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| PART A: INFORMATION FOR THE TENDERER |

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| **Name and address of the contracting authority:** City of Zrenjanin, Trg slobode 10, 23101 Zrenjanin, Republic of Serbia  **Title of the tender:** Design and printing of promotional materials  **Reference number:** RORS-380/Service-T2  **Date of launching:** 06/12/2019 |

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 this information.

Deadline for submission of the tenders:

The deadline for submission of tenders is **16/12/2019 at 13:00 hours local time**. 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. Tenderers may submit questions in writing to the following address: [insect.zrenjanin@gmail.com](mailto:insect.zrenjanin@gmail.com)

Financial information

The tenderers are reminded that the maximum available value of the contract is 4.500,00 EUR.

The Financial offer must be presented as an amount in EUR and must be submitted using the template for the global-price version of PART C: FORMAT OF FINANCIAL OFFER.

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(only if not publicly available for Contracting Authority to consult / in case that entity is not registered at Serbian Business Register Agency)
* Reference list (in free form)

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 promotional materials
* Reference number: RORS-380/Service-T2
* 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 Zrenjanin

Trg slobode 10, 23101 Zrenjanin, Republic of Serbia

Attn: Duško Radišić

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 Design and printing of promotional materials

Description of expected outputs/results to be achieved

In order to support project communication activities and contribute to the project visibility promotional materials should be designed and produced, as follows:

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| Item | Description | Quantity |
| Project promotion roll-up | Outdoor banner developed on banner canvas with dimensions of at least 80 x 200 cm with top rail, aluminum pole and the body base. | 10 |
| Implementation roll-up | Outdoor banner developed on banner canvas with dimensions of at least 80 x 200 cm with top rail, aluminum pole and the body base. | 10 |
| Brochure | Brochure with partner’s description, project objectives, activities, expected results and agenda of the seminar cca. 10-15 pages (A4 size in a closed format, on glossy paper 300 g cover, 90 g, non-laminated inner pages). Brochure should be printed out in full colour. | 200 |
| Banner | Banner developed on banner canvas with dimensions of at least 200 x 80 cm. | 2 |
| Pencil | Aluminium housing, filler with blue ink, personalization by engraving the logo of the programme of Interreg IPA CBC Romania Serbia programme. | 100 |
| USB flash memory stick | 8 GB USB 3.0 containing only programme logo of Interreg IPA CBC Romania Serbia programme. | 140 |
| Study of insect migration printing | Study of the insect migration will be printed on A4 size in a closed format, cover pages on glossy paper 300 g cover, 90 g. Study will be printed out in full colour containing 40-50 pages. The content will be provided by the Contracting Authority. | 150 |

All items of promotional material should be developed in accordance with provisions of the Visual Identity Manual of Interreg IPA CBC Romania-Serbia Programme available at official programme website: <http://www.romania-serbia.net/>, section Implementation, sub-section Visibility.

Upon signature of contract by both parties the Contracting Authority will provide Contractor with information neccessary for developing required promotional materials (information about content of materials, information about project, visibility elements to be respected etc.).

Printed materials should be delivered to the Contracting Authority’s premises - City of Zrenjanin, Trg slobode 10, 23101 Zrenjanin, Republic of Serbia at most 30 days after the contract signature by both parties.

***Required inputs***

Company experienced in designing and printing of promotional materials with at least 1 contract for designing and printing which included obligatory elements of Visual Identity Manual of EU funded programs, implemented in the last 5 years.

Proof of producing at least 1 output similar to the Study which is the task of this Contract.

Number of qualified and experienced staff: at least 1 employed staff member

***Required time frame***

For the purpose of project launching seminar the tenderers are required to design and print the following promotional materials: project promotion roll up, brochures, pencils and USB flash memory sticks. Material shall be produced in 10 days timeframe after the Contract signature by both sides.

Implementation roll-up and Banner shall be produces in 45 days timeframe after the Contract signature by both sides.

Study of insect migration shall be produced by the end of the Contract, May 2020. If a full content of the Study is provided by Contracting Authority earlier, Contractor shall produce the Study in 30 days timeframe from the day of content receipt.

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 promotional materials

**REF:** RORS-380/Service-T2

**Concluded between:**

City of Zrenjanin

Trg slobode 10, 23101 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 service of designing and printing of promotional 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.

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

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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 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** |
| 1 | Interim payment | 50% of the contract value |
| 5 | Balance payment | 50% of the contract value |
|  | **Total** | 100 % of the contract value |

\* - The contractor will provide contracting authority with the brief report on execution of the services, which will represent the basis for issuing balance final payment

**Article 5: Duration of the contract**

The duration of the contract is 5 months.

Commencement date is the 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 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)