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

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| **Name and address of the contracting authority: Giarmata commune, no. 445, postal code 307210, Timis county**  **Title of the tender:** Development of promotional materials (USB sticks, billboard, stickers, agendas, pens, roll-up) and media campaign  **Reference number:** RORS-375/PP4/Promotional materials  **Date of launching: 26.02.2020** |

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 **05.03.2020 at 12:00 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 9.620,32 EUR**. (For Romanian partners including VAT).

The Financial offer must be presented as an amount in **EUR/RON** 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 **5 days after the date of contract signature**.

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)
* Certificate issued by the Trade Register Office which shows the current address and objects of the company or equivalent
* If not obvious from legal registration and in case legal representative did not sign tender documentation but authorised representative: duly authorised signature - an official document (statutes, power of attorney, notary statement, etc.), proving that the person who signs on behalf of the company/venture/consortium is duly authorised to do so
* List of similar contracts – Annex I
* CV of expert/expert’s – Annex IV

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

* Name and address of the tenderer
* Title of the tender: **Development of promotional materials (USB sticks, billboard, stickers, agendas, pens, roll-up) and media campaign**
* Reference number: **RORS-375/PP4/Promotional materials**
* 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 and Address of the contracting authority:** Giarmata commune, no. 445, postal code 307210, Timis County

**Contact person:** Fratila Doina

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.

*Firefighting service in cross-border cooperation - is a project that stresses out the main problems the two cross-border partners involved confront when it comes to natural disasters. The project focuses on the measures that need to be undertaken in order to prevent such disasters, by developing and implementing an effective Plan that will describe the current situation and identify the risk areas, by leading a campaign which will inform the inhabitants regarding natural disasters ,  will increase public awareness on the environmental risks, and not the least, by purchasing innovative systems, tools and equipment  to minimize the negative effects of  floods, fires, earthquakes, landslips, etc.*

*The project brings together two parties: city of Bor - the administrative center of the Bor District, in eastern Serbia, and from the Romanian side: Giarmata - a commune in Timiș County. The reason for developing these partnerships resides in the resemblances the partners share as regards to climate, land, vegetation, culture, the inhabitant's desire to protect the environment and, most importantly, both partners are confronting with the same significant common challenges regarding the environmental risks and emergency situation.*

*The overall objective of this project is to improve protection of our area in the cross-border region against natural disasters, as well as to reduce the negative effects when these events occur, by increasing awareness of environmental risks, acting on a basis of an effective and accurate strategy and using modern equipment and tools that will improve the emergency reaction and result. Throughout this net revenue generating project, we aim to minimize the uncontrolled negative impacts that natural disasters have on our project area and to protect the environment in a safe manner, by involving all the people- local authorities, inhabitants and volunteers on behalf of both partners. The project refers to the purchase of tangible goods that will be used in order to protect and react when a disaster happens, as well as intangible goods - a study that will determine the risk areas, the challenges we tackle and the best way to act in order to prevent and react against disasters. The investment also refers to the acquisition of an innovative climate monitoring system that will measure our results and will also play the role of a prevention tool. The end result will consist in a clear radiography of the risk areas, a strategy that will us allow a quick and effective intervention and special equipment that provides the potential to both protect the environment and the people using this equipment that endanger their lives to save others.*

*This cooperation is necessary given the fact that both partners face similar challenges and share similar characteristics (climate, vegetation, etc.) so, in order to protect our project area, it is needed common commitment, based on a common vision and a common set of measures*.

***Promotional materials - Development of promotional materials (USB sticks, billboard, stick, agenda, pens, roll-up) and media campaign.***

* 1. **Title of activity: Promotional materials**

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

Publicity materials will consist of roll-ups which will be visible during the press conferences. The roll-ups will contain all the required information mentioned in the Visual Identity Manual.

**Stickers (25 pieces)** - After the equipment and the vehicles are going to be purchased, stickers will be applied on them according to the indications given in the Visual Identity Manual. Also, the stickers will be designed as suggested in the manual.

**Billboard (1 piece)** - During the implementation period, we will have a billboard outside the fire station. The billboard will be designed in accordance with the Visual Identity

**A3 posters (2 pieces) -**  will contain all the required information about the project and be issued using the rules from Visual Identity Manual.

**USB sticks, agendas, pens, roll-up, folders, project leaflet** - We will make all these promotional materials to assure the publicity of our project. All these material will be given during the public events (dissemination in schools, dissemination in public institutions, joint training sessions, etc.)

* **USB sticks (minim 8Gb) – 300 pieces**
* **Agendas – 300 pieces**
* **Pens – 300 pieces**
* **Roll-up – 2 pieces**
* **Folders with Project leaflet – 98 pieces**

For all the promotional materials, **the design will be made** based on the visibility manual (http://www.romania-serbia.net/?page\_id=212&lang=en\_GB) in collaboration with the Contracting Authority.

**All the promotional materials will be delivered to Giarmata commune.**

**Required inputs**

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

***The Contractor must have relevant experience in the field required by the activities described below. In order to prove the experience in the field, the tenderers must complete Annex 1***

**Required time frame: 03.2020 – 05.2021**

Specific dates will be communicated by the Contracting Authority in due time for preparation, after confirmation with all project partners.

* 1. **Title of activity: Media campaign**

**During the implementation of the project, 2 media campaigns will be ensured by the contractor. After every press conference, an article will appear in the papers with the information regarding the press conference.**

**Required inputs**

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

***The Contractor must have relevant experience in the field required by the activities described below. In order to prove the experience in the field, the tenderers must complete Annex 1***

**Required time frame: 03.2020 – 05.2021**

The first media campaign will be ensured in the first month of the contract (**March 2020**) and the second one will be in the end of the implementation project (**May 2021**).

Specific dates will be communicated by the Contracting Authority in due time for preparation, after confirmation with all project partners.

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: Development of promotional materials (USB sticks, billboard, stickers, agendas, pens, roll-up) and media campaign**

**REF: RORS-375/PP4/Promotional materials**

**Concluded between:**

**Concluded between:**

**Giarmata commune, no. 445, postal code 307210, Timis 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 **Development of promotional materials (USB sticks, billboard, stickers, agendas, pens, roll-up) and media campaign** 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/RON, (including VAT for Romania partners)>.

For Serbian partners:

The contract shall be exempt from all duties and taxes, 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 (\* - 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 RON, 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 from the commencement date until **19.05.2021**.

Commencement date is the date in which the contract will be signed 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 Timisoara 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-1)