## Simplified tender dossiers for service – SINGLE TENDER

**Name and address of the Contracting Authority:** Project “Integrated sustainable management system of Doirani Lake ecosystem - Plan D.oiran” implemented by Macedonian Science Society Bitola - Pece Matichevski 39, MK-7000 Bitola, Republic of North Macedonia

**Title of the tender:** Design and print promotional material (printed & electronic)

**Reference number: PD-3**

**PART A: INFORMATION FOR THE TENDERER**

##### INFORMATION ON SUBMISSION OF THE TENDERS

A subject of the contract:

The subject of this tender is Implementation of **services** as indicated in the technical information in point 2 of this information.

Deadline for submission of the tenders:

The deadline for submission of tenders is **20.07.2020 at 14.00 hours**. Any tender received after this deadline will be automatically rejected.

Address and methods for submission of the tenders:

The tenders can be submitted via post/currier/in person, and the envelope should contain the following information:

- Name and address of the tenderer

- Title of the tender: Design and print of promotional materials

- Reference number: PD-3

- Text: Do not open until tenders opening session/ Да не се отвора до отворањето на понудите

**Tenders submitted by any other means will not be considered.**

The tenders should be submitted by post or courier service or delivered in person, to the following address: Macedonian Science Society, Project Plan Doiran, Pece Matichevski 39 (building of University Library), MK-7000 Bitola

Contact person at Contracting Authority:

Ivana Stepanulevska, project manager

Macedonian Science Society, Pece Matichevski 39 (building of University Library), MK-7000 Bitola

E-mail: mss.bitola@gmail.com

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.

In addition to the offer the tenderer is required to provide the following supporting documentation:

- Reference list of similar deliverables as those required in this tender.

- Description (in free form) of the deliverables offered in Part B of this tender dossier including ideas, sketches, photos, etc. of the services to be offered.

##### TECHNICAL INFORMATION

The tenderers are required to provide services as indicated below. In the tenderer's technical offer, the tenderers should indicate more details on the deliveries, referring back to the below table.

1. **Printed promotional materials**

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| --- | --- | --- | --- | --- |
| **No.** | **Title of item** | **Description** | **Required time frame** | **Required inputs, if**  **applicable** |
| **1.1.** | Promo packages for distribution during public awareness events with different focus groups, scheduled for beginning of September | Design and print promo packages to be distributed to the public awareness events with different focus groups as described in the attached document Description of Public Awareness Campaign.pdf  Events with eight different focus.  All material should be printer In color. More detail about the project you can find in attached document Project description.pdf and on the website plandoiran.eu. | One month after signing the contract | The tenderer should propose ideas and details about the content of promo packages. What exactly they will contain, as well as the design samples: sketches, photos, samples from other similar packages, etc. |
| **1.2.** | Promo packages for distribution during public awareness conference, scheduled for beginning of September | Design and print of promo packages for the Public Awareness Conference as described in the attached document Description of Public Awareness Campaign.pdf  All materials should be printed in color. More detail about the project you can find in attached document Project description.pdf and on the website plandoiran.eu. | One month after signing the contract | The tenderer should propose ideas and details about the content of promo packages. What exactly they will contain, as well as the design samples: sketches, photos, samples from other similar packages, etc. |
| **1.3.** | Promo materials for distribution during two open space public awareness events, scheduled for beginning of September | Design and print of promo packages for the two open space public awareness events as described in the attached document Description of Public Awareness Campaign.pdf.  All materials should be printer in color. More detail about the project you can find in attached document Project description.pdf and on the website plandoiran.eu. | One month after signing the contract | The tenderer should propose ideas and details about the content of promo packages. What exactly they will contain, as well as the design samples: sketches, photos, samples from other similar packages, etc. |

