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

|  |
| --- |
| **Name and address of the contracting authority:** Municipality of Brosteni, Brosteni Village, Broșteni Commune, Mehedinți County, Romania  **Title of the tender:** Design and printing promotional products  **Reference number:** RORS 26-Municipality of Brosteni-TD08  **Date of launching:** 16/05/2019 |

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 **24/05/2019 at 10:00 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).

Financial information

The tenderers are reminded that the maximum available value of the contract is 10812,90 EUR (For Romanian partners 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: 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 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)
* 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: Design and printing promotional products
* Reference number: RORS26-Municipality of Brosteni-TD08
* 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:

**Municipality of Brosteni,**

**Brosteni Village, Broșteni Commune, Mehedinți County, Romania**

**Contact person: Cațan Gheorghe Florin-Legal Adviser; Tel: 0726201313**

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 products**

To achieve the objectives of information and publicity of the project *Inheritances at the Danube Cross-border RORS 26* it is necessary the acquisition of the specific materials of information and publicity.

The products are indispensable for ensuring visibility of the project and to fulfill the requests regarding visual identity and transparency.

By making the purchase of the services for information and publicity products 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.

The tender that proposes inferior characteristics then the actual terms of references will attract rejection of the tender as nonconforming.

The consultant has to ensure design and printing services of the mentioned materials, including computing conception, graphic design, photo processing, other pre-press connected services, computer to plate and other finishing operations.

All printed materials have to reflect the objectives, general and specific objectives, target groups and the activities of the project. This information will be offered to the consultant by the contracting authority at the moment of signing of the contract.

The information and publicity products proposed for purchase are:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | DESIGN AND PRINTING | Description of expected outputs | Unit | Quantity |
|  | Tourism albums | 24 x 21 cm format  Inside maximum 300 pages, 4+4 colours, complex polychromic, DCM, import 180 g/m2, coated paper glossy.  Polychrome cover, bound in boards, binding laminated paperboard, shiny cellophane/varnishing, 923 g / m2  Binding Mode: sewing  Finished, sewing | piece | 400 |
|  | Photos | Size A4, polychrome, glossy photo paper minimum 260 g / m², minimum resolution of 300 dpi | piece | 200 |

**Note: the products must meet the quality and safety standards in use foresee the legislation in force and to comply with all legal requirements regarding compliance and authorization of their use.**

The consultant has to respect the indication from Visual Identity Manual of Interreg - IPA Cross-Border Cooperation Romania- Serbia Programme which may be downloaded from the following web site: <http://www.romania-serbia.net> .

**Other requests**

- All types of printings include computing conception, graphic design, photo processing, other pre-press connected services, computer to plate and finishing operations.

- Delivery of the printing will be made to headquarter of the Contracting Authority. Transportation costs will be in the charge of the consultant.

- The consultant has to meet the delivery deadlines, calculated since the date of issuing the order from the Contracting Authority. The order will include the complete information of the printing.

- The consultant has the obligation to request the imprimatur (BT) on the final form of the printing. The imprimatur is given by the purchaser in maximum 2 days (48 hours). If this term is not respected by the Contracting Authority, the time for delivery of the printing is extended with the delay caused by the purchaser.

- The Contracting Authority owns the copyright of the final draft for printing materials.

- The Contracting Authority has the right to refuse the entire circulation if there are identified 10 pieces of each printing type that does not correspond to qualitative conditions – pattern drowned, ink stains, blurry photos, irregular or asymmetric edges, etc.

- The consultant has the obligation to remedy any deficiencies found at the reception in maximum 2 days from the reception date as follows:

a) Quantitative deficiencies will be remediated by addition to the number of the lack pieces;

b) Qualitative deficiencies will be remediated by replacing the printing with defects with the others qualitative corresponding.

The products will be delivered based on the firm order received from the Contracting Authority.

**Place and term of delivery of the products**

The products are delivered by the supplier to the headquarters of Municipality of Brosteni, Brosteni Village, Broșteni Commune, Mehedinți County, Romania or as the case may be, to the mentioned locations.

The term of delivery of the products will be at most 7 (seven) days from the registration of the order to the supplier.

***Required inputs***

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

***Required time frame***

The contract is concluded for 11 (eleven) days, but no later than 06.06.2019.

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”

This procurement is subject to Addendum no. 2 to the co-financing contract that is not finished yet. If Addendum 2 is not completed this procurement procedure is cancelled.

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.

|  |
| --- |
| 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 promotional products

**REF:** RORS26-Municipality of Brosteni-TD08

**Concluded between:**

Municipality of Brosteni

Brosteni Village, Broșteni Commune, 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 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 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 conditions will 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.

|  |  |  |
| --- | --- | --- |
| **Month** |  | **<EUR>** |
| June 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 interim and balance final payment

**Article 5: Duration of the contract**

The duration of the contract is 11 (eleven) days, but no later than 06.06.2019.

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 accordance with the national legislation of the state of the Contracting Authority.

|  |  |  |  |
| --- | --- | --- | --- |
| **For the Contractor** | | **For the Contracting Authority** | |
| Name: |  | Name: |  |
| Title: |  | Title: |  |
| Signature: |  | Signature: |  |
| Date: |  | Date: |  |

|  |
| --- |
| Name: Cațan Gheorghe-Florin |
| Title: Legal adviser |
| Signature: |
| Date: |

1. Where applicable. For individuals, mention their ID card or passport or equivalent document - number [↑](#footnote-ref-2)