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

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| **Name and address of the contracting authority:** Regional Agency for Socio Economic Development – Banat Ltd., Dr Kornela Radulovića 18, 23000 Zrenjanin, Republic of Serbia  **Title of the tender:** Digital, printing and promotion services  **Reference number:** RORS00250/RDABanat/TD5  **Date of launching:** 03/03/2025 |

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 this information;

Deadline for submission of the tenders:

The deadline for submission of tenders is **12/03/2025 at 12:00 hours**. Any tender received after this deadline will be automatically rejected.

Questions regarding this procedure may be submitted before 07/03/2025 at 15:00 at following e-mail address:

[branislav.milosav@rcrbanat.rs](mailto:branislav.milosav@rcrbanat.rs)

The Contracting Authority will publish Q&A on <http://www.romania-serbia.net> on the same page where tender dossier is published no latter then 3 days before the deadline.

Financial information

The tenderers are reminded that the maximum available value of the contract is 9.640,00 EUR including VAT.

The Financial offer must be presented as an amount in EUR or RSD with VAT included and must be submitted using the template for the global-price version of PART C: FORMAT OF FINANCIAL OFFER.

For this contract VAT is eligible cost.

In case when the offers are submitted in national currency, 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: 40 points
* Proposed inputs: 40 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** 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 from the Serbian Business Register Agency website)

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

* Name and address of the tenderer
* Title of the tender: Digital, printing and promotion services
* Reference number: RORS00250/RDABanat/TD5
* The words: ‘‘Not to be opened before the tender opening session’’ and “Ne otvarati pre sastanka za otvaranje ponuda’’

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:

Regional Agency for Socio Economic Development – Banat Ltd.,

Dr Kornela Radulovića 1823000 Zrenjanin, Republic of Serbia

For: Irena Vukić, Director

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/or printing information and promotion materials

Description of expected outputs / results to be achieved

The Contractor will be responsible for implementation of following activities:

* Design – 1 logo;
* Design and printing – 50 Self-adhesive stickers for equipment in line with the Programme Visual identity Manual(VIM), full colour;
* Design and printing – 1000flyers: A4 format (triple folded – both side), full colour, on 130g gloss kunstdruck paper;
* Design and printing – 1Roll up banner: dimension 85x200cm, full colour, on roll up mechanism;
* Design and printing – 50 posters: B2 format, full colour, on kunstdruck paper;
* Design and printing – 130 promo kits: Each consist of:
* Bag: cloth with handles, single-sided eco-friendly full colour printing (if applicable)
* Pen: recycle paper material and plastic, with logo in printing,
* Notebook: A5 format, min. 50 pages, full colour on covers,
* Air humidifier: USB port, min. 180ml volume, printed or marked in full colour or black and white depending on the material;
* Design and printing – 2 permanent plaques: dimension 400x300mm., printed or marked with weather-resistant paint in full colour, on resistant metal/plastic materials, so that their presence can be positively noted at any time;
* Design and printing – 1 Info panel - promo desk: foldable in box/bag, plastic material, full colour on the top and bottom part;
* Printing – 2 vehicle panels: A4 format, according to the design providedby VIM, full colour, self-adhesive weather-resistant paint;
* Design – 5 Infographic: Visual presentation of information and data about the project, in digital format, using tables, photos and graphics, suitable for publication in digital media, social networks;
* Design – Newsletter template.

All materials printed need to be delivered at the Contracting Authority address. Gaphic design for materials should be in accordance with the Programme Visual Identity Manual <https://romania-serbia.net/wp-content/uploads/2025/02/Visual-Identity-Manual-2021-2027_1st-edition-update.docxa>, as well as Project Communication and Dissemination Plan to be delivered to the Contractor after Contract signing.

Required inputs

All necessary personnel equipment, premises and supplies for implementation of service required.

Required time frame

*March 2025-December 2026*

* 1. Title of activity 2 Video production, Social network and media campaign

Description of expected outputs / results to be achieved

The Contractor will be responsible for implementation of following activities:

* Video production: Under this tasks, two different types of videos will be produced:
* 3 short videos in duration 15”- 45”: In the case of audio recording or subtitles, the video will optionally be in SER and RO languages. Of the 3 videos, 1 or 2 will optionally be animated, conveying the main messages of the project, while the rest will be classic video, recorded in HD resolution.
* 1 project video in duration 5’ - 8’: In the case of audio recording or subtitles, the video will optionally be in ENG.The video will be a compilation of materials delivered by all project partners (videos, animations, photos, etc.), prepared at the end of theproject, summarised activities implemented and results achieved.
* Social network campaign: Development and implementation of a campaign on the Contracting Authority Facebook page will include at least 8 sponsored posts (3 short videos mentioned above and 5infographics from activity 1), each of which should reach a minimum of 8.000 people. The schedule for publishing sponsored posts will be defined by the Contracting Authority, and the Contractor will be notified of the date at least 7 days in advance.
* Media Campaign: Publication of at least 4 media articles in digital media with at least regional coverage, according to the press releases submitted by the Contracting Authority.The Contractor will be notified of the publication date at least 14 days in advance.

All materials printed need to be delivered at the Contracting Authority address. In case of any deviations and deficiencies in terms of quantity and quality, the Contractor is obliged to remove them within 7 days. Gaphic design for materials should be in accordance with the Programme Visual Identity Manual <https://romania-serbia.net/wp-content/uploads/2025/02/Visual-Identity-Manual-2021-2027_1st-edition-update.docxa>, as well as Project Communication and Dissemination Plan to be delivered to the Contractor after Contract signing.

Required inputs

All necessary personnel equipment, premises and supplies for implementation of service required.

Required time frame

*March 2025-December 2026*

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:** Digital, printing and promotion services

**REF:** RORS00250/RDABanat/TD5

**Concluded between:**

Regional Agency for Socio Economic Development – Banat Ltd.,

Dr Kornela Radulovića 18

23000 Zrenjanin, Republic of Serbia

(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 Digital, printing and promotion 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/RSD with VAT included>.

In accordance with IPA implementing regulation, VAT is 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 eligible and is clearly identified on the invoices.

For this contract VAT is eligible cost.

**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

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) | <https://wikis.ec.europa.eu/download/attachments/44168995/b8d_annexigc_en.pdf> |

<https://wikis.ec.europa.eu/display/ExactExternalWiki/Annexes#Annexes-AnnexesB(Ch.3):Servicecontracts>

**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 National currency, 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/RSD>** |
| 9 | Interim payment | <58 % of the contract value / Absolute amount > |
| 21 | Balance final payment | <42 % 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 balance final payment

**Article 5: Duration of the contract**

The duration of the contract is until 04.12.2026

Commencement date is date of signature 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 Serbian competent Court of Law 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)