1. **Printed visibility materials**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | | **Title of item** | | **Description** | | **Required time frame** | | **Required inputs, if**  **applicable** | |
| **2.1.** | | Visual identity materials for branding the project during public awareness events scheduled for beginning of September | | Design and print visual identity materials (e.g. baners) to be exposed during the public awareness events specified in the item 1 of this tender dossier and described in the attached document Description of Public Awareness Campaign.pdf  Minimum number of each proposed visual identity items should be 2 (two) because parallel realization of planned events.  More detail about the project you can find in attached document Project description.pdf and on the website plandoiran.eu. | | One month after signing the contract | | The tenderer should propose ideas and details about the design of the visual identity materialscontent of promo packages. What exactly they will contain, as well as the design samples: sketches, photos, samples from other similar packages, etc. | |

1. **Electronic promotional materials**

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| **No.** | **Title of item** | **Description** | **Required time frame** | **Required inputs, if**  **applicable** |
| **3.1.** | Promotional video and radio advertisement | Production minimum one ~ 30 to 45 seconds video/audio record which will be broadcasted on the local/regional TV as a advertisement for invitation of the focus groups and public to participate on the scheduled events.  The costs for broadcasting should not be covered by the contractor, only production of the video. | One month after signing the contract | The tenderer should propose ideas and details about the content of promo video/audio record. |

In all design concepts, the tenderer should reflect the aim of the project, and promote tourism potentials of the target region. More information about iTour and its target region you can find in attached Description of the iTour project.

All printed and electronic materials should be developed according the following communication manual <http://www.ipa-cbc-programme.eu/gallery/Files/Library/Information--Publicity-Guide_Name-change_November-2019.pdf>). All designed and printed materials must be approved from the beneficiary priod their printing/production.

Official logo of the project is attached to the tender dossier.

##### FINANCIAL INFORMATION

The tenderers are reminded that the maximum available value of the contract is 6.000 EUR

##### ADDITIONAL INFORMATION

The selection criteria is:

* + Best value for money, weighing 80% technical quality, 20% price.
  + Technical quality will be evaluated on the scale of 0 to 100 point on the basis of following weighting criteria:
    - Creativity of the proposed promotional materials: max 40 points
    - Draft design (description and/or sketches) of proposed promotional material: max 40 points
    - Previous experience (reference list): max 20 points

The unsuccessful/successful tenderers will be informed of the results of the evaluation procedure in writing. The estimated time of response to the tenderers is 10 days from the deadline for submission of tenders.

**PART B: FORMAT OF OFFER TO BE PROVIDED BY THE TENDERER**

##### TENDERER’S INFORMATION

Submitted by:

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| --- | --- |
|  | **Name(s) and address(es) of legal entity or entities submitting this tender** |
| **Tenderer** |  |

Contact person:

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Telephone** |  |
| **e-mail** |  |

##### TENDERER’S STATEMENT

I undersigned hereby confirm that the services offered in this tender are in full conformity with the specifications submitted to us by the Contracting Authority. The detailed description of the offered services by us is provided in the next point.

In addition to that, we confirm that our organization/company is fully eligible for providing services under a contract financed by the EU funds. We confirm that we are not in any of the situations that would exclude us from competing in the EU financed tenders as indicated in the point 2.3.3. in the PRAG Manual.

Furthermore, we agree to abide by the ethics clauses in Section 2.4.14 of the PRAG Manualand have no conflict of interests or any equivalent relation with other short-listed candidates or other parties in the tender procedure at the time of submitting this tender

##### TECHNICAL OFFER

##### The tenderers are required to provide a technical offer, based on the requirements indicated by the Contracting Authority in Part A: Information for the tenderer, Point 2: Technical information.

The tenderers are encouraged to provide details on the planned services, including detailed specifications and/or brand names.

