

INVITATION TO TENDER

Scoping and Functional Design of the Transport Community Digital Mobility and Innovation Hub

PS/SRV/DMI/027/2026

The Permanent Secretariat of the Transport Community (hereinafter "the Secretariat") intends to award a service contract as referenced above. Please find attached the tender specifications detailing the required documents for submission and the draft contract.

1. Submission of Tenders

If you wish to participate, please submit your tender via email to procurement@transport-community.org by 28 October at 23:59 CET. Please ensure that the financial offer is submitted in a separate email, indicating the reference number of the procurement in the subject line.

2. Tender Requirements

The tender must:

- Be signed by an authorised representative.
- Be clearly legible, ensuring there is no ambiguity regarding words or figures.
- Include the required supporting documentation specified in the Instructions for the Tenderers and the Terms of Reference.
- Include a financial offer in EUR, submitted in a separate email, indicating the reference number of the procurement in the subject line.

Only one offer per bidder is permitted. Accordingly, the submission of multiple or alternative offers, including offers submitted individually and jointly by the same party, will not be accepted.

The tender shall remain valid for the period specified in the Instructions for the Tenderers.

3. Terms & Conditions

Submission of a tender implies full acceptance of all terms and conditions stated in this Invitation to Tender, the Instructions for the Tenderers, the Terms of Reference and the draft contract.



The awarded tenderer will be legally bound by the contract terms for the full duration of the contract.

A contract will not be awarded to tenderers who:

- Have a conflict of interest.
- Misrepresent information or fail to provide required documentation.
- Are subject to any applicable exclusion grounds under the procurement procedure.

This Invitation to Tender does not constitute a binding obligation on the Secretariat. The contract becomes effective only upon signature by the parties.

4. Language of the supporting documentation

4.1 Language of application: The supporting documentation shall be prepared in English. Documents originally issued in another language shall be accompanied by an English translation.

5. Submission of the supporting documentation

5.1 Interested tenderers are invited to submit a proposal in accordance with the Instructions for the Tenderers. The proposal shall include, as applicable:

- CVs of experts with relevant experience in all fields related to this tender;
- Statement(s) of Commitment from the proposed expert(s), using the template attached to the tender documentation;
- A short, detailed methodology/proposal on how the assignment will be delivered, which will form part of the contract;
- Legal Entity Form (natural persons) /Tender Identification Form (legal entities);
- Declaration on Honour regarding exclusion criteria;
- Financial Identification Form;
- **Financial offer** (which shall specify a total sum amount in euros) **in a separate email** (not part of the CVs, Methodology or the other supporting documentation).

Please note that only one offer per bidder is permitted. Accordingly, the submission of multiple or alternative offers, including offers submitted individually and jointly by the same party, will not be accepted.



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5.2 The required documentation should be submitted electronically by e-mail to procurement@transport-community.org by 28 October at 23:59 CET. Late submissions will not be considered for evaluation. The application email should contain the following reference: ***Application for Scoping and Functional Design of the Transport Community Digital Mobility and Innovation Hub – PS/SRV/DMI/027/2026***

The financial offer shall be sent in a separate email, indicating PS/SRV/DMI/027/2026 in the subject line.

6. Evaluation of offers

6.1 The tender will be evaluated in accordance with the award criteria and methodology set out in the Terms of Reference and the Instructions for the Tenderers. The contract will be awarded based on the best price-quality ratio, with a weighting of 80% for quality and 20% for price.

7. Objection to Award Decision

7.1 The objection against the contract award decision shall be submitted within 7 days, starting from the day following the notification/communication/publication of the contract award notice.

8. Final Remarks

8.1 The payment will be made in one instalment following the submission and approval of all deliverables, including, but not limited to, the invoice and other documents relevant to this procurement.

8.2 The following documents are attached to this Procurement Notice: Terms of Reference, Legal Entity Form/Tender Identification form, Statement of Commitment template, Draft Contract, Financial Offer Template, Declaration on Honour regarding exclusion and Financial Identification Form.

8.3 TCT Secretariat reserves the right to cancel this procurement procedure at any moment without compensating the applicants. The cost of preparing a proposal, including any related travel, cannot be reimbursed by the TCT Secretariat under any circumstances, nor can the TCT Secretariat be held liable for it, regardless of the outcome of the procurement procedure.

8.4 Should you need any further clarification regarding this procurement notice, please send an email to procurement@transport-community.org by 22 October at 23:59 CET at the latest. The TCT Secretariat will post the response, including an explanation of the query without identifying the source of inquiry, at its website (<https://www.transport-community.org/>). Any request for clarification must be sent by standard electronic communication to the above e-mail address.





