

*Tourism Development and Promotion Project*

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## Tender Dossier

Reference Number: 112-020

Procurement of Services:

### **Graphic Design and Video Editing Services**

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## 1. SUBJECT OF THE TENDER

**Procurement of services for: LOT 1: Graphic Design Services and LOT 2: Video Editing Services**

### 1.1. TIMETABLE

	DATE	TIME
Publication of the Tender	22 December 2020	
Deadline for submission of proposals	19 January 2021	15:00 Central European Time

### 1.2. PARTICIPATION

Participation in this tender procedure is open to **respective legal entities and individual professionals, acting independently or within bidding consortia**. The bidder(s) should have **extensive experience** in relevant fields, as per specific LOT areas.

Bidding consortia of individual professionals participating in this tender must indicate the members and show how the work is divided between them. Specifically, all members must name the **team leader** and authorise this member to represent the consortium and receive payments on behalf of the other members. A corresponding written authorisation, power of attorney must be attached to the bid.

With the submission of an offer, the bidder, or bidding consortium, accepts the contents and principles of Annex I Service Tender Submission Form. If the said contents and principles of the Forms are violated by the bidder or the bidding consortium, the RCC Secretariat reserves the right to exclude the bid.

### 1.3. CONTENTS

Proposals, all correspondence, and documents related to the tender exchanged by the tenderers and the Contracting Authority must be written in English.

Supporting documents, examples of previous work, and/or printed literature furnished by the tenderers may be in another language, provided they are accompanied by an explanation in English.

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**THE PROPOSALS SUBMITTED BY THE TENDERERS WILL COMPRISE OF A TECHNICAL OFFER AND A FINANCIAL OFFER, SUBMITTED IN AN E-MAIL.**

### **LOTS**

**The tender has two LOTS. Tenderers may submit proposals either for LOT 1, for LOT 2, or for both LOTS.**

### ***1.4. TECHNICAL OFFER***

**1. Service Tender Submission Form, Annex I**

**2. Bidder Profile – Professional Capacity:**

- The tenderer must provide detailed profile of the professionals or company with the reference list and samples of previous work. The tenderer must have work experience matching the requirements of this tender as specified in Section 2, Terms of Reference. He/she needs to possess credible expertise and reliability in graphic design and video editing, depending on the LOT of the bid. In case of a bidding consortium, the team leader should submit the profile of the consortium.
- The tenderer must submit proof of technical capacity (CVs of team members for this project) including the CV(s) of a team leader and experts in the case of a bidding consortium; the CVs should outline relevant knowledge and experience as described in Section 2 Terms of Reference, along with contact details of referees;
- The tenderer is requested to present relevant samples of their work in order to prove the quality.

**3. Legal Entity Proof:**

- Copy of Company's Registration Certificate (in case of legal entities). In the case of a bidding consortium a corresponding written authorisation, power of attorney is accordingly treated;
- Financial records – company's balance sheet and profit-and-loss statement for the past 2 years (only in case of legal entities). In the case of a bidding consortium of legal entities, only the team leader should submit the financial records.

**4. Service Specifications:**

- The tenderer is requested to submit an outline of individual services offered consisting of a comprehensive list of tasks against a timeline, demonstrating delivery times and additional support services, if any. One offer per each specific LOT is required.

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### ***1.5. FINANCIAL OFFER***

The Financial offer must be presented in EUR currency and include a budget breakdown.

The budget breakdown should be presented as a comprehensive pricelist including costs of individual tasks and services sought under specific LOTS. The Financial offer should be prepared in accordance with technical specification specified in Subsection 2.5 of the Terms of Reference, Section 2.

VAT amount, if applicable, must be presented separately.

**Note: Please indicate payment terms.**

**The RCC Secretariat accepts maximum 30% of advance payments and only in specially approved circumstances.**

### ***1.6. BINDING PERIOD***

Tenderers are bound by their tenders for 90 days after the deadline for submission of proposals. In exceptional cases, before the period of validity expires, the Contracting Authority may ask the tenderers to extend the period for a specific number of days, which may not exceed 30 days.

### ***1.7. ADDITIONAL INFORMATION***

Tenderers may submit any additional questions and/or requests for clarifications in electronic form to the e-mail address [ProcurementforRCC@rcc.int](mailto:ProcurementforRCC@rcc.int).

