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

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| **Name and address of the contracting authority:** Special Hospital for Psychiatric Diseases "Dr SlavoljubBakalović" Vršac  **Title of the tender:** Awareness campaign  **Reference number:** RORS241/SBPB Vrsac/TD5  **Date of launching:** 03.07.2019. |

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 **12.07.2019 at 12:00 hours**. Any tender received after this deadline will be automatically rejected.

The Contracting Authority is obliged to provide answer to all questions received no latter then 3 days before the deadline and has to publish them on the same web sites where the tender was published. Questions regarding this procedure may be submitted to npbvrsac@gmail.com.

Financial information

The tenderers are reminded that the maximum available value of the contract is 15.500 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 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
* Reference list

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

* Name and address of the tenderer
* Title of the tender: Awareness campaign
* Reference number: RORS241/SBPB Vrsac/TD5
* 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:

Special hospital for psychiatric diseases “Dr.SlavoljubBakalovic” Vrsac, Podvršanska 13, 26300 Vršac, Republic of Serbia

Filip Kalnak+381 13 833 336

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. **Activity 1: Awareness campaign**

**Description of expected outputs / results to be achieved:**

Contractor is expect to design awareness campaign necessary to reach wide public with a purpose of increase awareness of population regarding dementia and affiliated risks. There is a myth about dementia, many people think that dementia is a normal sign of ageing and they tend to ignore older people with dementia rather than understanding the condition and learning how they be best supported. In order to build a dementia friendly society, it is necessary to move away from fear and denial of the disease, towards awareness and understanding. For that reason, it is necessary to develop awareness campaign, in order to mobilize wider public in “fight” against these diseases. To tackle stigma, campaign should let the experts – people affected by dementia, family members – do the talking. Campaign should invite citizens to hear their inspiring stories and take a few pointers from them on how to be open and accepting towards people living with dementia. Their stories should be featured on a project website, where visitors should also find tips on how to be more dementia friendly and other resources to take action against stigma and be better informed about a disease that has the potential to affect every single one of us. Campaign should be simple, fast, and motivational. By cooperating with Contracting Authority representatives Contractor is expected to create campaign logo, inspiring stories, slogans, posters. Different slogans and posters designs should communicate with different target groups, depending on age, gender, education level, etc. Posters with slogans, photos will be visible during public events, as well as on the project web site. There is still considerable low public awareness that dementia risk may depend to some extent on modifiable lifestyle factors: campaign should include information on the potential relation between health and lifestyle factors and dementia risk in order to raise more public awareness about the possible preventive effects of certain factors. Contracting Authority will support Contractor by access to relevant medical experts and knowledge, joint providing of inputs for designer, selection of best graphic solutions and similar.

Result required for awareness campaign:

1 x campaign logo,

5 x inspiring stories,

5 x different slogans,

5 x different posters designs,

20 x photos.

The Contractor will provide all pre-print and full design services, all in accordance with the Communication and Visibility manual for EU external actions found at the INTERREG IPA CBC Romania Serbia programme website: <http://www.romania-serbia.net/> and designs should be aproved by Contracting Authority.

**Required inputs**

Previous expirience, personnel, premises, supplies, equipment and other backstopping support required for service contract implementation.

**Required time frame**

Overall timeframe for this service will be July 2019 - May 2021.

* 1. **Activity 2: Web page development and updating**

**Description of expected outputs / results to be achieved:**

The tenderer should provide services in accordance with the instructions from the CA – the contractor will be given base instructions for the website and an initial draft. The web page should at least contain the following:

* Content information about the Action,
* Planned, current and past activities of the team,
* Achieved results,
* Capability of interaction with page visitors,
* A news tab,
* Promotional content containing various other promotional material and
* Links to other relevant websites (partner websites, partner institution websites, programme website and other).

All of the content should be made in accordance with the Visibility manual of the EU, which may be found at the INTERREG IPA CBC Romania Serbia programme website: <http://www.romania-serbia.net/> and aproved by Contracting Authority.

Also, the contractor is obliged to maintain and update the website during the duration of the contract. Contracting authority will supply Contractor with content materials except ones linked to awareness campaign performed by Contractor.

**Required inputs**

Previous expirience, personnel, premises, supplies, equipment and other backstopping support required for service contract implementation.

**Required time frame**

Overall timeframe for this service will be July 2019 - May 2021.

* 1. **Activity 3: Printing of promotional material**

**Description of expected outputs / results to be achieved:**

In order to support all above mentioned communication activities, Contractor should develop printed promotional materials. All material should be trilingual: Serbian-Romanian - English. Leaflets and brochures will be distributed through health institutions. Project team representing Contracting Authority will prepare text for the material in cooperation with Contractor and in line with awareness campaign activity using down-to-earth approach, in order to reach as many inhabitants as possible. Goal of this activity is to inform targeted population about risk of dementia, possible but not so visible symptoms, possibilities of diagnosis, treatment, but also prevention. Roll-up banners will be also created for promotion at conferences and promotional events to increase project's visibility.

Following results are expected:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| No | Item | Pages | Format | Print method | Material: | Qty |
| 1 | Brochures | Book covers + 21 more pages | A3 folded in half for A4 page | Offset, full colour 4/4 | Coated kunstdruck 200 g/m2matte, for covers and coated kunstdruck 135 g/m2matte for pages | 3000 pcs |
| 2 | Leaflets | 1 | A4 folded once or twice  (accordion style) | Offset, full colour 4/4 | Coated kunstdruck 135 g/m2matte | 3000 pcs |
| 3 | roll-up banners selfstanding | 1 | (85-120)cm x200cm  Depending on design | full colour 4/4 | Textile, paper or plastic with metal mechanism | 4 pcs |

All of the content should be made in accordance with the Visibility manual of the EU, which may be found at the INTERREG IPA CBC Romania Serbia programme website: <http://www.romania-serbia.net/> and aproved by Contracting Authority prior print.

**Required inputs**

Previous expirience, personnel, premises, supplies, equipment and other backstopping support required for service contract implementation.

**Required time frame**

Overall timeframe for this service will be July 2019 - May 2021.

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:** Awareness campaign

**REF:** RORS241/SBPB Vrsac/TD5

**Concluded between:**

*Special hospital for psychiatric diseases“Dr.Slavoljub Bakalovic” Vrsac,*

*Podvršanska 13, 26300 Vršac, Republic of Serbia*

(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 Awareness campaign services 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

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| B8d | Draft contract : General conditions (Annex I) | [b8d\_annexigc\_en.pdf [http://ec.europa.eu/europeaid/prag/images/documents/f_pdf_16.gif](http://ec.europa.eu/europeaid/prag/annexes.do?annexName=B8d&lang=en)](http://ec.europa.eu/europeaid/prag/annexes.do?annexName=B8d&lang=en) |

<http://ec.europa.eu/europeaid/prag/document.do?isAnnexes=true>

**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.

|  |  |  |
| --- | --- | --- |
| **Month** |  | **<EUR/RSD>** |
| **6** | Interim payment | 15 % of the contract value |
| **12** | Interim payment | 75 % of the contract value |
| **23** | Balance final payment | 10 % of the contract value |
|  | **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 22 months and 12 days.

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-2)