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

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| **Name and address of the contracting authority: Caras Severin County Council, No 1, December 1st 1918 Square, Resita City, Caras Severin County**  **Title of the tender: External services for elaboration and printing promotional and awareness materials LOT1, LOT2**  **Reference number: 3/eMS RORS 283**  **Date of launching: 13.09.2019** |

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 **23.09.2019** at **16,00 hours**. Any tender received after this deadline will be automatically rejected.

\* - The tenderer should have minimum 7 days from the date of launching of the procurement procedure for preparation of the offer (excluding the day of publishing and the date of submission deadline).

\*\* - 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.

Financial information

The tenderers are reminded that the maximum available value of the contract is total amount 17.079 EUR (including VAT), as follows:

**External services for elaboration and printing promotional and awareness materials LOT1, Elaboration and printing promotional and awareness materials services**– 15.079 EUR (including VAT),

**External services for elaboration and printing promotional and awareness materials LOT2 Services editing study** – 2.000 EUR (including VAT).

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.

[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: 50 points
* Proposed inputs: 30 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;

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

* Name and address of the tenderer: **Caras Severin County Council, No 1, December 1st 1918 Square, Resita City, Caras Severin County**

Title of the tender: **External services for elaboration and printing promotional and**

**awareness materials LOT1, LOT2**

* Reference number: **3/eMS RORS 283**
* The words: ‘’Not to be opened before the tender opening session’’ (and ”A nu se deschide inainte de sesiunea de deschidere’, “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:

*Caras Severin County Council, No 1, December 1st 1918 Square, Resita City, Caras Severin County***,** *Contact person: UNGUREANU Adina.*

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.

2.A. **External services for elaboration and printing promotional and awareness**

**materials LOT1**

**Elaboration and printing promotional and awareness materials services**

*2.A.1. Title of activity* **Elaboration and printing promotional materials services**

Description of expected outputs / results to be achieved

The tenderers to provide design proposal and printing of all promotional items listed below.

The **promotional materials** will be made in Romanian and English.

The scope is to ensure proper promotion and visibility of the project activities and results, as well as to underline the role of the EU in financing such actions.

All promotional materials and visibility elements will comply with the provisions of the financing programme’s Visual Identity Manual.

All items will be personalized only after obtaining the approval from the Contracting Authority.

All personalizations and designs used must not infringe on applicable copyright laws.

Project team representing Contracting Authority will prepare text for the materials in cooperation with Contractor.

For LOT 1 it is important to develop and provide high quality outputs (promotional items), in accordance with the requests of Contracting Authority and provide the best tools for raising the awareness of the general public regarding the Interreg-IPA Cross-border Cooperation Romania-Serbia Programme and to ensure the delivery of the supplies produced to the Contracting Authority (C.A.) headquarters.

**When brand names/specifications referring to or describing products of a given brand or origin are used in the technical specifications, they are used in descriptive purposes only or should be interpreted as equivalent.**

For LOT 1, please note that stated outputs are minimum requirements.

