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

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| **Name and address of the contracting authority: Provincial Secretariat for Urban Planning and Environmental Protection, Bulevar Mihajla Pupina 16, 21201 Novi Sad, Republic of Serbia**  **Title of the tender:** **Service for design and printing educational and promo material for project Green-Path**  **Reference number: RORS00127-PP2 - TD05**  **Date of launching: 20/03/2025** |

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 **31/03/2025, 13:00 (local time)**. Any tender received after this deadline will be automatically rejected.

Questions regarding this procedure may be submitted before 27/03/2025 at 14:00 at following e-mail address:

[tatjana.djuric70@gmail.com](mailto:tatjana.djuric70@gmail.com)

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

Financial information

The tenderers are reminded that the maximum available value of the contract is 19.500.00 EUR equivalent 2.285.497,50 RSD including VAT.

The Financial offer must be presented as an amount in 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: 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** 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: **Service for design and printing educational and promo material for project Green-Path**
* Reference number: **RORS00127-PP2 - TD05**
* The words: “Not to be opened before the tender opening session” (“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:

**The Provincial Secretariat for Urban Planning and Environmental Protection**

**Bulevar Mihajla Pupina, 16, 21101 Novi Sad**

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*:* Service for design and printing educational and promo material**

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

**Important note**: All communication tools produced and published in the framework of this contract must be in line with the latest version of the INTERREG-IPA CBC Romania-Serbia Programme visibility requirements.

The Consultant will provide the following **visibility services**:

Phase I:

* Design project logo;
* Design, preparation, printing and delivery of 300 promo sets (USBs, umbrellas, bags, notes, pens, shirts, cups and thermos) and 6 roll-up banners;
* Design and print of 500 leaflets in Serbian, Romanian and English;
* Design and print of 500 brochures in Serbian, Romanian and English;
* Delivery of 50 tablets, minimum 7inch;
* Delivery of 100 power banks, minimum 10.000mAh;

Phase II:

* Design and print of 500 educational brochures with guidelines in Serbian, Romanian and English;
* Design and print of 500 educational leaflets in Serbian, Romanian and English;
* Design and print of 50 Studies in Serbian, Romanian and English;

For brochures minimum format of the print: A5; paper type: “kunstdruk” paper minimum 110 grams, full color on both sides, hard covers, minimum 20 pages for phase I , and minimum 40 pages for phase II

For liflets minimum format of the print: A5; paper type: “kunstdruk” paper minimum 110 grams, full color on both sides.

For Study minimum format of the print: A4; paper type: “kunstdruk” paper minimum 110 grams, full color on both sides, hard covers, minimum 100 pages.

The Consultant will design and produce visibility materials according to the latest version of the Visual Identity Manual of the INTERREG ROM SRB Programme Programme (available at: Visibility – Interreg IPA Romania – Serbia Programme 2021 – 2027 (romania-serbia.net).

For all visibility materials the Consultant should present different options to the Contracting Authority. Before printing, the Consultant should provide a printed sample of all visibility materials. Contracting Authority must approve quality and design of the samples before delivery. Information used on visibility materials should be defined in consultation with the Contracting Authority and prior approval must be given by Contracting Authority. The quality of final products must be in line with the quality of approved samples. Contracting Authority will deliver all text materials to Consultant.

**Required inputs**

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

**Required time frame**

*Contract signature – December 20, 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: Service for design and printing educational and promo material for project Green-Path**

**REF: RORS00127-PP2 - TD05**

**Concluded between:**

The Provincial Secretariat for Urban Planning and Environmental Protection

Bulevar Mihajla Pupina, 16, 21101 Novi Sad, Republic of Serbia

Official registration number/VAT number: 08752885 / 100715260

(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 **Service for design and printing educational and promo material for project Green-Path** 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 RSD with VAT included.

For all Partners:

In accordance with IPA implementing regulation, for all 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 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 (\* - 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) | <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** |  | **RSD** |
| May - June 2025 | 1st Interim payment – After approval of 1st Interim report | 80% of the contract value |
| November – December 2025 | Balance final payment | 20% 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 cca. 8 months.

Commencement date is the date of contract signature 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 Commercial Court of Novi Sad 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)