

Class: 406-03/25-01/01  
Reg.num: 2158-73-01-25-2

Osijek, 10th of January 2025.

**INVITATION FOR SUBMISSION OF OFFER  
IN THE PROCEDURE OF PROCUREMENT  
EXTERNAL EVALUATION SERVICES OF EU PROJECTS  
Acquisition registration number N 1-25**

**101092496 — COSMO — ERASMUS-EDU-2022-CB-VET**



**Funded by  
the European Union**

**Osijek, January 2025.**

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Based on the procedure for simple procurement of goods, works and services published on the website of the Academy of Arts and Culture in Osijek <http://www.uaos.unios.hr/>, we ask business entities to submit their offers in accordance with the following information:

## GENERAL INFORMATION

### 1. Contracting authority information:

Name: Sveučilište Josipa Jurja Strossmayera u Osijeku  
Akademija za umjetnost i kulturu u Osijeku  
*University of J. J. Strossmayer in Osijek*  
*The Academy of Arts and Culture in Osijek*  
Address: Kralja Petra Svačića 1f, 31000 Osijek  
PIN: 602774243215  
Telephone: 031/253-333  
Telefax: 031/253-353  
URL: <http://www.aukos.unios.hr>  
E-mail: [aukos@aukos.hr](mailto:aukos@aukos.hr)

### 2. Person/Department for contact:

Contact: Larisa Miškić  
Phone: 099 223 5115  
E-mail: [larisa.miskic@aukos.hr](mailto:larisa.miskic@aukos.hr)

### 3. List of economic operators with whom the contracting authority is in a conflict of interest

On the basis of Article 80, Paragraph 2, Point 2 of the 2016 Public Law Act in Croatia, we announce that there are no economic entities with which the Academy of Arts and Culture in Osijek has a conflict of interest in terms of Articles 76 and 77 of the 2016 Public Law Act.

### 4. Communication

Communication with business entities is carried out by electronic mail.  
Economic entities may request additional information, explanations regarding the invitation to submit bids up to two days prior to the bid submission deadline.  
If changes and/or additions occur during the simple procurement procedure, they will be published in the same way as the initial invitation to submit bids.

### 5. Project financing

The project is co-financed based on the signed Grant Agreement for projects financed from the Erasmus+ programme in the financial period 2021-2027. - 101092496 — COSMO — ERASMUS-EDU-2022-CB-VET.

## INFORMATION ON PROCEDURE AND SUBJECT OF PROCUREMENT

**6. Procurement registration number:**

N 1-25.

**7. Estimated purchase value:**

The estimated purchase value is a maximum of EUR 5.000.00 excluding VAT.

**8. Procurement realization:**

After the simple procurement procedure has been carried out, the Contract will be concluded.

**9. Description of the subject of procurement:**

The subject of procurement is the service of external evaluation of the EU project in accordance with the requirements set out in the paragraphs below,

**Project description:**

The Erasmus+ project "Developing a Cosmetology vocational diploma to increase the employability for Women" - COSMO, reference number 101092496 is financed under the call ERASMUS-EDU-2022-CB-VET. Project coordinator is the consortium G.A.C, established in 11-13 RUE RENE JACQUES, ISS YLES MOULINEAUX 92130, France, who is coordinator and beneficiary of Grant Agreement in the total value of EUR 399,883.00., signed on December 21st 2022.

The core focus of the project is the development of a vocational curriculum in the field of cosmetology (COSMO) in order to provide women, primarily in the MENA region, with an adequate education and a stimulating environment, which will enable them to support themselves financially, by acquiring competencies in accordance with the needs of the labour market and/or self-employment (setting up their own companies). In the MENA region, where the participating universities are located (Jordan, Egypt and Tunisia), women are mostly unemployed. Economic empowerment is at the top of the European Commission's list of priorities in the Strategy for Gender Equality (2020-2025), with the aim of reducing the gender gap in the labour market and promoting women's participation in the market. This project is also aimed at refugee women and women with disabilities in order to enable them to acquire skills, pursue a career, and actively participate in society according to their capabilities.

The Academy of Arts and Culture in Osijek is the project partner in charge of coordinating work package 7 - consortium activities aimed at quality assurance and impact assessment, within which the external evaluation service is procured.