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| No. | Item | Description/technical specification required | Units |
| 01 | **Promotional folders A4** | The content of the folders will provide general information about the financing programme and also about the project.  The promotional materials of folders will be bilingual: Romanian/English  The folder contain: pen, brochure project A5, memory stick, folder  The minimum technical features for folders A4 are:  The folder contain: folder, A4 closed, A3 open, PAPER 280g/mp, pocket for documents, print on the cover and page 4, graphic design achievement; metallic pen personalized, laser engraving 2 parts, pen holder, brochure A5 closed, A4 open, PAPER 120g/mp, face-to-face printing, 1 big, 12 pag, 300g / m2 cardboard cover, graphic design achievement  - colour edited | 200 |
| 02 | **Sets promoting pupils and students** | The sets will provide detailed information about the project objective.  The set contain: pen, notes book A5,  The brochures will be bilingual: Romanian/English  The minimum technical features are:  The folder contain: metallic pen personalized, laser engraving 2 parts, pen holder; Notes, size A5, 10 files 80 g/mp +cover, bound with metallic spiral, realization graphic concept  - color edited | 200 |
| 03 | **Roll-up Banners** | The banner will provide information about the objectives of project.  The banners s will be bilingual: Romanian/English  The banners will be comply with the provision of the Visual Identity Manual of the programme.  The minimum technical features are:  Customized roll-up, size 2300x1500 mm, aluminum support, full color custom blockout, 1 part, transport bag  - colour edited, display included | 2 |
| 04 | **Self-adhesive materials** | The Self-adhesive will be comply with the provision of the Visual Identity Manual of the programme.  Self-adhesive size (10 x 60 mm) for equipments, furniture etc  Sticker, size 20 x 60 mm, Oracal 651 foil holder, graphic design concept  The materials will be colour | 200 |
| 05 | **Memory stick** | The Memory stick will be comply with the provision of the Visual Identity Manual of the programme.  Memory stick, 4GB capacity, color personalization with sticker or engraving 1 color | 10 |
| 06 | **External memory hard disk** | The External memory hard disk will be comply with the provision of the Visual Identity Manual of the Programme.  External hard drive, 500 GB capacity, interfață 2.0., compatibile with Microsoft Office XP/7/10, color personalization with sticke | 50 |

*2.A.2. Title of activity* **Elaboration and printing awareness materials services**

Description of expected outputs / results to be achieved

The tenderers to provide design proposal and printing of all awareness items listed below.

The **awareness materials** will be made in Romanian and English.

The scope is aimed at educating the members of the local communities in the problems posed by different types of environmental risks and the corresponding prevention measures to be taken and the response to disasters.

The awareness materials for awareness campaign for population in project aria towards the environmental threats and emergency:

* 25 plates for signals risks with QR
* 400 pcs. E-mergency Brochure
* 1500 pcs flyers A4
* 200 pcs, posters A3.

All awareness materials (design and editing) and visibility elements will comply with the provisions of the financing programme’s Visual Identity Manual.

All items will be personalized only after obtaining the approval from the Contracting Authority.

All personalizations and designs used must not infringe on applicable copyright laws.

Project team representing Contracting Authority will prepare text for the materials in cooperation with Contractor.

For LOT 1 it is important to develop and provide **high quality outputs** (awarenes items), in accordance with the requests of Contracting Authority and provide the best tools for raising the awareness of the general public regarding the Interreg-IPA Cross-border Cooperation Romania-Serbia Programme and to ensure the delivery of the supplies produced to the Contracting Authority (C.A.) headquarters.

**When brand names/specifications referring to or describing products of a given brand or origin are used in the technical specifications, they are used in descriptive purposes only or should be interpreted as equivalent.**

For LOT 1, please note that stated outputs are minimum requirements.

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| No. | Item | Description/technical specification required | Units |
| 01 | **Plates signaling risks** | The awarenes materials will be bilingual: Romanian/English  The minimum technical features for Plates signaling risks are:  . size 1000x700x10 mm, alucobond material, inscribed with ecosolvent coated foil and UV and mechanical protection foil, support metallic structure, on two supporting pillars 2 m height, 0.5 m of which will be embedded (2 pieces of steel gripping feet) in concrete of 2000 mm length, graphic design.  (Plates and the pillars) weather-resistant material 10 years  The assembly will be done in the following manner: 20 panels on the Caras-Severin county and 5 panels in Timis County.  On plates will be applied QR code wich contains shortcut to a web page. | 25 |
| 02. | **E-mergency Brochure** | Brochure E-emergency will contain information about the problems posed by different types of environmental risks and the corresponding prevention measures to be taken and the response to disasters.  The E-mergency Brochure  will be comply with the provision of the Visual Identity Manual of the programme.  The awarenes materials will be bilingual: Romanian/English  The minimum technical features for E-mergency Brochure are:  Brochure, size A5 dark and open A4, 120 g / m2 paper, fatty print, 1 large, center staple, min 8 pag, 300 g / m2 card cover, graphic design.  Full color | 400 |
| 03. | **Leaflets A4** | Leaflets A4 will contain information about the problems posed by different types of environmental risks and the corresponding prevention measures to be taken and the response to disasters.  The awarenes materials will be bilingual: Romanian/English  The Leaflets A4  will be comply with the provision of the Visual Identity Manual of the programme.  The minimum technical features for Leaflets A4 are:  Format A4, 2 bigouds, full color, Folding, 210 x 100 inch and open A4 size, 120 g / m2 paper, fatty print, 2 bigouds, graphic design | 1500 |
| 04. | **Poster A3** | Poster A3 will contain information about the problems posed by different types of environmental risks and the corresponding prevention measures to be taken and the response to disasters.  The awarenes materials will be bilingual: Romanian/English  The Poster A3will be comply with the provision of the Visual Identity Manual of the programme.  The minimum technical features for Poster A3 are: Display, A3 size, 120 g / m² paper, graphic design, full color | 200 |

