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

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| **Name and address of the contracting authority:** Municipality of Plandiste, Vojvode Putnika 38 , 26360 Plandiste, Republic of Serbia  **Title of the tender:** Visibility and promotion  **Reference number:** RORS36/Municipality of Plandiste/TD3  **Date of launching:** 06/09/2017 |

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 **15/09/2017 at 12.00 hours**. Any tender received after this deadline will be automatically rejected.

Financial information

The tenderers are reminded that the maximum available value of the contract is 5000 EUR.

The Financial offer must be presented as an amount in [EUR or RSD] 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 when the tender is launched

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: 40 points
* Time frame: 20 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:

* Copy of legal registration

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

* Name and address of the tenderer
* Title of the tender: Visibility and promotion
* RORS36/Municipality of Plandiste/TD3
* 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:

Municipality of Plandiste,

Vojvode Putnika 38, 26360 Plandiste, Republic of Serbia

Dragana Dorozan +381(0)13/861-033,

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 Consultancy services for Organisation of events

Description of expected outputs / results to be achieved

Consultant is expected to organize following two events:

* Openning Conference for EU funded project “Smart Urban Services Through Homogenous Quality Standard in Public Infrastructures for Higher Energy Efficiency”
* Closing Conference for EU funded project “Smart Urban Services Through Homogenous Quality Standard in Public Infrastructures for Higher Energy Efficiency”

Both in according with following specifications:

* Time, agenda and venue will be provided by Contracting Authority in Municipality of Plandiste, Serbia
* Contractor will provide, registration of participants, visual identity elements, technical equipment (if necessary, video projector, laptop, sound), and technical support for organisation of event. Everything necessary should be in line with Programme Visual Identity Manual.

http://www.romania-serbia.net/?page\_id=212&lang=en\_GB

* Contractor will organize refreshments to be served to participants after event (coffee, water, juices, and snacks for 30 persons).
* After event is finished Contractor will make effort to bring premises back to previous condition.
* Event, venue and agenda of Event will be given to Contractor at least 7 days in advance. Expected duration of event: 3 hours

Required inputs

* Personnel, premises, supplies, equipment and other backstopping support required for service contract implementation

Required time frame

*Overall timeframe for this service will be: September 2017 – June 2019*

* 1. Title of activity 2 Promotion materials

Description of expected outputs / results to be achieved

The Contractor will be engaged for the creation and preparation of project visual identity and informational and promotional material in print and digital format, by following specification:

* Visual identity of the project to be used during the project will include creation of project logo, colour scheme, and their application on promotional and informational material (to be later used for flyers, banners, roll ups, Commemorative plaques, posters, USB sticks, press releases, memo, presentations etc.)
* Graphic design for promotion materials listed in table below. The materials should be in accordance with the Visibility Manual for Interreg Cross-border IPA program Romania Serbia

http://www.romania-serbia.net/?page\_id=212&lang=en\_GB

All designs need to be produced in close cooperation with Project Implementation Unit which is representing Contracting Authority for this contract, and approved by the same before print can be commenced. Texts and data required for creation of designs will be provided by Contracting Authority. 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.

Printed materials should be produced by the Contractor and delivered to Contracting Authority in according with specifications presented in following table.

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| --- | --- | --- | --- | --- | --- | --- |
| **No.** |  | **Format** | **Colour** | **Pages** | **Pieces** | **Material Type/Quality** |
| 1 | Project promotional leaflets | A4 two times folded | full | 2 | 1000 | Paper  Min 80g/Kunstdruk/mat |
| 2 | Roll up banners | Min 0.8m x 2m | full | 1 | 3 | Aluminium/Paper /Highest |
| 3 | Billboard for promotion of project | Min 2x1.2m | Full | 1 | 1 | Made from metal or other sun and weather resistant material on metal frame and with concrete foundations. To be placed on location designated by Contracting Authority. |
| 4 | Commemorative plaque | 70mm x 45mm | 1 colour | 1 | 1 | Aluminium, brass or other suitable metal/Highest |
| 5 | USB Stick 16Gb | logo | 1 colour | 1 | 150 | On media |

Required inputs

* Personnel, premises, supplies, equipment and other backstopping support required for service contract implementation

Required time frame

*Overall timeframe for this service will be: September 2017 – June 2019*

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.

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| 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:** Visibility and promotion

**REF:** RORS36/Municipality of Plandiste/TD3

**Concluded between:**

Municipality of Plandiste,

Vojvode Putnika 38 , 26360 Plandiste, Republic of Serbia

(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 the Visibility and promotion 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/RSD.

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

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.

In case the contract is concluded in EUR, and payments are made in NC, 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.

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| **Month** |  | **<EUR/RSD>** |
| 3 | Interim payment | <60 % of the contract value / Absolute amount > |
| 5 | Interim payment | <16 % of the contract value / Absolute amount > |
| 21 | Balance final payment | < 24% of the contract value / Absolute amount > |
|  | **Total** | <Total 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 21 Months.

Commencement date is date of signature of the contract by both parties.

**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 Serbian competent Court of Law in accordance with the national legislation of the state of the Contracting Authority.

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| **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)