Scoping and Functional Design of the Transport Community Digital Mobility and Innovation Hub

PS/SRV/DMI/027/2026

INSTRUCTIONS FOR THE TENDERERS

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SECTION I: CONTRACTING AUTHORITY

I.1) NAME AND ADDRESS

The Transport Community, acting through the Permanent Secretariat of the Transport Community (hereinafter referred to as the "Contracting Authority").

Address: Beogradjanka building, Masarikova 5/8, 11000, Belgrade, Serbia

Internet address: <https://www.transport-community.org/>

Email address: procurement@transport-community.org

All communications related to this procurement procedure must be addressed at the coordinates mentioned above and in the Invitation to Tender.

TCT Secretariat shall not be held liable if the Tenderer does not comply with this instruction.

I.2) COMMUNICATION

The procurement documents are available for unrestricted and full direct access, free of charge, through the TCT Secretariat procurement channels.

The deadline for submission of requests for clarification is 6 calendar days before the latest date for submission of the tender, unless otherwise stated in the Invitation to Tender.

Tenders shall be submitted electronically by email to procurement@transport-community.org.

Tenderers are invited to examine all documents and notify the Contracting Authority of any conflicts, errors, discrepancies, etc. or to request the clarifications considered necessary.

I.2.1) REQUESTS FOR ADDITIONAL INFORMATION DURING PREPARATION OF TENDERS

The requests for additional information shall be made solely for the purpose of clarifying the procurement documents.

Any interested economic operator has the right to request additional information regarding the Tender Documentation until the applicable deadline.

Any request for additional information shall be made in writing only and sent to procurement@transport-community.org.

The TCT Secretariat shall respond to timely requests for additional information as soon as possible and, where applicable, no later than 4 days before the last date for submitting the tenders.

The TCT Secretariat shall not be bound to reply to requests for additional information received after the specified deadline but may do so if feasible.

The TCT Secretariat may, on its own initiative, inform interested parties of any error, inaccuracy, omission or other clerical errors in the procurement documents.

I.2.2) MODIFICATIONS OF THE TENDER DOCUMENTATION

Where appropriate, the TCT Secretariat may amend the content of the tender documentation by issuing a corrigendum. The corrigendum shall be communicated/published sufficiently in advance of the deadline for submission of tenders.

The TCT Secretariat shall allow sufficient time for interested economic operators to prepare the Tenders. If necessary, the time for submission of Tenders shall be extended considering the content of the information included in the corrigendum.

I.2.3) EXTENSION OF THE TIME FOR SUBMISSION OF THE TENDERS

The Contracting Authority shall extend the deadline for submission of tenders where:

- Significant amendments are made to the procurement documents which require additional time for tenderers to prepare their tenders; or
- additional information or clarification essential for preparation of responsive tenders have not been provided within the applicable deadline.

Any extension shall be proportionate to the significance of the amendments or clarifications and shall ensure that all interested tenderers have sufficient time to prepare and submit their tenders.

The revised deadline shall be communicated through the same channels used for the original procurement notice.

And extension shall not be required where the clarification is not material to the preparation of tenders or where the request for clarification was not submitted within the prescribed deadline, inless the Contracting Authority determines otherwise in order to safeguard equal treatment and transparency.

The time for submission of tender shall not be extended if clarifications/additional information have either not been requested in good time or their importance with a view to preparing responsive tenders is insignificant.

I.3) TYPE OF THE CONTRACTING AUTHORITY AND MAIN ACTIVITY

The Transport Community is an international organisation in the field of mobility and transport, consisting of the European Union and the six Western Balkans regional partners, established by the Treaty establishing the Transport Community and observing participants.

The Permanent Secretariat of the Transport Community ("TCT Secretariat") is one of the institutions set up under the Treaty. The TCT Secretariat provides administrative support to the other institutions of the Transport Community and supports the implementation of the Transport Community objectives and activities.

SECTION II: OBJECT

II.1) SCOPE OF THE PROCUREMENT

Title and reference number: **Scoping and Functional Design of the Transport Community Digital Mobility and Innovation Hub**

Internal Ref. Nr. **PS/SRV/DMI/027/2026**

Type and conditions of contract: Services

Tenderers need to take full account of the provisions of the draft contract as the latter will define and govern the contractual relationship established between the Contracting Authority and the successful tenderer.