No information meeting is foreseen.

No site visit is foreseen.

### ***1.8. SUBMISSION OF PROPOSALS***

The bids are to include:

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- a) Company/Bidder Profile – Professional Capacity, including a brief description (up to 2 pages) of the company and/or bidding consortium, as stated in section 1.4. Technical offer;
- b) Legal Entity Proof, as stated in section 1.4. Technical offer;
- c) CV(s) of expert(s), outlining relevant knowledge and experience as described under the Terms of References, along with contact details (e-mail addresses) of referees, as stated in section 1.4. Technical offer;
- d) Service Specification (LOT-specific) indicating the list of individual tasks offered against a timeframe, as stated in section 1.4. Technical offer;
- e) Portfolio of similar services previously provided: at least 3 samples of previous work should be submitted for each LOT individually clearly relating to the services requested under each specific LOT;
- f) List of references;
- g) Service Tender Submission Form (Annex I);
- h) Detailed financial offer (including rates broken down by services/product) - free format, as stated in section 1.5 Financial offer.

Upon the completion of service provision, copyrights for all products will be transferred to the RCC without limitation. All the produced materials will be provided to the RCC also as source/raw files/materials suitable for further use and alterations.

Proposals must be submitted **by 19 January 2021 by 15:00 Central European Time**, via e-mail: [ProcurementforRcc@rcc.int](mailto:ProcurementforRcc@rcc.int)

Please make sure that the bid is submitted in two separate folders one containing Technical Proposal and the other Financial Proposal. The documents should be submitted in a form of copies of the originals.

Bids can be sent via We Transfer.

**Bids submitted after the deadline for submission will not be considered.**

### ***1.9. WITHDRAWAL OF PROPOSALS***

Tenderers may alter or withdraw their tenders by written notification prior to the deadline for submission of tenders. No tender may be altered after this deadline.

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### **1.10. TENDER PROCEDURE COSTS**

No costs incurred to the tenderer in preparing and submitting the proposals will be reimbursable. All such costs will be borne by the tenderer.

### **1.11. EVALUATION OF TECHNICAL OFFER**

<b>EVALUATION GRID</b>	<b>Maximum score</b>
<b>Professional capacity, based on the Bidder Profile</b> Relevant work experience and track record; evidence of other contracts of the nature comparable to that of the Call; experience with clients comparable to the Contracting Authority; CVs satisfy the criteria set forth in the ToR, education and experience demonstrates professional capacity and experience required.	35
<b>Quality of products and services, based on samples of previous work</b> Creativity and effectiveness of previous work samples	30
<b>Quality of offered services</b> Extent to which the list of services respond to the ToR requirements; clarity and comprehensiveness of the services offered; delivery times; offer of support services	35
<b>TOTAL SCORE</b>	<b>100</b>

**Score for offer X =**

**Total quality score out of 100 of offer/ final score of the best technical offer X 100 = Rank 1-5**

Only tenderers with an average score of at least 80 points shall be qualified for the financial evaluation.

<b>Financial Proposal/ cheapest price has maximum score</b>	<b>100</b>
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### ***1.12. EVALUATION OF FINANCIAL OFFER***

Financial offers should be prepared in accordance with Section 2, Terms of Reference, Items 2.3 Scope of Work and 2.5 Technical Specification.

Any arithmetical errors are corrected without penalty to the tenderer, such as where there is a discrepancy between single price and the total amount, unless the opinion of the Evaluation Committee that there is an obvious error in the single price, in which event the total amount as quoted will prevail and the single price will be corrected.

### ***1.13. SELECTION OF THE MOST FAVOURABLE TENDERER***

Selection of the most favourable tenderer(s) will be internal, in accordance with defined award criteria and the RCC's procedures.

The best value for money is established by weighing technical quality against price. The tenderers with an average score of at least 80 points reached for the technical quality may be invited for an interview to discuss further details should this be necessary.

The RCC may select one or more tenderers for each LOT, or just one segment thereof, in the period listed in this tender.

### **INFORMATION OF SELECTION OF THE MOST FAVOURABLE BIDDER**

The RCC Secretariat shall inform candidates and tenderers of decisions reached concerning the award of the contract as soon as possible, including the grounds for any decision not to award a contract for which there has been competitive tendering or to recommence the procedure.

