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

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| **Name and address of the contracting authority: BISHOPRY OF SEVERIN AND STREHAIA, Drobeta-Turnu-Severin, 6 I. Gh. Bibicescu street, Mehedinți County, Romania**  **Title of the tender: TV spot and radio spot**  **Reference number: RORS26 - BISHOPRY OF SEVERIN AND STREHAIA-TD05**  **Date of launching: 15/02/2019** |

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 **25/02/2019at 10:00hours**. 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).

Financial information

The tenderers are reminded that the maximum available value of the contract is 14.000,00 EUR or 66.571,40 RON (Inforeuro for Februarie2019)(ForRomanian partners including VAT).

The Financial offer must be presented as an amount in EURand 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: 60 points
* Proposed inputs: 20 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 10 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)
* Certificate issued by the National Trade Register Office in original or legalized copy of which shows the current address and objects of activity of the company.

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

* Name and address of the tenderer
* Title of the tender: TV spot and radio spot
* Reference number: RORS26 - BISHOPRY OF SEVERIN AND STREHAIA - TD05
* The words: ‘’Not to be opened before the tender opening session’’ (and ”A nu se deschide inainte de sesiunea de deschidere’)

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:

Name: BISHOPRY OF SEVERIN AND STREHAIA

Address of the contracting authority: Drobeta-Turnu-Severin, 6 I. Gh. Bibicescu street, Mehedinți County, Romania

Contact person: Mr. Constantin Birlan –AssistantManager; Tel: 0788620017

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: TV spot and radio spot**

To achieve the objectives of the project RORS-26 Inheritances at the Danube Cross-border it is necessary the acquisition of TV and radio spot advertising.

The acquisition of TV and radio spot advertising is indispensable to promote the Danube cross-border area of Mehedinți and Borski districts as a turistic destination.

By making the purchase of TV and radio spot advertising we want to inform and raise awareness of the people, tour-operators and travel agencies about the richness of cultural, natural and historical heritage from Mehedinți and Borski districts and we shall ensure reaching information and publicity goals of the project.

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

Requirements imposed will be considered minimal where not otherwise defined. Any tender that deviates from these terms of reference will be considered only if technical proposal will ensure a superior quality compared with those specified below.

**Technical specifications:**

1**. Broadcast radio spots**

Two radio spots will be broadcast (with different content).

*Duration:* maximum 90seconds.

The two radio spots will be broadcast (in the range Monday-Sunday) as follows:

- spot no. 1: broadcast over time 08:00 - 12:00 – 8 broadcasts

- spot no. 2: broadcast over time 18:00 - 22:00 - 7 broadcasts

*Total broadcasts:* 15

*Period:* February – May 2019

*Coverage / Broadcast area*: The radio station to be broadcast must have minimum local coverage (Mehedinti county, Romania).

Bishopry of Severin and Strehaia will offer the radio spots to the successful tenderer at least 7 days before the broadcasts start.

**2. Broadcast spot TV**

It will broadcast 1 TV spot.

*Duration:* maximum 90 seconds

The TV spot will be broadcast (in the range Monday-Sunday) over time 18:00-22:00.

*Total broadcasts*: 5

*Period:* February - May 2019

*Coverage / Broadcast area:*The TV station to be broadcast must have minimum local coverage (Mehedinti county, Romania).

Bishopry of Severin and Strehaia will offer the TV spot to the successful tenderer at least 7 days before the broadcasts start.

***Required inputs***

The Contractor must have previous experience in the field required by the activities described above.

***Required time frame***

The contract is concluded for 3 monthsin the period February – May 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”

**Payment**

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.

The contractor's report will contain the following details on the broadcasting of radio spots and TV spot: distribution chart – date, time of broadcast (hour, minute, second).

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:** TV spot and radio spot

**REF: RORS26 -** BISHOPRY OF SEVERIN AND STREHAIA-TD05

**Concluded between:**

***BISHOPRY OF SEVERIN AND STREHAIA***

Drobeta-Turnu-Severin, 6 I. Gh. Bibicescu street, Mehedinți County, Romania

(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 service: TV spot and radio spotas 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 Romania 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 (\* - in case of asking for registration of company or other information)

For any issues not defined in this contract agreement the rules of General conditionswill 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 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** |
| May 2019 | Balance final payment | 100 % 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 balance final payment

**Article 5: Duration of the contract**

The duration of the contract is 3 months.

Commencement date is date of contract signing 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 Drobeta Turnu Severin Court 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)