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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:** Visual identity, information and promotion materials in SER  **Reference number:** RORS300/RDABanat/TD2  **Date of launching:** 09.07.2019. |

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 **18.07.2019 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 irena.zivkovic@rcrbanat.rs.

Financial information

The tenderers are reminded that the maximum available value of the contract is 11550 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\*only for Romanian beneficiaries(only if not publicly available for Contracting Authority to consult)

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

* Name and address of the tenderer
* Title of the tender: Visual identity, information and promotion materials in SER
* Reference number: RORS300/RDABanat/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

Irena Živković +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 requirementsbelow.

* 1. Activity 1: Design and printing of promotional materials

Description of expected outputs / results to be achieved

In order to support all above mentioned communication activities, Contractor should develop printed promotional materials. Project team representing Contracting Authority will prepare text for the materials in cooperation with Contractor.

Contractor is firstly expected to provide Design of Visual identity:

Visual identity will be used during the project, as well as official graphic design of the Regional Centre for Energy Efficiency - Banat in the future and will include creation of project logo, colour scheme, typography, and their application on promotional and informational materials. 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

Following results are expected:

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| --- | --- | --- | --- | --- | --- | --- |
| No | Item | Pages | Format | Print method | Material: | Qty |
| 1 | Leaflets | 1 | A4 folded to A5 | Full color | 130g gloss kunstdruck | 2000 |
| 2 | Roll up banner, selfstanding | 1 | 85 x 200 cm | Full color | Textile, paper or plastic with metal mechanism | 1 |
| 3 | Posters | 1 | A3 | Full color | gloss kunstdruck paper, framed in aluminium frame | 2 |
| 4 | Billboard with mounting | 1 | 2 x 1.20 m | Full color | Metal frame at construction site in the City of Zrenjanin, printed in full colour on resistant materials, so that their presence can be positively noted at any time during the project implementation | 1 |
| 5 | Permanent plaque | 1 | 70 x 45 cm | Full color | 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. | 1 |
| 6 | Eco gadgets: | - | - | Full color | printed or marked in full colour on solar charger for mobile devices | 300 |
| 7 | Bruchures | Up to 14 pgs | A5 | Full color | inside pages material – min. 130g kunstdruck paper, cover pages material – min. 200g shiny plasticized kunstdruck paper | 300 |
| 8 | T-shirts | 1 | 50% in middle sizes, 25% in small and 25% in big sizes, 150 pieces for male and 150 for female. | Full color | 100% Cotton T-shirt | 300 |
| 9 | Pencils | 1 | - | - | recycle paper material - biodegradable, with logo in printing | 450 |
| 10 | Notebooks | 150-190pgs | A5 | Full color on covers | Paper | 450 |
| 11 | Folders | - | 220x310mm | Full color | 350 gr kunstdruck paper, with matte plasticisation | 450 |

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

Personnel, premises, supplies, equipment and other backstopping support required for service contract implementation.

Required time frame

*July 2019-February 2020*

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:** Visual identity, information and promotion materials in SER

**REF:** RORS300/RDABanat/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-2)>*

(Contractor)

**Article 1: Subject of the contract**

The subject of the contract is the Visual identity, information and promotion materials in SER 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 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 | <60% of the contract value / Absolute amount > |
| 7 | Balance final payment | <40 % 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 7 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-2)