Standard letter of thanks for participation for unsuccessful tenderers shall be sent within 15 days after the contract is signed with the awarded tenderer.

The tenderers wishing to receive a feedback may send a request within 15 days after receipt of the standard letter of thanks.

The request may be sent to the e-mail address [ProcurementforRcc@rcc.int](mailto:ProcurementforRcc@rcc.int) or to the address of the RCC Secretariat:

Regional Cooperation Council Secretariat  
Attention to: Administration Department  
Building of the Friendship between Greece and Bosnia and Herzegovina  
Trg Bosne i Hercegovine 1/V



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71000 Sarajevo  
Bosnia and Herzegovina

### ***1.14. GROUNDS FOR EXCLUSION***

Bidders will be excluded from participation in a procurement procedure if it is known that:

- (a) They are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- (b) They have been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata;
- (c) They have been guilty of grave professional misconduct proven by any means which the Contracting Authority can justify;
- (d) They have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the Contracting Authority or those of the country where the contract is to be performed;
- (e) They have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity.

Contracts may not be awarded to candidates or bidders who, during the procurement procedure, are:

- (a) Subject to a conflict of interest;
- (b) Guilty of misrepresentation in supplying the information required by the Contracting Authority as a condition of participation in the contract procedure or fail to supply this information.

### ***1.15. CONFLICT OF INTEREST***

The Contractor shall take all necessary measures to prevent or end any situation that could compromise the impartial and objective performance of the contract. Such conflict of interests could arise in particular as a result of economic interest, political or national affinity, family or emotional ties, or any other relevant connection or shared interest. Any conflict of interests which could arise during performance of the contract must be notified in writing to the

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Contracting Authority without delay.

The Contracting Authority reserves the right to verify that such measures are adequate and may require additional measures to be taken if necessary. The Contractor shall ensure that their staffs, including the management, are not placed in a situation which could give rise to conflict of interests. The Contractor shall replace, immediately and without compensation from the Contracting Authority, any member of its staff exposed to such a situation.

The Contractor shall refrain from any contact which would compromise its independence or that of its personnel. If the Contractor fails to maintain such independence, the Contracting Authority may, without prejudice to compensation for any damage which it may have suffered on this account, terminate the contract forthwith.

The Contractor shall after the conclusion or termination of the contract, limit its role in connection with the project to the provision of the services. Except with the written permission of the Contracting Authority, the Contractor and any other consultant, contractor or supplier with whom the Contractor is associated or affiliated shall be disqualified from the execution of works, supplies or other services for the project in any capacity, including tendering for any part of the project.

Civil servants and other agents of the public administration of the RCC Participants, regardless of their administrative situation, shall not be recruited as experts in contracts financed by the RCC Secretariat.

The Contractor and anyone working under its authority or control in the performance of the contract or on any other activity shall be excluded from access to RCC Secretariat financing available under the same project unless they can prove to the Contracting Authority that the involvement in previous stages of the project does not constitute unfair competition.

### ***1.16. ADMINISTRATIVE AND FINANCIAL PENALTIES***

Without prejudice to the application of penalties laid down in the contract, tenderers and contractors who have been guilty of making false declarations or have been found to have seriously failed to meet their contractual obligations in an earlier procurement procedure will be excluded from the award of all contracts and grants financed by the RCC for a maximum of two years from the time when the infringement is established as confirmed after an adversarial procedure with the contractor.

### ***1.17. CONFIDENTIALITY***

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The entire evaluation procedure is confidential, subject to the Contracting Authority's policy 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, in particular, are for official use only.

### **APPEALS PROCEDURE**

Bidders believing that they have been harmed by an error or irregularity during the award process may petition the RCC Secretariat directly. The RCC Secretariat must reply within 15 days of receipt of the complaint.

The appeal request may be sent to the e-mail address [ProcurementforRcc@rcc.int](mailto:ProcurementforRcc@rcc.int) or to the address of the RCC Secretariat:

Regional Cooperation Council Secretariat  
Attention to: Administration Department  
Building of the Friendship between Greece and Bosnia and Herzegovina  
Trg Bosne i Hercegovine 1/V  
71000 Sarajevo  
Bosnia and Herzegovina

### ***1.18. SIGNATURE OF CONTRACT(S)***

Notification of award: the successful tenderer(s) will be informed in writing that her/his (their) tender has been accepted.

