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

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| **Name and address of the contracting authority:** Municipality of Sečanj, VoždaKaradjordja57, 23240 Sečanj, Serbia  **Title of the tender:** External service for visibility and publicity  **Reference number:** RORS00270/Secanj/TD2  **Date of launching:** 16/02/2026 |

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 **24/02/2025 at 12:00 hours**. Any tender received after this deadline will be automatically rejected.

Questions regarding this procedure may be submitted before 19/02/2026 at 15:00 at following e-mail address:

[branislavmilosav@gmail.com](mailto:branislavmilosav@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 latter then 3 days before the deadline.

Financial information

The tenderers are reminded that the maximum available value of the contract is 7.500,00 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: External service for visibility and publicity
* Reference number: RORS00270/Secanj/TD2
* The words: ‘‘Not to be opened before the tender opening session’’ and “Ne otvarati pre sastanka za otvaranjeponuda’’

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 Sečanj, Vožda Karadjordja 57, 23240 Sečanj, Serbia

For: EU Project CROSS-HEALTH Implementation Team

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, printing/editing the dissemination and publicity materials

Description of expected outputs / results to be achieved

Contractor will be obliged to draft and prepare the promotional materials, along with corresponding graphic solutions, while providing the CA with promotional materials consisting of:

* Brochures 1000 pcs, A5, 8 to 16 pages, full colour
* Flayers 1000 pcs, A4 - 3 folded, kundstruck 130g, full colour both side printing
* Pens 500 pcs, logo in printing, full colour
* Bag 500 pcs, paper/recycled material, size appropriate for A4 paper/folder, full colour or monochrome printing
* Roll up, 1pcs, on self-standing mechanism, full colour
* Vehicle panels, 2 pcs, self-adhesive, A4, full colour, weather condition resistant
* Stickers for equipment, self-adhesive, 20 pcs, full colour
* Permanent plaque, 1pcs, 300x400, on clearite, metal or other similar material resistant to weather conditions

The contractor will draft the contents of the flyers and brochures and coordinate with the CA during that process, all the while observing the provisions of the visibility manual of the Programme (see <https://romania-serbia.net/> for more information). Materials shuld be made in coordination with the CA and approved prior printing. Content and picture for brochure and flyers will be provided by CA.

Required inputs

Personnel, premises, supplies, equipment and other backstopping support required for service contract implementation.

Required time frame

*March 2026-February 2027*

* 1. Title of activity 2 Media campaign

Description of expected outputs / results to be achieved

Contractor will provide support to Contracting Authority in organization of 2 press conference event which is going to be organized in premises of Contracting Authority or other premises choosen by the Contracting Authority. Event will last for up to 2 hours.

In particular the Contractor should perform the following activities:

* Prepare venue for this type of event including equipment and visibility elements
* Provide participation of representatives of at least 2 news/media
* Provide at least 2 publication of press release in local/regional media (1 for each press conference). Text of press release will be provided by Contracting Authority.
* Provide consecutive translation Romanian-Serbian during event (if needed)
* Preparation of video in duration of 30 sec. to 1 min. (full HD) about the Contracting Authority activities on the project. Video must be approved by Contracting Authority before any kind of publication.
* Provide printed out attendance lists.

The Contractor must also comply with the latest Communication and Visibility Manual for Interreg IPA CBC Romania- Serbia Programme

(See <http://www.romania-serbia.net> )

Required inputs

Personnel, premises, supplies, equipment and other backstopping support required for service contract implementation.

Required time frame

*March 2026-February 2027*

* 1. Title of activity 3 Web promotion

Description of expected outputs / results to be achieved

The tenderer should provide services in accordance with the instructions from the CA – the contractor will be given base instructions for the website and an initial draft, in line with the Instruction for the Beneficiaries of the Interreg IPA Romania –Serbia Programme for the compliance with international/European/national provisions regarding

accessibility for web and content with informational character intended for the

public for Interreg IPA România-Serbia Programme beneficiaries. The web page should be trilingual (Serbian, English and Romanian) at least contain the following:

* Content information about the Action,
* Planned, current and past activities of the team,
* Achieved results,A news tab,
* Promotional content containing various other promotional material and Links to other relevant websites (partner websites, partner institution websites, programme website and other).
* Also, the contractor is obliged to provide hosting server and domain, maintain and update the website during the duration of the contract. Contracting authority will supply Contractor with content materials.
* Also, the contractor is obliged to develop and maintain of the project social networks (Facebook and Instagram) during the contract.

All of the content should be made in accordance with the Visibility manual of the EU, which may be found at the INTERREG IPA CBC Romania Serbia programme website: <http://www.romania-serbia.net/> and approved by Contracting Authority.The website should be aesthetically comforting, user-friendly and intuitive for use by general public.

Required inputs

Personnel, premises, supplies, equipment and other backstopping support required for service contract implementation.

Required time frame

*March 2026-February 2027*

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:** External service for visibility and publicity

**REF:** RORS00270/Secanj/TD2

**Concluded between:**

Municipality of Sečanj,

Vožda Karadjordja 57, 23240 Sečanj, 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 External service for visibility and publicity 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 (\* - 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.

The payments will be issued by the following time schedule.

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| **Month** |  | **<EUR/RSD>** |
| May 2026 | Interim payment | <60 % of the contract value / Absolute amount > |
| Feb 2027 | Balance final payment | <40 % 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 until 21.02.2027.

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)