II.1.1) SHORT DESCRIPTION

II.1.1.A) Background information on the Permanent Secretariat of the Transport Community

The European Union - in accordance with Council Decision (EU) 2017/1937 - and the Republic of Albania, Bosnia and Herzegovina, Kosovo¹, Montenegro, the Republic of North Macedonia, and the Republic of Serbia ('the Contracting Parties') signed the Treaty establishing the Transport Community ('the TCT').

The aim of the TCT is the creation of a Transport Community in the field of road, rail, inland waterway and maritime transport, as well as the development of the transport network between the European Union and the South-East European Parties (hereinafter referred to as 'the Transport Community'). The Transport Community shall be based on the progressive integration of transport markets of the

¹ *This designation is without prejudice to positions on status and is in line with UNSCR 1244 (1999) and the ICJ Opinion on the Kosovo declaration of independence.

South-East European Parties into the European Union transport market on the basis of the relevant acquis, including in the areas of technical standards, interoperability, safety, security, traffic management, social policy, public procurement and environment, for all modes of transport excluding air transport.

In order to implement the TCT provisions and make the Transport Community operational, a Permanent Secretariat (hereinafter 'the TCT Secretariat') has been established. The seat of the TCT Secretariat is in Belgrade, as defined by the Agreement between the Transport Community and the Republic of Serbia signed on 30 January 2019.

Digitalisation, innovation and stronger cooperation between public authorities, academia, industry, transport operators and European partners are increasingly important for implementation of EU transport policies and development of modern transport services.

Against this background, the Transport Community intends to establish a Digital Mobility and Innovation Hub as a permanent regional mechanism for knowledge exchange, capacity building, cooperation and development of digital mobility and transport innovation initiatives.

The purpose of this assignment is to define the Hub's strategic, functional, institutional and technical concept and prepare procurement-ready Technical Specifications for subsequent development of the digital platform.

II.1.1.B) OBJECTIVE OF THIS PROCUREMENT

The objective of the assignment is to define the strategic, functional, institutional and technical concept for the Transport Community Digital Mobility and Innovation Hub and prepare procurement-ready Technical Specifications for development of its digital platform.

The Hub should function as a permanent regional mechanism for knowledge exchange, capacity building, cooperation and development of digital mobility and transport innovation projects, connecting public authorities, academia, industry and other relevant partners.

The assignment shall build on the Digital Mobility Hub concept and the conclusions of the Transport Community Workshop on Bridging Research & Innovation, which identified the need for stronger regional cooperation, structured capacity building, knowledge exchange and a regional pipeline of priority transport innovation projects.

Specific objective to which the services shall contribute:

- a clearly defined strategic and functional concept for the Digital Mobility and Innovation Hub;



- validated stakeholder needs and priority use cases;
- defined Hub modules, functionalities and user groups;
- an agreed high-level functional and technical architecture;
- a practical governance and operational model;
- an indicative approach to sustainability and future development; and
- procurement-ready Technical Specifications enabling the Contracting Authority to proceed with development of the platform.

II.1.2) PLACE OF PERFORMANCE

The services shall be delivered to the Transport Community Secretariat in Belgrade, Serbia and at the Contractor's place of business, as required for the proper performance of the assignment. Any missions, meetings or stakeholder consultations shall be performed as specified in the Terms of Reference.

II.1.3) DESCRIPTION OF THE PROCUREMENT

The services to be performed are described in the Terms of Reference / Technical Specifications forming part of the Tender Documentation.

The expected deliverables of the assignment are as specified in the Terms of Reference.

II.1.4) AWARD CRITERIA

The contract shall be awarded in accordance with the award method and criteria specified in the Terms of Reference.

II.1.5) DURATION OF THE CONTRACT

The assignment is expected to be performed within the period specified in the final Terms of Reference.

II.1.6) INFORMATION ABOUT THE FUNDING BUDGET

Funding budget will be ensured from the Transport Community budget.

II.1.7) VALUE OF THE CONTRACT

The maximum value of the service contract price is EUR 15,000.00 (VAT excluded)

Tenders exceeding the estimated total value without VAT of EUR 15,000.00 will be considered unacceptable.

SECTION III: LEGAL, ECONOMIC, FINANCIAL AND TECHNICAL INFORMATION

III.1) CONDITIONS FOR PARTICIPATION

This section includes information about the minimum requirements for participation, the exclusion grounds from participating in the procedure and the applicable selection criteria.