2.B. **External services for elaboration and printing promotional and awareness**

**materials LOT2 Services editing study**

*2.B.1. Title of activity* **Services editing study** (between 200 -300 pag)

Description of expected outputs / results to be achieved

The tenderers to provide services editing for „ Research study for emergency and environmental risks in the project area”.

The scope of the study will be: identification of high frequency environmental risks in the researched area (Caraş-Severin and Timiş county, in Romania and the Southern Banat district in Serbia) and *the long-term prognosis of the main risk factors in the project area*.

The study will be printed in three languages (Romanian/Serbian/English) and edited in 100 copies for the use of project partners.

Services for Editing the study in 100 copies will be in 3 languages (Romanian/Serbian/English) with ISBN number.

Polychrome cover 300 g/mp, size A4.

Color pages - between 90-120 pages

The content of the study will be provided by the Contracting Authority after it has been elaborated by another contractor (Elaboration study services).

The aim is to ensure proper promotion and visibility of the project activities and results.

The visibility elements for study will comply with the provisions of the financing programme’s Visual Identity Manual.

For LOT 2 it is important to develop and provide **high quality outputs** (edited study), in accordance with the requests of Contracting Authority and provide the best tools for raising the awareness of the general public regarding the Interreg-IPA Cross-border Cooperation Romania-Serbia Programme and to ensure the delivery of the edited study (100 copies) to the Contracting Authority (C.A.) headquarters.

Required inputs for Lot 1 and Lot 2:

For expected outputs the tenderer must ensure qualified and sufficient staff to provide all services.

Required time frame

Estimated period: **External services for elaboration and printing promotional and awareness**

**materials LOT1**: September 2019 – 05.08.2021

**External services for elaboration and printing promotional and awareness**

**materials LOT2:** 2 months after Commencement order of service which

will be given by the CA after receiving the study

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: External services for elaboration and printing promotional and**

**awareness materials LOT1, LOT2**

**REF: 3/eMS RORS 283**

**Concluded between:**

**Caras Severin County Council,**

**No 1, December 1st 1918 Square, Resita City, Caras Severin County**

(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 **External services for elaboration and printing promotional and awareness materials LOT1, LOT2** 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, (including VAT)>.

For Romanian Partners:

In accordance with IPA implementing regulation, for Romanian partners VAT can be an eligible expenditure. The Contracting Authority will pay the unit prices, as stated in the Financial Offer, and will pay the VAT if the VAT is clearly identified on the invoices.

**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: Copy of legal registration,

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/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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| **Day/Month** |  | **<EUR/RSD>** |
| < Day/Month > | Interim payment (\*if applicable) | <XX % of the contract value / Absolute amount > |
| < Day / Month > | Balance final payment | < XX % 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:

23 months for **External services for elaboration and printing promotional and awareness materials LOT1,** but not later than 05.08.2021.

2 months after Commencement order for service for **External services for elaboration and printing promotional and awareness materials LOT2** (after the elaboration of the study by the provider elaboration study services), but not later than 05.08.2021.

LOT 1 Commencement date is <dd/mm/yyyy> the date of signing the contract of the last part

LOT 2 after Commencement order of service

**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 Resita, Caras Severin 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)