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

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| **Name and address of the contracting authority:** Regional Agency for Socio Economic Development – Banat Ltd., Čarnojevićeva 1, 23000 Zrenjanin, Republic of Serbia  **Title of the tender:** Information and promotion materials  **Reference number:** RORS25/RDA Banat/TD2  **Date of launching:** 23/08/2017 |

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 **01/09/2017 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 10800 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
* References of Contractor with proofs

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

* Name and address of the tenderer
* Title of the tender: Information and promotion materials
* Reference number: RORS25/RDA Banat/TD2
* 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:

Regional Agency for Socio Economic Development – Banat Ltd.,

Čarnojevićeva 1, 23000 Zrenjanin, Republic of Serbia

Branislav Milosav +381 23 510 567

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 Information and promotion materials

Description of expected outputs / results to be achieved

The Consultant 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 – Visual identity will be used during the project, as well as official graphic design of the Regional Centre for Cyclotourism in future and will include creation of project logo, colour scheme, typography, and their application on promotional and informational material (leaflet, banner, memory stick, vest, helmet, bike glove, brochure and info plaques). Visual identity elements will be elaborated in the book of graphic standards, which define layout, variations and application of each element separately. Book of graphic standards will be delivered to Contracting Authority in printed and digital form.

Leaflets – 2000 leaflets printed in A4 format, full colour, on 130g gloss kunstdruck paper, folded to A5.

Banner – 1 Banner printed in full colour, on roll up mechanism 85 x 200 cm.

Memory stick – 200 memory sticks, capacity of at least 8gb, printed in full colour on each side.

Bike vest – 100 signalling traffic vests, printed in full colour on front and back side.

Bike helmet – 100 bicycle helmets (50 pieces in middle size, 25 in small and 25 in big sizes) printed or marked in full colour or monochrome (in accordance with maximum printable area and possible printing method).

Bike gloves – 100 bicycle gloves (50 pieces in middle, 25 in small and 25 in big sizes) printed or marked in full colour or monochrome (in accordance with maximum printable area and possible printing method).

Billboard – 1 billboard size of 2 x 1.20 m, set on metal frame at construction site in the Municipality of Nova Crnja, printed in full colour on resistant materials, so that their presence can be positively noted at any time during the project implementation.

Permanent plaque – 1 permanent plaque size of 70 x 45 cm, printed or marked with weather-resistant paint in full colour, on resistant metal/plastic materials, so that their presence can be positively noted at any time.

Promotional film – 1 Promotional film, in duration of 3-5 min., will be used for the purpose of presentation of regional tourism offer and attractions, especially Regional Centre for Cyclotourism and Tourist Stop for cyclists, at fairs and other events in the future. It will contain all important information about cyclotourism in the region and will be recorded in HD format on Serbian, Romanian and English language. Film will including but not limited to following activities:

* develop the film’s overall script and storyboard
* identify and hire a persons as a narrators
* perform appropriate video filming and shoot staged scenes using actors
* recording above mentioned sites from the air, using drone.
* present a draft video to contracting authority for comments
* edit and produce final video as per the terms and conditions

The consultant has to ensure the printing and filming services of the above mentioned materials, including computing conception, graphic design, photo processing, recording and other finishing operations. Creation and design of all material will be in agreement with the contracting authority and in accordance with the labelling rules of the Interreg IPA CBC Romania – Serbia Programme. The text will be delivered by the contracting authority, and the design and preparation will be done by the consultant with the consent of the contracting authority, which owns the copyright of the final draft for printed/recorded materials.

The consultant has to meet the delivery deadlines, calculated since the date of issuing the order from the contracting authority. The order will include the complete information of the printing.

Required inputs

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

Required time frame

*Overall timeframe for this service will be: September 2017 - October 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:** Information and promotion materials

**REF:** RORS25/RDA Banat/TD2

**Concluded between:**

Regional Agency for Socio Economic Development – Banat Ltd.,

Čarnojevićeva 1, 23000 Zrenjanin, 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 Information and promotion 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/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 (\* - 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 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 | <65 % of the contract value / Absolute amount > |
| 13 | Balance final payment | < 35 % 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 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)