**Project assignment:**

Users:

1. coordinator: G.A.C. Group, France and partner users:

2. NATIONAL UNIVERSITY COLLEGE OF TECHNOLOGY, Jordan,
3. UNIVERSITY OF JORDAN, Jordan,
4. Suez Canal University, Egypt,
5. AL-AZHAR UNIVERSITY, Egypt,
6. University of Sousse, Tunis,
7. UNIVERSITY OF MONASTIR, Tunisia,
8. J. J. STROSSMAYER UNIVERSITY IN OSIJEK, Academy of Arts and Culture in Osijek, Croatia and
9. UNIVERSITA DEGLI STUDI DI FIRENZE, Italy.

With this procurement of services, we want to hire an entity that has experience and knowledge in conducting external evaluations of projects and knowledge of work in education, especially the creation of qualifications and education programmes in accordance with the needs of the labour market, as well as knowledge and experience in the field of planning and implementation of EU projects. The external evaluation service should include an overall independent assessment of project performance (including structure, management, activities, outcomes and results).

The purpose of project evaluation is to assess the success of the project through the assessment of relevance, effectiveness, efficiency, impact and sustainability of the project and other relevant criteria. The external evaluation should provide guidance and recommendations for continuation and sustainability, identify key tasks and propose proposals for possible follow-up actions.

With the external evaluation service, we will seek to receive feedback on the project in its progress according to the agreed goals and indicators and contribute to the intermediate and final phase of the project, which will support EU standards for project implementation. It is expected that the executors of the external evaluation service will be in regular contact with the coordinator and head of the quality work package through electronic means (ie e-mail, teleconference, etc.), and may be invited to participate in project meetings to present their key findings.

The external evaluation service of the COSMO project includes:

1. Use of independent tools (e.g., questionnaires, personal interviews) to assess the implementation of the project and its results through a minimum of 2 meetings (which can also be in virtual form) with each partner of the project consortium (9 members of the consortium);
2. Prepares 2 external quality reports in accordance with the Project Quality and Evaluation Plan;
3. Any other contribution to the project resulting from quality and monitoring;
4. The plan and its possible future changes or special requests made by the EACEA (Education, Audiovisual and Culture Agency).

The reports must include: an evaluation of the project's performance in relation to the set goals, and an assessment of the project's success through an evaluation of the effectiveness, efficiency, impact and sustainability of the project. The evaluation should provide insight into the quality of implementation of project activities, cooperation with stakeholders and assessment of the impact that the project has on end users.

The entity company must deliver reports in Croatian and English (online translations from English to Croatian would be acceptable to comply with Croatian national procurement regulations) and must contain a summary, introduction, analysis, conclusions, recommendations and possible additions.

The evaluation will report on the project's ability to achieve the agreed goals and objectives stated in the project proposal; in doing so, the report will evaluate the processes used by the project to achieve these objectives and provide feedback on the appropriateness of the processes adopted. The service will include an assessment of each work package in terms of the quality and credibility of the results. Not only whether they were achieved, but also how effective they were in terms of:

- A. Impact on the project
- B. Impact on end users
- C. Impact on the ability and capacity of the recipient of the project
- D. Probability of outcome sustainability

(When applicable for each individual work package).

Results of the performed service:

2 quality assurance and performance evaluation reports; the first report need to be submitted to the Contracting Authority by April 30, 2025, the second report by December 1, 2025.

The bidder will deliver two reports:

1. Report for the first half of the project implementation until April 30, 2025.  
It is expected to be an evaluation report covering the first 18 months of project implementation, based on a review of existing documents and delivered results. Feedback from this report will be discussed at the next project steering committee meeting, with a formal response agreed to take action on any recommendations.
2. Report for the second half of the project implementation: 1 December 2025.  
The final report is expected to be completed 1 month before the end of the project. An evaluation of the implementation of recommendations from previous reports will be included. The feedback will be discussed at the final meeting of the project steering committee, with a formal response agreed upon to take action on all recommendations before the end of the project.
3. The report template will be compiled by the bidder in coordination with the project team and/or quality committee, but will likely include reports on every work package and an overall report on the quality and impact of the project, as determined by the project output and qualitative and quantitative data from all stakeholders.



In addition to the preparation of the report, the bidder will participate in the process of reviewing the key results of the project. The Executor will support the Quality Manager in the analysis of information received from the following processes described in the Quality Assurance Plan:

- Project success surveys to be completed by project partners.
- Questionnaires for the evaluation of the effect to be filled out by participants of education and/or training activities.
- Consortium meeting surveys to be completed by participants after each meeting.
- Dissemination event surveys to be completed by dissemination event participants.

Contracting Authority will provide the bidder with access to the necessary data.

