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

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| **Name and address of the contracting authority:** City of Pančevo, Trg kralja Petra I 2-4 26000 Pančevo, Republic of Serbia  **Title of the tender:** Media campaign and press conference  **Reference number:** RORS13 / City of Pancevo / TD-03  **Date of launching:** 27.03.2018 |

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 05.04.2018 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 4320 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 RSD, 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 website. 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: Media campaign and press conference
* Reference number: RORS13 / City of Pancevo / TD-03
* 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:

**CITY OF PANCEVO**

**2-4 Trg kralja Petra I**

**26000 Pancevo, Serbia**

**Project Energy Efficiency**

**Contact person: Andjela Vila, Project Manager Assistant**

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 requirementsbelow.

* 1. Title of activity 1 Media campaign

Description of expected outputs / results to be achieved

Contractor is expected to provide following:

1. 4 TV and radio clips (the Contractor will make a TV and radio spot length of min 30 seconds to a maximum of 60 seconds and ensure broadcasting them at least 4 times for each, consisting of the 4 phases of the Rehabilitation of the Sports hall.

-current state

-works in progress

-finished rehabilitation works

-events held in the sports hall

1. The Contractor will provide proof of broadcasting with the report on local/regional TV/Radio stations.
2. 14 press releases which must have been publicized at least in once each in local/regional/national media, 3 printed publications in local / regional media, 12 TV / radio covers on local / regional media (the contractor will provide proof of publication/broadcasts with the report). The text of the press releases and announcement will be made by the members of the Project Team of the Contracting Authority in cooperation with the contractor.
3. Other types of promotional projects offered by the bidder in their offer and providing a wider visibility of the project may give him additional points on the tender (portals, social networks, etc.).

NOTE: Creation and design of all graphic and promo elements must be in line Visibility Manual for Interreg Cross-border IPA program Romania Serbia 2016 Version 1

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 any publication can be commenced.

Required inputs

sufficient number of qualified and experiences staff, equipment and other backstopping support as well previous experience.

Required time frame

*April 2018 - June 2019*

* 1. Title of activity 2 Press conference

Description of expected outputs / results to be achieved

The closing press conference will be organized at the end of the project. The Contracting Authority will provide the venue. Journalists, representative of local communities which will be impacted by project results as well as other interested parties will be invited to attend the conference. During the event, they will be informed about main activities, expected outputs and benefit that will be produced by the project implementation. The Consultant is going to be responsible for successful organization of the conference. In that regard, following services will be provided:

* Catering service for 50 people. The catering should include food (10 kg meat and 10 kg vegetables, 7 kg desert), drinks (10 l fruit juice, 10 l soda, 8 l mineral water, 5 l of flat water), 2 waiters, renting of catering utensils (dishes, glasses, forks and knives) and food transport.
* At the end of the service, the Service Provider is obliged to return the premises to the previous state.
* Contractor will be notified about impending event, agenda and event venue at least 4 days in advance. Expected duration of the event is 3 hours.

Required inputs

sufficient number of qualified and experiences staff, equipment and other backstopping support

Required time frame

*May - 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:** Media campaign and press conference

**REF:** RORS13 / City of Pancevo / TD-03

**Concluded between:**

CITY OF PANCEVO

2-4 Trg Kralja Petra I

26000 Pančevo (Serbia)

VAT number: 101049012

(Contracting Authority)

AND

<*Title>*

*<Address of the contractor>*

*<Official registration number/VAT number[[1]](#footnote-2)>*

(Contractor)

**Article 1: Subject of the contract**

The subject of the contract is the Media campaign and press conference 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 B8dof PRAGb8d\_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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| **Day/Month** |  | **<EUR/RSD>** |
| 4 | Interim payment after radio and TV spot are finished and 60% of required media publicity is achieved | 80 % of the contract value / Absolute amount > |
| 14 | Balance final payment after all requirements for this service are finished | 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 14 months.

Commencement date is <dd/mm/yyyy>

**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 Trade Court 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. Where applicable. For individuals, mention their ID card or passport or equivalent document - number [↑](#footnote-ref-2)