Tenderers are responsible for carefully reviewing the Tender Documentation, including any corrigendum issued during the preparation of Tenders, and for obtaining all information requested regarding conditions or obligations applicable to the Tenderer.

III.1.1) SUITABILITY TO PURSUE THE PROFESSIONAL ACTIVITY

III.1.1.A) REQUIREMENTS REGARDING THE EXCLUSION GROUNDS

All economic operators involved in the procedure, regardless of their role, shall demonstrate that they are not in any situation that could lead to their exclusion from the procedure, in accordance with the applicable procurement rules and the exclusion grounds included in the procurement documentation.

As preliminary evidence, the economic operator shall submit the Declaration on Honour, where such form is included in the final tender documentation.

At the request of the TCT Secretariat and before award, the successful tenderer shall present updated supporting documents demonstrating that it does not fall under any applicable exclusion ground.

Supporting documents issued in a language other than English shall be translated into English.

The TCT Secretariat reserves the right to request additional information or evidence where necessary to verify exclusion grounds.

III.1.1.b) CAPACITY TO EXERCISE PROFESSIONAL ACTIVITY

The economic operator shall be legally established and authorised to perform the professional activities relevant to the subject matter of the contract.

III.1.2) ECONOMIC AND FINANCIAL STANDING

The current Hub Invitation to Tender does not specify a minimum turnover or other economic and financial selection criterion. No additional financial standing requirement shall be imposed unless included in the final Terms of Reference / procurement documentation.

III.1.3) TECHNICAL AND PROFESSIONAL ABILITY

Tenderers shall demonstrate the technical and professional capacity required for the successful delivery of the assignment, in accordance with the Terms of Reference.



III.1.4) LEGAL BASIS

The Treaty establishing the Transport Community (European Union, 2017), Official Journal of the European Union L 278/3 of 27.10.2017, together with the applicable TCT procurement rules and the procurement documentation.

III.2) CONDITIONS RELATED TO THE CONTRACT

Information about a particular profession: The execution of the services is not reserved to a particular profession unless expressly stated in the Terms of Reference.

Specific requirements: The execution of the contract is subject to the requirements set out in the Terms of Reference and draft contract.

Information about staff responsible for performance: The Tenderer shall specify the names and professional qualifications of the experts proposed for the assignment, in accordance with the Terms of Reference.

SECTION IV: PROCEDURE

IV.1) DESCRIPTION

IV.1.1) TYPE OF THE PROCEDURE

Type of the procedure: Simplified

IV.2) TENDER

IV.2.1) TECHNICAL OFFER

The Technical Offer must provide all information needed to assess the tender against the requirements and award criteria.

The Technical Offer shall include, at minimum:

- CVs of the proposed experts with relevant experience in all fields related to the tender;
- Statement(s) of Commitment from the proposed expert(s);
- A detailed methodology/proposal describing how the assignment will be delivered;
- Any other documents expressly required by the final Terms of Reference.

The technical documents shall not contain any aspects related to prices.



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The methodology/proposal shall explain the approach to the assignment, the activities and sub-activities, the proposed sequencing, and how the expected results and deliverables will be achieved, to the extent required by the Terms of Reference.

IV.2.2) FINANCIAL OFFER

The Financial Offer shall be submitted using the Financial Offer Template included in the tender documentation.

The financial offer shall specify a total sum amount in EUR and shall be sent in a separate email from the technical/supporting documentation.

The financial offer shall cover all costs required for the proper delivery of the services, in accordance with the Terms of Reference and draft contract.

IV.2.3) TENDERER IDENTIFICATION

Each tenderer shall submit the identification form applicable to its legal status:

- Legal persons shall complete and submit Annex 3A – Identification of the Tenderer.
- Natural persons, including self-employed persons operating without separate legal personality, shall complete and submit Annex 3B – Legal Entity Sheet for a Natural Person.

Tenderers are required to submit only the identification form applicable to their legal status.

In the case of a consortium or grouping, each participating entity shall provide the identification information applicable to its legal status.

The person signing the tender must be duly authorised to represent the tenderer. The Contracting Authority may request documentary evidence of such authorisation.

The Financial Identification Form (Annex 2) shall be submitted separately from the identification form and shall contain accurate banking information corresponding to the tenderer or, in case of consortium, its duly designated leader.

IV.2.4) REQUIREMENTS REGARDING THE TENDER PRESENTATION

The Tender shall be presented in the following parts:

- Part A: Identification of the tenderer;
- Part B: Non-exclusion;
- Part C: Selection / eligibility;
- Part D: Technical offer;



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- Part E: Financial offer;

The tender shall be submitted by electronic mail to procurement@transport-community.org.

