

The procedures for carrying out any draws will be published on the official website of the CSI Piemonte.

### **RESPONSIBLE FOR THE PROCEDURE**

Riccardo Palumbo

### **ESTIMATED VALUE**

1. Venue and catering service provision: Euro 39,000.00 (in addition to compulsory charges by law, including interference-related safety costs that are not subject to a reduction equal to Euro 0.00)
2. Supply of customized gadgets and project documentation printing and binding service: total amount Euro 35,000.00 (in addition to compulsory charges by law, including interference-related safety costs that are not subject to a reduction equal to Euro 0.00)
3. Interpretation service and translation service: total amount equal to Euro 10,000.00 (in addition to compulsory charges by law, including interference-related safety costs that are not subject to a reduction equal to Euro 0.00)

### **SERVICE DURATION**

Starting from the date of the signature of the Service Contract until the 30th of June 2024.

### **MINIMUM REQUIREMENTS**

In order to participate in the survey, Economic Operators shall declare that they meet all the requirements set out in the "Application form" (Annex A).

The requirements are:

- absence of impediments to contracting with the Public Administration
- registration at the Chamber of Commerce or at an equivalent body, for operators not established in Italy
- declaration of execution of similar services.

CSI reserves the right to verify the truth of the declarations made by the economic operators, requesting clarifications also directly from the operators, if necessary. If the untruthfulness of what was declared in the "Application Form" is ascertained, the economic operator will not be invited to submit the offer.

## APPLICATION SUBMISSION

This notice is published until **17/01/2022**, on:

- official website of the CSI-Piemonte <https://www.csipiemonte.it/web/it/fornitori-gare/indagini-mercato>)

Therefore, applications shall be sent **by 17/01/2022 at 12:00 CET** via e-mail to the following address [acquisti\\_spfm@csi.it](mailto:acquisti_spfm@csi.it). The application form to be filled in (Annex A "Application form") is available at the following link (<https://www.csipiemonte.it/web/it/fornitori-gare/indagini-mercato>). Candidates shall write in the subject of the e-mail the identification code of this Public Notice (AP21\_008).

Any application received after this date will not be taken into consideration.

The documentation for the request for an offer relating to each service (technical specifications and relative price list) will be sent only and exclusively to economic operators that:

- have submitted their application in compliance with the terms and procedures indicated above;
- are in possession of the "Minimum Requirements" as indicated above, on the basis of the declarations included in the application.

Candidates may submit their application for one or more services. The application for a service does not preclude the candidate from being able to tender for more than one service or for all services.

However, cumulative applications are not allowed: the candidate (Applicant) shall submit a separate application for each service (e.g. three services, three different applications).

The same principle will also apply to the submission of the offer: in case of participation in several services, the candidate (Applicant) shall submit a separate offer for each service to which the operator has been invited (e.g. participation in three different services: presentation of three offers, one for each service).

Applications, offers and any other contractual documents shall be in English.

For the signature of the Service Contract, the identified providers shall demonstrate that they comply with the requirements foreseen by art. 80 of Legislative Decree no. 50/2016 "Code of Public Contracts", providing equivalent certifications together with the relevant authenticated translation into Italian.

The amounts indicated in the offers shall be expressed in euros (EUR).

## REQUESTS FOR CLARIFICATION

Any technical and/or administrative request for clarification relating to this survey and the related documentation shall be sent to the following e-mail address [acquisti\\_spfm@csi.it](mailto:acquisti_spfm@csi.it), **by 10/01/2022 at 16:00 CET**.

Questions and answers will be published on the website of the Consortium [www.csipiemonte.it](http://www.csipiemonte.it) in an anonymous way, on the page "Suppliers and tenders - Market surveys", in the section dedicated to this survey **by 12/01/2022**.

We therefore invite you to periodically visit the website.

The Responsible for the Procedure will examine the applications and draft a report.

#### **FURTHER INFORMATION**

The publication of this Notice concerning the selection of Economic Operators to be invited to submit an offer, does not constitute a contractual proposal and does not in any way bind the CSI Piemonte which will be free to send or not requests for offers.

The CSI Piemonte reserves the right to interrupt the procedure at any time, for reasons of its exclusive competence, without the candidates being able to request any claim, including indemnification, reimbursement or compensation.

Il Responsabile Unico del Procedimento  
Riccardo Palumbo