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

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| **Name and address of the contracting authority: CHAMBER OF COMMERCE AND INDUSTRY OF SERBIA, Regional chamber of commerce and industry of the South Banat administrative district**  **Title of the tender:** Design and printing of promo material  **Reference number:** RORS-39/CCIS-RCCI Pancevo/71463/TD 06  **Date of launching: 11th September, 2017** |

1. **INFORMATION ON SUBMISSION OF THE TENDERS**

Subject of the contract:

The subject of this tender is providing the design and printing of promo material 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 **19th September, 2017 at 9.00 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 **15.600,00 EUR**. (For Romanian partners including VAT).

The Financial offer must be presented as an amount in EUR for international suppliers or in RSD for local suppliers 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: 60 points
* Proposed inputs: 30 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 10 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
* List of similar contracts 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: RORS-39/CCIS-RCCI Pancevo/71463/TD 06
* 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:

**CHAMBER OF COMMERCE AND INDUSTRY OF SERBIA**

**Regional chamber of commerce and industry**

**of the South Banat administrative district**

**1a Zmaj Jovina street, 26000 Pancevo**

**Zoran Viric**

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 of the promo material

Regional chamber of commerce and industry of the South Banat administrative district, Pancevo implements the project Eco Tamiš (Timiş). The main project’s output is developing of the new tourism product: “Eco Tamiš: Hike, bike, canoe, sport fishing and bird watching”. Since promotion and marketing are the keys of success of any touristic action, RCCI Pancevo should elaborate a special marketing campaign. Though this promotional and marketing campaign, the message should be transmitted to potential new tourists in the best possible way. In that regard, production of promotional material is one of the main tools.

The promo material should be produce in two steps. First one is a preparation of design. The contractor is obliged to prepare the design in accordance with Visibility Manuel, which will be provided by the Contracting Authority. The design must be developed in close cooperation of the Promotional assistant. The Contractor will prepare the draft version within 15 days form receipt of the instruction. The Contracting Authority will provide instruction related to the content of the promo material such as required text, pictures etc. The draft shall be sent for approval by e-mail to the Contracting Authority. In case of comment on the draft version, the Contractor is obliged to adopt and apply it in the final version. After obtaining the approval on the design, the Contractor shall proceed with preparation of promo material.

The second step is printing of the promo material. The promo material must be printed within 15 calendar days form the date of issuing of the design’s approval. The promo material with at least following quality level will be printed:

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| Item | | Description | Quantity  pcs |
| 1 | Poster | The posters shall be printed on the format B2  Kunstdruck 150g, print in full colour 4/0 | 200 |
| 2 | Leaflets | The leaflets shall be printed on the formatA4  5 different design must be developed and printed  Kunstdruck 150g, print in full colour 4/4  Bending on two bends (210x100mm) | 2.000  (5x400) |
| 3 | Brochures | The brochures shall be printed on the format B5  6 different design must be developed and printed  The covers – kunstdruck 250g, PVC foil, print full colour 4/4  Inside – offset paper 80g, full colour 4/4  There must be 30 pages  Wire spiral bound | 600  (6x100) |
| 4 | Maps | The maps shall be printed on the format A4  5 different design must be developed and printed  Kunstdruck 150g, print in full colour 4/4  Bending on two bends (210x100mm) | 2.500  (5x500) |

Required inputs

The Contractor must have 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

September 2017- November 2018

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:** Design and printing of promo material

**REF:** RORS-39/CCIS-RCCI Pancevo/71463/TD 06

**Concluded between:**

**CHAMBER OF COMMERCE AND INDUSTRY OF SERBIA**

**Regional chamber of commerce and industry of the South Banat administrative district**

**1a Zmaj Jovina street, 26000 Pancevo**

(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 design and printing of promo material 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, (including VAT for Romania partners)>.

For Serbian partners:

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

For Romanian Partners:

In accordance with IPA implementing regulation, for Romanian partners VAT can be an eligible expenditure. The Contracting Authority will pay the unit prices, as stated in the Financial Offer, and will pay the VAT if the VAT is clearly identified on the invoices.

**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.

In case the contract is concluded in EUR, and payments are made in RSD, 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>** |
| 2 | Interim payment (\*if applicable) | 40 % of the contract value / Absolute amount |
| 5 | Interim payment (\*if applicable) | 40 % of the contract value / Absolute amount |
| 13 | Balance final payment | 20 % 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 **13 months**.

Commencement date is a date of the contract signature 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 the Commercial Court in Pancevo 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. Whereapplicable. Forindividuals, mentiontheir ID card or passport or equivalentdocument - number [↑](#footnote-ref-1)