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

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| **Name and address of the contracting authority:** CENTRUL PENTRU PROMOVAREA INVATARII PERMENENTE-CPIP  **Title of the tender: *Development of Visual identity & Website development and administration* Reference number:** RORS10 / 4  **Date of launching:** 07.07.2017 |

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 **19.07.2017 at 15:00 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 4.500 EUR/, 20.547,00 LEI. (For Romanian partners including VAT).

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.

[In case when the offers are submitted in national currencies, the exchange rate to be used for checking financial compliance with available budget (during financial evaluation), shall be InforEuro exchange rate for the month of July 2017

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: 50 points
* Proposed inputs: 35 points
* Time frame: 15 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.

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

* Name and address of the tenderer
* Title of the tender: ***Development of Visual identity & Website development and administration***
* Reference number: RORS10
* The words: ‘’Not to be opened before the tender opening session’’ (and ”A nu se deschide inainte de sesiunea de deschidere’, “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:

**CENTRUL PENTRU PROMOVAREA INVATARII PERMANENTE**

**PIATA SARMISEGETUSA 8 ET I (CPIP OFFICE)**

**TIMISOARA**

**DAIANA HUBER**

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. Title of activity 1- ***Development of Visual identity***

Description of expected outputs / results to be achieved

* *Develop the design of all printing materials in a structure relevant for the content and aim of the project, respecting the Visual Identity Manual (MIV) of the INTERREG IPA Cross-Border Cooperation Program Romania-Serbia.* [*http://www.romania-serbia.net/?page\_id=212&lang=en\_GB*](http://www.romania-serbia.net/?page_id=212&lang=en_GB)*, , in all 3 languages of the NECESINI project, based on the logo and content (texts and images) provided by CPIP:*
* *Design NECESINI project roll-up full colour in printable format in Romanian, English and Serbian language ( the translation provided by CPIP)*
* *Design NECESINI project leaflets, full colour on 2 sides folding, in printable format in Romanian, English and Serbian language ( the translation provided by CPIP)*
* *Design NECESINI project agendas,* *(promoting chance equality for former inmates upon employment) full colour B5 format in printable format in Romanian, English and Serbian language ( the translation provided by CPIP)*
* *Design NECESINI project promotional calendars desk calendars, full colour with 13 sheets in printable format in Romanian, English and Serbian language ( the translation provided by CPIP)*
* *Develop the design of all printing materials to promote NECESINI aims:*
* *employment and basic services strengthening for an inclusive growth,*
* *promoting adult prison education,*
* *prison staff training*
* *inmate’s readiness for post-release labour market access*
* *inmate’s entrepreneurial training in exploiting agricultural products (vegetables and plants) and adding additional value by processing through drying.*

Required inputs

*- Qualified and experiences designer*

*- High quality of design*

*- All materials in printable format*

Required time frame

*31.07.2017*

2.2Title of activity 2 ***Website development and administration***

Description of expected outputs / results to be achieved

* *Host server configuration, purchasing and hosting the domain for implementation and post-implementation period*
* *The domain needs to be monitored and registered in Google Analytics for traffic reports*
* *Website hosted on server with dedicated allocation of minimum 1 GB of space*
* *Development of NECESINI project Website in conformity with the Visual Identity Manual (MIV) of the INTERREG IPA Cross-Border Cooperation Program Romania-Serbia.* [*http://www.romania-serbia.net/?page\_id=212&lang=en\_GB*](http://www.romania-serbia.net/?page_id=212&lang=en_GB)
* *The website needs to be connected with social media accounts delivered by CPIP*
* *Administration and maintenance of the website*
* *The website must reflect the purpose of the NECESINI project*
* *Easy to access and find information*
* *Developed on a content-management system (wordpress).*
* *Developed in Romanian, Serbian and English*
* *Hosted, available and maintained for the entire implementation period and 5 years in post implementation*
* *The structure and information will be provided by CPIP and the website developed in accordance with it.*

Required inputs

* *Website in conformity with the Visual Identity Manual (MIV) of the INTERREG IPA Cross-Border Cooperation Program Romania-Serbia.* [*http://www.romania-serbia.net/?page\_id=212&lang=en\_GB*](http://www.romania-serbia.net/?page_id=212&lang=en_GB)
* *Qualified and experiences designer*
* *High quality of design*
* *All materials in printable format*

Required time frame

*August 2017-October 2017*

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.