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

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| **Name and address of the contracting authority:** **Municipality of Jimbolia, T. Vladimirescu street, no. 81, Jimbolia, Timis County**  **Title of the tender: Acquisition of realization of promotional materials services**  **Reference number: RORS 284 / Municipality of Jimbolia / 04**  **Date of launching: 12/04/2023** |

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 **20/04/2023 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 5.100 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.

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: 55 points
* Proposed inputs: 35 points
* Time frame: 10 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 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

- CAEN code enabled for the services provided

- List of similar contracts (Annex 1 of tender dossier)

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

* Name and address of the tenderer
* Title of the tender: Acquisition of realization of promotional materials services
* Reference number: RORS 284 / Municipality of Jimbolia / 04
* 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 Jimbolia, T. Vladimirescu street, no. 81, Jimbolia, Timis County

Contact person: Ungureanu Etucy, e-mail: [etucy.takacs@jimbolia.ro](mailto:etucy.takacs@jimbolia.ro)

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. Realization of promotional materials

Description of expected outputs / results to be achieved

The following promotional materials will be provided by the Contractor:

415 t-shirt for childrens (white cotton t-shirts, with short sleeves, high weight and quality (160-180gsm), color personalized in front or on sleeve with project logo),

10 t-shirt for adults (white cotton t-shirts, with short sleeves, high weight and quality (160-180gsm), color personalized in front or on sleeve with project logo),

500 leaflets (printing and finishing of A4 leaflet, on 135 g /sqm glossy coated paper)

550 pens (custom laser engraved metal ballpoint pens, aluminum with shining chrome body, retractable, blue ink),

120 diaries (A5 size, back cardboard cover 300gsm color printed with project logo according to project model, 50 pages interior of 80gsm paper)

150 personalized memory sticks (16GB USB flash drive that allows you to transfer data to a compatible PC or MacBook, USB version 2.0 with a write speed of 3MB/s and read a speed of 10MB/s.)

The term of delivery of the products specified in point 2.1 is a maximum of 5 working days from the moment of granting the “printable” visa by the Contracting Authority.

The Consultant will meet with a representative of the Contracting Authority, whenever necessary, to establish by mutual agreement all the technical details.

All results or rights related to the project, including copyright and / or any other intellectual or industrial property rights, obtained through the implementation or as a result of the implementation of the contract, except where such rights exist before the contract, will represent the property Contracting Authority.

The Consultant will comply in making promotional materials all visibility rules of Interreg-IPA Cross-Border Cooperation Romania-Serbia Programme

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.

Required time frame

Estimated period: May - September 2023

Specific dates to be communicated by the Contracting Authority in due time, 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.

**FORMAT OF THE CONTRACT BETWEEN THE CONTRACTOR AND THE CONTRACTING AUTHORITY**

**CONTRACT TITLE: Acquisition of realization of promotional materials services**

**REF: RORS 284 / Municipality of Jimbolia /** xx

**Concluded between:**

Municipality of Jimbolia

T. Vladimirescu street, no.81, Jimbolia, 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 acquisition of realization of promotional materials services 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 (\* - 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 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 made after delivery of promotional materials. The contractor will produce an activity report which, after being approved by the representatives of the contracting authority, will allow the contractor to issue the fiscal invoice.

**Article 5: Duration of the contract**

The duration of the contract is from the commencement date until ……..

Commencement date is the date 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 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)