Signature of the contract: within 7 days of receipt of the contract already signed by the Contracting Authority, the selected tenderer will sign and date the contract and return it to the Contracting Authority. The other candidates will be informed that their tenders were not accepted, by means of a standard letter.

The contract shall be concluded for a three-month period, until the end of the Triple P Tourism project and pending available funding.

Contract proposal is not provided at this stage.

General Terms and Conditions for the Purchase of Services form Annex III shall form an integral part of the contract.

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### ***1.19. CANCELLATION OF THE TENDER PROCEDURE***

In the event of cancellation of the tender procedure, tenderers will be notified of the cancellation by the Contracting Authority. If the tender procedure is cancelled before the outer envelope of any tender has been opened, the unopened and sealed envelopes will be returned to the tenderers. Cancellation may occur where: the tender procedure has been unsuccessful, i.e. no qualitatively or financially worthwhile tender has been received or there is no response at all; the economic or technical data of the project have been fundamentally altered; exceptional circumstances or force majeure render normal performance of the contract impossible; all technically compliant tenders exceed the financial resources available; there have been irregularities in the procedure, in particular where these have prevented fair competition.

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## **2. TERMS OF REFERENCE**

<b>Title:</b>	<b>Procurement of Services: Graphic Design Services and Video Editing Services</b>
<b>RCC Department:</b>	Programme Department  Project: Triple P Tourism in SEE: Promotion, Policy and Pilots
<b>Eligible:</b>	Respective legal entities and individual professionals, acting independently or within bidding consortia. The bidder(s) should have extensive experience in relevant fields, as per specific LOT areas.
<b>Starting Date:</b>	26 January 2021
<b>Reporting to:</b>	RCC Secretariat
<b>Location:</b>	Sarajevo, Bosnia and Herzegovina
<b>Duration:</b>	26 January 2021 – 15 April 2021 (for LOT1 and LOT 2)
<b>Reference number:</b>	112-020

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### **2.1 BACKGROUND**

Triple P Tourism Project is a three-year initiative funded by the EU. It focuses on the 6 IPA II beneficiaries in the Western Balkans, to include Albania, Bosnia and Herzegovina, Kosovo\*, Montenegro, North Macedonia and Serbia. The project aims to improve the quality of the tourism offer by: creating joint offer/product(s) to foster regional integration in the tourism sector and its joint global promotion; diversifying tourism offer of the region; alleviating policy barriers to development of tourism industry and easing of administrative procedures; improving the level of services related to tourism; and supporting small-scale infrastructure projects to support the development of regional tourism offer/product.

Up to this point the RCC Triple P Tourism project has, in cooperation with the SEEIC Tourism Expert Group (TEG), identified the below described regional routes and have developed routes concepts, identified core list of sites and locations and developed marketing strategy and visual systems, as well as business models for the routes. Three themes for regional cultural routes and one regional adventure route have been selected:

- **Balkan Monumental Trail (cultural route)** – a niche product that focuses on the attractiveness of the art and design, and architectural value of the WWII monuments as a unique cultural heritage of this specific period. In the previous phase, a group of 40 monuments have been selected to make the BMT pathway
- **Illyricum Trail - archaeological heritage of the Roman period** being pursued through integration of archaeological localities as a sub-route of the existing Council of Europe certified European cultural route - the Roman Emperors and Danube Wine Route (<https://romanemperorsroute.org/>). Total of **8 sites in four economies** have been included in the first phase of the Illyricum Trail development.
- **Western Balkans Crossroads of Civilisations**, developed as a shared, overarching regional umbrella identity, the concept seeks to integrate and showcase the rich cultural heritage that effectively communicates the diversity of legacies (layers of Classical Antiquity, Byzantine, Ottoman, Venetian, and/or Austro-Hungarian heritage) present across the region.

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\* This designation is without prejudice to positions on status, and is in line with UNSCR 1244 and the ICJ Opinion on the Kosovo declaration of independence

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- **Via Dinarica and other full adventure – spin off programmes developed by the project.**  
The cultural corridor represented through the Via Dinarica Mega Trail is the regional adventure travel route that travels across the eight SEE economies: Slovenia, Croatia, Bosnia and Herzegovina, Montenegro, Serbia, Kosovo\*, Albania and North Macedonia. Via Dinarica, as the regional mega trail, already enjoys recognition in international adventure travel market, and serves as a growth generator in remote areas of the region offering several tourism products. Via Dinarica backbone group of products includes ski touring, hiking and mountain biking, and the current effort seeks to expand the adventure offer with new products, ski touring being one of them.