#### PROFILE OF THE COMPANY, i.e., its experts

- Experience in conducting external evaluations of the quality of EU projects, at least 3 EU projects (visible through the list of external evaluations carried out so far - with the indication of the year when the evaluation was carried out, the name of the project, the project holder and the source of funding);
- Previous experience in the evaluation of complex multinational educational projects;
- Knowledge of the education system, the European qualification framework for education;
- Excellent knowledge of spoken and written English;
- References must be visible through the CV (Master Degree holder or higher) and/or form for the description of competences.

#### Duration:

From the day of signing the contract until 15.12.2025.

#### **10. Quantity of the subject of procurement:**

The service of external evaluation of the project is offered in accordance with the service description and budget sheet (Annex II of the Invitation).

#### **11. Place of delivery:**

In accordance with the project assignment.

#### **DELIVERY DEADLINES**

##### **12. Date, time, place and method of offer delivery:**

Offers must be submitted by e-mail to the address: [larisa.miskic@aukos.hr](mailto:larisa.miskic@aukos.hr) no later than January 20, 2024, by 10:00 a.m.

##### **13. Service delivery deadline:**

The delivery deadline is in accordance with the project assignment, i.e., the 1st report by April 30, 2025, and the second report by December 1, 2025.

#### **14. Terms of payment:**

The payment deadline is after the approval of the report by the Contracting authority, 8 days from the issuing of the e-invoice, to the IBAN of the bidder.

Pursuant to the Law on Electronic Issuance of Invoices in Public Procurement (Official Gazette 94/18), the bidder is obliged to receive, process and make payment of electronic invoices and supporting documents issued in accordance with European standards.

The BIDDER issues invoices according to the following dynamics:

1. Invoice – 50% of the agreed amount including VAT after delivery of the 1st report and
2. Invoice – 50% of the agreed amount including VAT after delivery of the 2nd report.

#### **15. Offer validity period:**

The validity period of the offer is 30 days from the expiry of the deadline for the delivery of offers. The client will reject an offer whose option is shorter than the required one.

### **REASONS FOR EXCLUSION**

#### **16. Mandatory grounds for exclusion:**

The Contracting Authority will exclude the business entity from the procurement procedure if it has not fulfilled the obligation to pay due tax obligations and obligations for pension and health insurance, unless according to a special law it is not allowed to pay these obligations or a payment delay has been approved (for example in the pre-bankruptcy settlement procedure).

In the offer, the economic entity is **obliged to submit a certificate** from the Tax Administration on the state of the debt, **no older than the date of publication of this Call** or an equivalent document from the competent body of the country where the economic entity is headquartered. **This document needs to be on Croatian or English language.**

### **OFFER**

#### **17. Method of making an offer:**

In order for the offer to be acceptable, it is necessary to submit:

Annex I. Offer sheet – completed and signed, attachment of CV of project team members and references and/or description of competences,

Appendix II. Cost sheet – completed and signed,

Proof that there is no reason for exclusion in accordance with point 16 of the Invitation.

#### **18. Determining the offer price:**

The price of the offer is expressed in euros and written in figures. All costs and discounts must be included in the offer price without value added tax.

The bidder will enter all unit prices and total prices in the cost list of the procurement item. The price of the offer is expressed for the entire procurement item and as such is fixed and unchangeable.



If the bidder is not in the value added tax system or the object of procurement is exempt from value added tax, in the bid sheet and in the bill of costs, in the space provided for entering the bid price with value added tax, the same amount as entered in the space provided for entry of the offer price without value added tax, and the place provided for entry of the amount of value added tax is left empty.

**19. Selection criteria:**

The criterion for selecting an offer is the lowest price and relevant experience of the proposed team and relevant references (as specified above).

**20. Language:**

The offer is submitted through the attached forms, which are bilingual, in Croatian and English language.

**OTHER PROVISIONS**

**21. Application of regulations:**

The Law on Public Procurement does not apply to this procurement procedure, given that it is a procurement of a service with an estimated value of less than EUR 26,544.56.


The Rulebook on procedures for the simple procurement of goods, works and services published on the website of the Academy of Arts and Culture in Osijek <http://www.uaos.unios.hr> applies to the procedure.

The customer reserves the right to cancel this procurement procedure, i.e., not to select a single offer at any stage of the procurement procedure.