The technical/supporting documentation and the Financial Offer shall be submitted in separate emails.

The Tenderer is responsible for ensuring that the complete Tender is received by the Contracting Authority by the applicable deadline.

Tender Validity Period: The Tender shall be valid for the minimum period of 3 (three) months.

Deadline for submission of the Tender: 28 October at 23:59 CET

Tenders received after the deadline or sent to an address other than the one specified will not be considered.

Before the deadline, Tenderers may withdraw, modify or replace their Tender. After the deadline, no modifications are possible.

IV.3) TENDER EVALUATION

IV.3.1) Confidentiality of tenders

Once the TCT Secretariat has opened a Tender, it becomes its property and shall be treated confidentially, subject to the applicable rules on access to documents, audit and disclosure.

Tenderers should clearly identify information they consider confidential and explain the reasons for confidentiality. General statements that the whole Tender or substantial parts contain confidential information will not be sufficient.

IV.3.2) Assessment of the grounds for exclusion and selection criteria

Each Tender shall be assessed in accordance with the requirements stated in Section III and the Terms of Reference.

The TCT Secretariat may request clarifications or supporting documents where necessary to verify compliance.

IV.3.3) Evaluation of the Technical Offers

The Tender Evaluation Committee shall verify whether the Technical Offer:

- was submitted in accordance with the requested form and requirements;
- covers the entire subject matter of the contract;
- demonstrates compliance with all minimum requirements in the Tender Documents; and



- contains the information necessary for application of the award criteria.

If necessary, the Tender Evaluation Committee may request clarifications or additional information to which Tenderers shall respond within the indicated period. Clarifications shall not result in a substantial modification of the Tender.

IV.3.4) Evaluation of the Financial Offers

The Financial Offers of tenders found acceptable in accordance with the applicable evaluation procedure shall be evaluated in accordance with the award methodology specified in the final procurement documents.

The Tender Evaluation Committee shall verify that the Financial Offer is submitted using the requested form, covers the entire subject matter of the contract and is consistent with the Technical Offer.

Where necessary, the Committee may request clarification of the Financial Offer. Such clarification shall not result in a substantial modification of the Tender.

Where a financial offer appears abnormally low, the Tender Evaluation Committee may request written clarification and may reject the tender where the offer cannot be demonstrated to be economically sustainable and properly executable.

IV.3.5) Application of the award criteria

The Evaluation Committee shall apply the award criteria and establish the winning tender in accordance with the algorithm and scoring methodology stated in the Terms of Reference.

IV.3.6) Clarifications and additional information

The Tender Evaluation Committee may request clarifications and additional information. Both the request and the answers shall be in writing. The answers shall not have the effect of substantially modifying the Tender.

Requests for clarification/additional information and the Tenderers' answers shall become part of the Tender Documentation.

SECTION VI: COMPLEMENTARY INFORMATION

VI.1) PROCEDURES FOR REVIEW

VI.1.1) RIGHT TO OBJECT

An economic operator who considers itself injured by an act or decision issued during the procurement procedure may refer the matter to the Director of the TCT Secretariat within the **Transport Community**

Permanent Secretariat

www.transport-community.org



Masarikova 5/8
11000 Belgrade
Serbia



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+381 11 3131 800

office@transport-community.org

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applicable period and in accordance with the procedure stated in the Invitation to Tender and applicable procurement rules.

The objection against the contract award decision shall be submitted within 7 days, starting from the day following the notification/communication/publication of the contract award notice, in accordance with the current Hub Invitation to Tender.

The objection should identify the procurement procedure and contested act or decision, provide the sender's identification data, demonstrate the interest of the sender, state the remedy sought and provide the grounds or evidence supporting the objection.

Objections submitted after the applicable deadline or to the wrong address shall be rejected.

VI.1.2) DISPUTE RESOLUTION

Disputes arising out of the Contracting Authority's decision on an objection shall be settled in accordance with the applicable TCT procurement rules and the dispute-resolution provisions of the draft contract.

LIST OF ANNEXES

Annex 1 – Declaration on Honour / exclusion criteria

Annex 2 – Financial Identification Form

Annex 3 – Legal Entity Form (natural persons) / Identification of the tenderer form (legal entities)

Annex 4 – Financial Offer

Annex 5 – Commitment-letter (Template)

Annex 6 – Draft Contract