The Triple P Tourism Project will be nearing its end in mid-2021. The next phase of implementation will be heavily focused on promotion of diverse project outputs, through different channels and to different audiences. The intention is to summarise a whole breadth of products and present them in visually appealing and effective approaches, including on the Western Balkans Six (WB6) web page (currently in development), in meetings, trade fairs, reports and Final Conference.

### **2.2. OBJECTIVE**

The purpose of this assignment is to provide assistance to the RCC Triple P Tourism project in quality preparation of promotional content and visuals. Technical assistance is sought for different editing services, from different consultancy profiles, in the period nearing project closure (next 4 months). Framework contracts will be offered to selected bidders which will define types of services requested, but the actual services will be defined and ordered during contract duration, as specific needs emerge.

The tender is divided in two LOTs as below:

**LOT 1: Graphic Design Services**

**LOT 2: Video Editing Services**

### **2.3. SCOPE OF WORK**

The scope of work is for the period of 4 months for both LOTs. Successful tenderer(s) will be responsible for providing the Triple P Tourism Project and RCC Secretariat with services of layout design for publications, infographics, public information and communication materials and video editing services. These include, but may not be limited to:

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### **LOT 1 - GRAPHIC DESIGN SERVICES** (graphic layout design and DTP)

The Triple P Tourism project plans to produce a number of publications, brochures, infographics and other communication materials, both printed and electronic, which often require the use of graphics/design in order to enhance the layout of the text and present information in a visually attractive and effective manner. It will also organise a number of different events and participation at events (such as international trade fairs) until the end of the project, and order visual identity items (such as agendas, invitations, presentations, etc.).

Therefore, it is envisioned that the layout design for publications, events and materials, in formats selected and approved by the Triple P Tourism Project, will be required periodically, upon RCC's request, as and when needed.

All layout design solutions should be in line with the RCC Book of Visual Identity Standards and Communication and Visibility Manual for European Union External Actions. In addition, the logos and brand manuals developed for respective thematic regional routes (adventure and culture) will be used as guidelines for designing the relevant publication and materials.

In terms of expected outputs and deliverables, the Contractor is expected to carry out the following tasks:

- Representing the brand correctly within the parameters provided;
- Successfully execute and complete various types of communication materials (data visualisation, web pages, online event information, banners, brochures, catalogues, training documents, newsletters, factsheets, PowerPoint presentations, briefs and any other business development material);
- Executing document layout, design and revisions;
- Reviewing final layouts and suggesting improvements, as needed;
- Generating designs from concept stage to final delivery and actively contributing to the creative process;
- Preparing and communicating instructions for final assembly and print preparation both internally and with external service providers;
- Striving for “zero tolerance” of errors when editing/proofreading/spell checking and having documents reviewed by peers as applicable.

### **LOT 2 – VIDEO EDITING SERVICES**

The Triple P Tourism project intends to produce a series of short videos for social media and digital promotion. The videos need to explain in simple, understandable, plain, citizen-friendly



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manner the benefits of regional tourism and the Triple P project to the end-users (population of the Western Balkans Six region).

The project possesses a significant collection of raw and processed video and photographic materials which will require secondary editing and production of a series of short videos, specific to messages and topics which we want to be conveyed by the Project.

In terms of expected outputs and deliverables, these include, but may not be limited to:

- Edit existing videos into shorter versions, changing size and/or making them social media ready;
- Embed text as supers in video segments;
- Submit the edited videos in organised folders;
- Provide postproduction including translation and English subtitles if necessary.

**NOTE:** Use of the existing materials (footage, photos and music) is allowed as long as they fit into the concept and are copyright free or copyrights are obtained.

### ***2.4. RESOURCES AND TIMING***

Successful tenderer(s) will work in close coordination and under guidance of the Communications Officer of the Triple P Tourism project and the RCC Secretariat.

Before finalising the order, the selected tenderer(s) shall be responsible to submit the draft layout design/ plan in JPEG, PDF MP4 format via email for approval.