**22. Publication of the results of the procurement procedure:**

Procurement documents of the review and evaluation of the offers, the proposal for selection/cancellation of the procedure and the Decision on the selection of the most favorable offer/cancellation of the procedure are delivered to bidders via electronic mail no later than 30 days after the deadline for the delivery of the offer, whereby the delivery is considered to have been completed at the end of the delivery day by e-mail.

Dean  
academic Helena Sablić Tomić



**PRILOG I. - PONUDBENI LIST**  
**ANEX I. – OFFER SHEET**

Broj ponude/ Offer num.: \_\_\_\_\_

<b>NAZIV I SJEDIŠTE NARUČITELJA</b> <i>NAME AND REGISTERED OFFICE OF THE ORDERING AUTHORITY</i>	<b>Sveučilište Josipa Jurja Strossmayera u Osijeku, Akademija za umjetnost i kulturu u Osijeku</b> <i>University of Josip Juraj Strossmayer in Osijek, The Academy of Arts and Culture in Osijek</i>  <b>Kralja Petra Svačića 1f, 31000 Osijek</b> <b>OIB: 602774243215</b>
<b>PREDMET NABAVE</b> <i>OBJECT OF PROCUREMENT</i>	<b>USLUGA VANJSKE EVALUACIJE EU PROJEKTA</b> <i>EXTERNAL EVALUATION SERVICE OF EU PROJECT</i>
<p align="center"> <b>PODATCI O PONUDITELJU</b>  <b>BIDDER INFORMATION</b> </p>	
Naziv i sjedište ponuditelja <i>Name and registered office of the bidder</i>	
Adresa ponuditelja <i>Address of the bidder</i>	

OIB <sup>1</sup> Ili nacionalni identifikacijski broj prema zemlji sjedišta gospodarskog subjekta, ako je primjenjivo. <i>National identification number according to the country of the registered office of the economic entity, if applicable.</i>	
Broj računa <i>Invoice number</i>	
Ponuditelj je u sustavu PDV-a (zaokružiti) <i>Bidder is in the VAT system (circle)</i>	DA/YES      NE/NO
Adresa za dostavu pošte <i>Mailing address</i>	
Adresa e-pošte <i>E-mail address</i>	
Kontakt osoba ponuditelja <i>Bidder's contact person</i>	
Broj telefona <i>Telephone number</i>	
<p align="center"><b>RELEVANTNO ISKUSTVO i REFERENCE</b></p> <p align="center"><b><i>RELEVANT EXPERIENCE &amp; REFERENCES</i></b></p>	
Predloženi tim - članovi (životopisi u prilogu) <i>Proposed team – members (CVs attached)</i>	
Relevantne reference (min. 3 reference) <i>Relevant references (min. 3 references)</i>	

<sup>1</sup> Ili nacionalni identifikacijski broj prema zemlji sjedišta gospodarskog subjekta, ako je primjenjivo.  
*Or the national identification number according to the country of the economic operator's headquarters, if applicable.*

CIJENA PONUDE	
<i>BID PRICE</i>	
Cijena ponude bez PDV-a <i>Bid price excluding VAT</i>	
Iznos PDV-a <sup>2</sup> <i>VAT amount</i>	
Cijena ponude s PDV-om <i>Bid price including VAT</i>	

Rok valjanosti ponude: 30 dana od isteka roka za dostavu ponuda.

*Bid validity period: 30 days from the deadline for submission of bids.*

Datum/Date: \_\_\_\_\_

M.P. \_\_\_\_\_  
(potpis ovlaštene osobe ponuditelja)  
(signature of the authorized person of the bidder)

<sup>2</sup> Ako ponuditelj nije u sustavu PDV-a ili je predmet nabave oslobođen PDV-a, rubriku ostaviti praznom. / If the bidder is not registered for VAT or the subject of the procurement is exempt from VAT, leave the box blank.

**PRILOG II. – TROŠKOVNIK**  
**ANEX II. – COSTS SHEET**

Red. br. <i>Num.</i>	Naziv predmeta nabave <i>Name of the procurement item</i>	Jedinica mjere <i>Unit of measure</i>	Količina <i>Quantity</i>	Jedinična cijena <i>Unit price</i>	Ukupno <i>Total</i>
1.	Usluga vanjske evaluacije EU projekta <i>External evaluation service of EU projects</i>	Usluga <i>Service</i>	1		
				PDV: VAT:	
				Sveukupno: <i>Total:</i>	

ZA PONUDITELJA / FOR BIDDER:

M.P.

\_\_\_\_\_  
(ime, prezime i potpis ovlaštene osobe)  
(name and signature of the authorized person of the bidder)