

Republika Srbija  
Autonomna Pokrajina Vojvodina  
Grad Subotica  
GRADONAČELNIK  
Broj: HUSRB/23R/22/067– LA-TD1.3  
Dana: 31.12.2024. godine  
24000 Subotica  
Trg slobode 1

**Ref. No: HUSRB/23R/22/067– LA-TD1.3**  
**Subject: Market research – Expert project management, monitoring and reporting services for project OPTI-BIKE 3**

Dear Madam/Sir,

The City of Subotica is currently implementing a project titled “*Joint development of cross-border cycling tourism along Eurovelo 13*”, Acronym: **OPTI-BIKE 3**, Reference number: **HUSRB/23R/22/067** in the framework of Interreg VI-A IPA Hungary-Serbia Programme.

At this stage we are conducting market research for some of the project activities. For the purpose of ensuring proper project implementation, we would like to invite your firm to submit a confirmation of interest for the following service: **Expert project management, monitoring and reporting services for project OPTI-BIKE 3.**

The service should include the assignment under this contract covers the professional coordination and management of project activities including strategic planning, coordination, monitoring, reporting and overall quality assurance of the project management process in line with Interreg VI-A IPA Hungary-Serbia Programme requirements.

Please consider that Candidates participating in the upcoming public procedure (tender) must fulfill the following **selection criteria**:

**1. Economic and financial capacity of the tenderer:**

The average annual turnover of the tenderer must exceed the annualised maximum budget of the contract i.e. the maximum budget stated in the contract notice divided by the initial contract duration in years, where this exceeds 1 year (minimum annual turnover requested may not exceed 2 times the estimated annual contract value, except in duly justified cases motivated in the tender dossier);

**2. Professional capacity of the tenderer**

For quality and timely implementation of tasks, at least one employee (full-time or engaged) currently work for the tenderer in fields related to this contract;

**3. Technical capacity of candidate.**

The tenderer has provided services with a budget of at least 50.000 EUR accumulated from maximum five contracts implemented in similar fields at any moment during the past three years.

The project management support contract should cover the following assignments:

A) To provide general support to the lead partner in fulfilling its role as lead partner, in particular supporting the project manager and internal team in strategic matters, including but not limited to developing internal coordination, planning and management practices, as well as quality control of internal project work.

B) To support the project lead partner in monitoring progress, compliance and quality of project indicators and results. The task covers project monitoring regarding financial progress as well as result progress concerning project activities, with a special focus on the construction aspect (works).

C) The task requires result tracking and reporting on two levels: partner level, as well as project level.

In practice, this means supporting both the lead partner and project partner with reporting obligations: partner level reporting on behalf of the City of Subotica, and project level reporting on behalf of the project partnership.

It should be noted that the above Procurement Plan might be revised during implementation. The service contract will be implemented during the course of an approximately 19 months from the commencement date plus 18 months follow-up period. Details about timing of public procurement procedures will be communicated by the Contracting Authority during contract implementation. Maximum available budget: 100.000 EUR including VAT.

We look forward to receiving your letter confirming your interest before **08/01/2025**.

You may submit your answer by Post to the following address:

**City of Subotica**

**Trg slobode 1**

**24000 Subotica**

OR by email to the following email address:

[andrea.kikic@subotica.ls.gov.rs](mailto:andrea.kikic@subotica.ls.gov.rs)

If you decide not to participate in the upcoming procurement procedure, we would be grateful if you could inform us in writing, indicating the reasons for your decision.

Yours  
sincerely,

Újhelyi Ákos, Project manager