1. **Printed promotional materials**

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| --- | --- | --- | --- | --- |
| **No.** | **Title of item** | **Technical offer** | **Tenderer’s** | **Proposed inputs**  **by the tenderer**  *(the tenderers are encouraged to provide detailed*  *information)* |
|  |  | **– the services provided by the** | **proposed time** |
|  |  | **Tenderer on the basis of** | **frame** |
|  |  | **Contracting Authority’s enquiry in** |  |
|  |  | **the Part A, Point 2** |  |
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| **1.1.** | - |  |  |  |
| **1.2.** | - |  |  |  |
| **1.3.** | - |  |  |  |

1. **Printed visibility materials**

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| --- | --- | --- | --- | --- |
| **No.** | **Title of item** | **Technical offer** | **Tenderer’s** | **Proposed inputs** |
|  |  | **– the services provided by the** | **proposed time** | **by the tenderer** |
|  |  | **Tenderer on the basis of** | **frame** | *(the tenderers are encouraged to provide detailed*  *information)* |
|  |  | **Contracting Authority’s enquiry in** |  |
|  |  | **the Part A, Point 2** |  |
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| **2.1.** | - |  |  |  |

1. **Electronic promotional materials**

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| --- | --- | --- | --- | --- |
| **No.** | **Title of item** | **Technical offer** | **Tenderer’s** | **Proposed inputs** |
|  |  | **– the services provided by the** | **proposed time** | **by the tenderer** |
|  |  | **Tenderer on the basis of** | **frame** | *(the tenderers are encouraged to provide detailed*  *information)* |
|  |  | **Contracting Authority’s enquiry in** |  |
|  |  | **the Part A, Point 2** |  |
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| **3.1.** | - |  |  |  |

##### FINANCIAL OFFER

The offered total price for the services indicated in the previous point is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Part 1. Printed promotional materials

1.1 *–*

1.2 *–*

1.3 *–*

Part 2. Printed visibility materials

2.1 *–*

Part 3. Electronic promotional materials

3.1 *–*

The offered price includes implementation/delivery of described items as well as all accompanying costs, for example, transport, logistics, material costs, etc.

|  |  |
| --- | --- |
| **Name** |  |
| **Signature** |  |
| **Date** |  |

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

**CONTRACT TITLE:** Design and print promotional material (printed & electronic)

**REF No: PD-3**

##### Concluded between:

Integrated sustainable management system of Doirani Lake ecosystem-Plan D.oiran

Macedonian Science Society

Pece Matichevski 39

MK-7000 Bitola

VAT No. 4080018125070

Represented by: Ivana Stepanulevska, Project Manager

(Contracting Authority)

AND

Title

Address of the contractor

VAT No.

Represented by:

(Contractor)

##### Article 1: Subject of the contract

The subject of the contract are the services as indicated in the contractor's offer – ‘'Part B: Format of an offer to be provided by the tenderer.''

##### Article 2: Contract value

The total contract value for the implementation of services indicated in Article 1 is XXX EUR.

##### Article 3: Contracting documents

This documents which form the part of this contract are (by order of precedence):

- Contract agreement

- Contractor’s offer as provided in the tendering phase – ‘’Part B: Format of an offer to be provided by the tenderer’’

- Any other supporting documentation if applicable (\* - in case of asking for registration of the company or other information)

##### Article 4: Deliveries and payments

The contractor will deliver without reservation the services indicated in the contractor's offer ‘'Part B: Format of the offer to be provided by the tenderer''. The deliveries will be implemented within the indicated dates.

The Contracting Authority will pay to the contractor the services in the amount indicated in the Article 2 of this contract document. The payments will be issued 100% after delivery of all specified items in the technical offer.

##### Article 5: Duration of the contract

The duration of the contract is 2 months.

##### Article 6: Cancellation of the contract

The contract can be suspended by the Contractor due to one of the following reasons:

* Contracting Authority not fulfilling payment and other obligations

The contract can be terminated by the Contracting Authority due to one of the following reasons:

* The Contractor is in serious breach of the contract, failing to meet contractual obligations
* The Contractor is bankrupted or being wound up, is having its affairs administrated by courts, has entered into arrangements with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or is in any analogous situations arising from a similar situation provided for in national legislation or regulations.

##### Article 7: Resolving disputes

Any disputes arising out of or relating to this Contract which cannot be settled otherwise shall be referred to the exclusive jurisdiction of Court in Bitola in 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: