|  |
| --- |
| **PART A: INFORMATION FOR THE TENDERER** |

|  |
| --- |
| **Name and address of the contracting authority:** Regional Development Agency Eastern Serbia – RARIS, Trg Oslobođenja 1, 19000 Zaječar, Serbia  **Title of the tender:** Design and printing of promo material  **Reference number:** CC-04/RORS 30  **Date of launching:** 04.12.2017 |

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 **13.12.2017**. **at 14:00 hours**. Any tender received after this deadline will be automatically rejected.

\* - The tenderer should have minimum 7 days from the date of launching of the procurement procedure for preparation of the offer (excluding the day of publishing and the date of submission deadline).

Financial information

The tenderers are reminded that the maximum available value of the contract is **13.150 EUR**.

The Financial offer must be presented as an amount in **EUR** and must be submitted using the template for the global-price version of PART C: FORMAT OF FINANCIAL OFFER. Payments under this contract will be made in EUR for foreign companies and RSD for Serbian companies. In case the contract is concluded in EURO, and payments are made in national currencies, applicable exchange rate must be InforEuro exchange rate for the month of the issuing of invoice or pre-invoice in case of VAT exemption.

The applicable tax and customs arrangements are specified in the draft contract in Part A of this tender dossier.

Variant solutions

Tenderers are not authorised to tender for a variant in addition to this tender.

Subcontracting

Subcontracting is not allowed.

Award criteria:

***In case more than one offer received***: best value for money, weighting 80% technical quality, 20% price.

Evaluation criteria for technical offer:

* Organization and methodology: **40 points**
* Proposed inputs: **50 points**
* Time frame: **10 points**

TOTAL: **100 points**

***In case one offer received***: the Contracting Authority shall check whether the offer is administratively, technically and financially compliant with the requirements set by this tender documentation.

Interviews:

No interviews are foreseen.

Award notification:

The successful tenderer will be informed of the results of the evaluation procedure in written form.

Contract award notice will be published on the programme web site. The estimated time of publishing is 7 days from the deadline for submission of tenders.

Address and meanings for submission of the tenders:

The tenderers will submit their tenders using the **standard set of submission forms available in the Part B – Technical offer and the Part C - Financial offer**. Any other document supporting this invitation is sent for informational purposes only and is not to be modified nor submitted by the tenderer. The tender will be submitted in **1 original**. Any tenders not using the prescribed form may be rejected by the contracting authority.

In addition to the offer the tenderer is required to provide the following supporting documentation:

* List of similar contracts with a name of Contracting Authority and short description where the tenderer has worked successfully in past three years

The tenders will be submitted in sealed envelopes, containing the following information:

* Name and address of the tenderer
* Title of the tender: Design and printing of promo material
* Reference number: CC-04/RORS 30
* The words: ‘’Not to be opened before the tender opening session’’ (and, “Ne otvarati pre sastanka za otvaranje ponuda’’)

Tenders must be submitted using double envelope system, in an outer parcel or envelope containing two separate, sealed envelopes, one bearing the words "Technical offer”- part B and "Financial offer" - Part C. Any infringement of this rule (e.g. unsealed envelopes or references to price in the technical offer) is to be considered a breach of the rule, and will lead to rejection of the tender.

The tenders will be submitted in person, by post or courier service to the following address:

Regionalna agencija za razvoj istočne Srbije – RARIS

19000 Zaječar, Trg Oslobođenja 1, Srbija

Contact person: Marija Bračun

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.

1. **TECHNICAL INFORMATION**

The tenderers are required to provide services as indicated below. In the tenderer’s technical offer, the tenderers might indicate more details on the deliveries, referring back to the requirements below.

* 1. Design and printing of promo material

Description of expected outputs / results to be achieved

For the proposes of the specified work to be done by the contractor, it is envisaged to make design and print promo materials according to the following specification:

1. **Item name: Project promotion Brochure, preparing text, design and printing**

Quantity: 1000 pcs printing, and a digital (pdf) version.

Format: B5

Scope: Covers + max 12 pages

Paper: cover min 250g shiny plasticized kunstdruck, inner pages min 130g kunstdruck

Print: Full colour both sides (4/4)

Binding: cutting to format and two straight staples

Finishing: glossy cover coating 1/0

The preferred type of printing: digital printing

Design: The design will be made based on the visibility manual of the RO-SE program (<http://www.romania-serbia.net/?page_id=212&lang=en_GB>), in collaboration with the Contracting Authority. According to the inputs from Contracting Authority, the Contractor will prepare text and photos for the Brochure. Text will be prepared in ENG, ROM and SER language in one document (1/3 of document for each language). The Contractor will provide 3 different variants of graphic designs from which the Contracting Authority will chose one variant for printing.

1. **Item name: Leaflet, preparing text, design and printing**

Quantity: 1000 pcs

Format: 100mm x 210mm closed, A4 opened

Extent: 1 sheet (two-sided printing, 6 pages after folding)

Paper: 130g kunstdruck (gloss),

Print: Full colour

Finishing: bending over the two folds by the long side

The preferred type of printing: digital printing

Design: The design will be made based on the visibility manual of the RO-SE program (<http://www.romania-serbia.net/?page_id=212&lang=en_GB>), in collaboration with the Contracting Authority. According to the inputs from Contracting Authority, the Contractor will prepare text and photos for the leaflet. Text will be prepared in ENG, ROM and SER language in one document (1/3 of document for each language). The Contractor will provide 3 different variants of graphic designs from which the Contracting Authority will chose one variant for printing.

1. **Item name: Promotional folder with the logo and name of the project, design and printing**

Quantity: 250 pcs.

Format: A4

Paper: 300g kunstdruck (gloss), varnished,

Print: Full colour

The preferred type of printing: digital printing

Design: The design will be made based on the visibility manual of the RO-SE program (<http://www.romania-serbia.net/?page_id=212&lang=en_GB>), in collaboration with the Contracting Authority. The Contractor will provide 3 different variants of graphic designs from which the Contracting Authority will chose one variant for printing.

1. **Item name: Promotional notebook with logo and name of the project, design and printing**

Quantity: 250 pcs

Format: B5

Hard cover: kunstdruck (gloss), varnished,

Basis weight: 250 g/m2

Cover colour: Full colour

Inside print: One colour

High quality offset paper

Basis weight: 80 g/m2

50 pages with lines

Binding: spiral wire coil

The preferred types of printing: digital printing, foil print

Design: The design will be made based on the visibility manual of the RO-SE program (<http://www.romania-serbia.net/?page_id=212&lang=en_GB>), in collaboration with the Contracting Authority. The Contractor will provide 3 different variants of graphic designs from which the Contracting Authority will chose one variant for printing.

1. **Item name: Ball pen with the name of the project**

Quantity: 250 pcs

Material: plastic

Colour: white

Classic and elegant

Write blue

The preferred type of printing: one-color screen printing

Design: The design will be made based on the visibility manual of the RO-SE program (<http://www.romania-serbia.net/?page_id=212&lang=en_GB>), in collaboration with the Contracting Authority. The Contractor will provide 3 different variants of graphic designs from which the Contracting Authority will chose one variant for printing.

1. **Item name: design and printing of Manual „Identifying cross-border projects on sustainable mountain tourism initiatives “**

Quantity: 500 pcs (SER)

Format: B5,

Scope: Covers + min 48 pages

Paper: cover min 250g shiny plasticized kunstdruck, inner pages min 115g kunstdruck (mat)

Print: Full colour both sides (4/4)

Binding: cutting to format and two straight staples

Finishing: glossy cover coating 1/0

The preferred type of printing: digital printing

Design: Editing, graphics, coordination, correction are the responsibility of the Contractor. The design will be made based on the visibility manual of the RO-SE program (<http://www.romania-serbia.net/?page_id=212&lang=en_GB>), in collaboration with the Contracting Authority. According to the text from Contracting Authority, the Contractor will prepare design for the Manual. The Contractor will provide 3 different variants of graphic designs from which the Contracting Authority will chose one variant for printing.

1. **Item name: Laptop backpacks with a printed program logo and name of the project**

Quantity: 150 pcs

Colour: Black or grey

Compatibility: Min 15.6" laptops

Litre Capacity: min 20l

Warranty: Limited Lifetime Warranty

Material: high resistant Polyester or similar

Exterior Dimensions: min 30 x 7 x 40 cm

Additional characteristic:

* Removable Padded notebook compartment for screens min 15.6"
* Adjustable fasteners on each side of the backpack ensuring improved comfort
* Storage and protection for laptop and cables.
* Quality handle and shoulder strap with reinforcement.
* The preferred type of printing: screen printing

The Contractor will provide minimum 3 different models of Laptop backpacks, from which the Contracting Authority will chose one adequate for printing and delivery

All designs need to be produced in close cooperation with Project Team which is representing Contracting Authority for this contract, and approved by the same before print can be commenced.

Making layouts for printing materials or for promotional items will be included in the global price by the Contractor.

Eventual costs for copyright rights to photos to be included in promo materials are obligation of Contractor.

At the end of service Contracting Authority will own copyright rights to all designs and graphic elements made during this contract. Contractor will submit all designs in raw format to Contracting Authority with report of service provided.

Required inputs

* Qualified and experienced designer
* Experience in design/printing of promotional material of at least one project in the past three years. For the purpose of the evaluation, the List of similar contract must be submitted as a part of the offer.

Required time frame

January 2018 for items 2, 3, 4, 5 and 7 (estimate time),

September 2018 for items 1 and 6 (estimate time),

1. **ADDITIONAL INFORMATION**

The unsuccessful/successful tenderers will be informed of the results of the evaluation procedure. In this sense the CA shall send a notification to the successful tenderer and post an announcement on the website with the name of the successful tenderer followed by the mentioning that “all other tenders were not administratively /technically/ financially compliant”

Confidentiality

The entire evaluation procedure is confidential, subject to the Contracting Authority’s legislation on access to documents. The Evaluation Committee’s decisions are collective and its deliberations are held in closed session. The members of the Evaluation Committee are bound to secrecy. The evaluation reports and written records are for official use only and may be communicated neither to the tenderers nor to any party other than the Contracting Authority, the European Commission, the European Anti-Fraud Office and the European Court of Auditors.

|  |
| --- |
| NOT TO BE FILED IN BEFORE CONTRACT SIGNING  NOT TO BE SUBMITTED WITHIN THE OFFER!!! |

**FORMAT OF THE CONTRACT BETWEEN THE CONTRACTOR AND THE CONTRACTING AUTHORITY**

**CONTRACT TITLE:** Design and printing of promo material

**REF:** CC-04/RORS 30

**Concluded between:**

Regional Development Agency Eastern Serbia – RARIS, 19000 Zaječar, Trg oslobođenja 1, Serbia, VAT: 105019649, Official registration number: 20294205

(Contracting Authority)

AND

<*Title>*

*<Address of the contractor>*

*<Official registration number/VAT number[[1]](#footnote-1)>*

(Contractor)

**Article 1: Subject of the contract**

The subject of the contract is preparation of design and printing of promo materials as indicated in the contractor’s offer – ‘’Part B: Format of offer to be provided by the tenderer’’

**Article 2: Contract value**

The total contract value for implementation of services indicated in the Article 1 is: <XXX EUR.

For Serbian partners:

The contract shall be exempt from all duties and taxes, including VAT.

**Article 3: Contracting documents**

The documents which form the part of this contract are (by the order of precedence):

* Contract agreement
* Contractor’s offer as provided in the tendering phase – ‘’Part B: Format of offer to be provided by the tenderer’’
* Contractor’s financial offer – “Part C: Format of financial offer”
* Any other supporting documentation if applicable (\* - in case of asking for registration of company or other information)

For any issues not defined in this contract agreement the rules of General conditions will be applied (Annex B8d of PRAG b8d\_annexigc\_en.pdf)

<http://ec.europa.eu/europeaid/prag/previousVersions/annex.do?num=2015.0&lang=en>

**Article 4: Deliveries and payments**

The contractor will deliver without reservation the services indicated in the contractor’s offer ‘’Part B: Format of offer to be provided by the tenderer’’. The deliveries will be implemented within the indicated dates.

The contracting authority will pay to the contractor for the services in the amount indicated in the Article 2 of this contract document.

Payments under this contract will be made in EUR for foreign companies and RSD for Serbian companies. In case the contract is concluded in EURO, and payments are made in national currencies, applicable exchange rate must be InforEuro exchange rate for the month of the issuing of invoice or pre-invoice in case of VAT exemption.

The payments will be issued by the following time schedule.

|  |  |  |
| --- | --- | --- |
| **Month** |  | **<EUR/RSD>** |
| 1 | Interim payment after finalisation of item no 2, 3, 4, 5 and 7 | 60 % of the contract value / |
| 10 | Final payment after finalisation of the work | 40 % of the contract value / |
|  | **Total** | 100% of contract value> |

\* - The contractor will provide contracting authority with the brief report on execution of the services, which will represent the basis for issuing interim and balance final payment

**Article 5: Duration of the contract**

The duration of the contract is 10 months.

Commencement date is 15.12.2017

**Article 6: Resolving of disputes**

Any disputes arising out of or relating to this Contract which cannot be settled otherwise shall be referred to the exclusive jurisdiction of Court in Zaječar in accordance with the national legislation of the state of the Contracting Authority.

|  |  |  |  |
| --- | --- | --- | --- |
| **For the Contractor** | | **For the Contracting Authority** | |
| Name: |  | Name: |  |
| Title: |  | Title: |  |
| Signature: |  | Signature: |  |
| Date: |  | Date: |  |

1. Where applicable. For individuals, mention their ID card or passport or equivalent document - number [↑](#footnote-ref-1)