### ***2.5. TECHNICAL SPECIFICATIONS FOR BOTH LOTS***

#### **LOT 1 - GRAPHIC DESIGN SERVICES**

*Technical Specifications:*

- The offer must contain a proof of readiness and capability to perform tasks, bearing in mind that several orders might overlap and deadlines are likely to be short.
- Please submit at least 3 examples of your work so far in producing layout design for publications, events and promo materials.

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- Please indicate prices for each segment: for publications – per publication, working hours or pages; for events – per event or working hours; for promo materials – per item or working hours, etc.

Examples of RCC publications (reports, brochures and infographics) are available at [https://www.rcc.int/docs\\_archive](https://www.rcc.int/docs_archive)

Financial offer must contain financial offer for design and DTP of sample publications as listed below. For each job, we shall ask for an offer, based on the financial offer submitted in the tender, and adjusted to the actual work, upon which the successful tender will have to get the RCC approval before the job starts.

<b>No</b>	<b>Item</b>	<b>Technical details</b>	<b>Price (notes)</b>
1	Original design for events	This includes original design and its DTP adjustments for different formats (online presentation, invitations, leaflets, banners, roll-ups, agenda, etc.).	Up to 10 events or participation in events such as intl trade fairs. Price to be indicated for single event
2	Adjusted design for events	This includes adjustment of the existing original design in terms of inscription and DTP adjustments for different formats (online presentation, invitations, leaflets, banners, roll-ups, agenda, etc.).	Price to be indicated for single event
3	Template Brochure – original design	Dimensions 118 x 166 mm, 12 pages + covers Example: <a href="https://www.rcc.int/pubs/61/tourism-development-and-promotion-brochure">https://www.rcc.int/pubs/61/tourism-development-and-promotion-brochure</a> This includes original design, adjustments as per RCC's briefs, DTP and various electronic and print format adjustments and exportations.	Price to be indicated per 1 piece
4	Template Brochure – adjustment of original design	Dimensions 118 x 166 mm, 12 pages + covers This includes adjustments of the existing design (different languages, small fact changes, etc.), DTP and various electronic and print format adjustments and exportations.	Price to be indicated per 1 piece
5	Infographic booklet	Dimensions: 170 x 102 mm; pages app. 120 + covers; Example: <a href="https://www.rcc.int/pubs/64/balkan-barometer-2018--infographics">https://www.rcc.int/pubs/64/balkan-barometer-2018--infographics</a>	Price to be indicated per 1 piece

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		This includes original design, adjustments as per RCC's briefs, DTP and various electronic and print format adjustments and exportations.	
6	Infographic leaflet	Dimensions: A4; This includes original design, adjustments as per RCC's briefs, DTP and various electronic and print format adjustments and exportations.	Price to be indicated per 1 piece
7	PowerPoint Presentation Template	Cc 5 slides, including titles slide, content slide, header section; This includes adjustment of set design, additional adjustments as per RCC's briefs.	Price to be indicated per 1 slide
8	Other materials	As per RCC's brief, swift production and delivery of final product, such as signage, illustrations, charts, banners, icons, or similar.	Price to be indicated per 1 piece

Required Qualifications:

- Advanced university degree (Masters or equivalent) in Digital Media or other related field;
- A minimum of five (5) years of graphic design experience along with a proven knowledge of graphic layout and design across multiple media channels. Experience in the area of data visualisation is desirable. Experience in video editing would be considered an asset;
- Demonstrated experience in visual messaging and informational graphics;
- Conversant with design software (Photoshop, Illustrator, InDesign, Premiere Pro, WordPress, etc.);
- Intermediate to advanced MS Office skills, particularly Microsoft Word, PowerPoint and Publisher;
- A creative mind-set and the ability to work well under pressure, completing tasks efficiently, and handling tight deadlines;

**LOT 2 – VIDEO EDITING SERVICES**

The main purpose of the video(s) is to give a short, eye-catching overview of the Projects' activities.

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### *Technical Specifications:*

- The edited video(s) should be in English/and/or languages of the SEE, with a possibility to subtitle it in other languages.
- All products should be made suitable and packaged for broadcast, online and social media use in appropriate formats.
  
- The offer must contain a proof of readiness and capability to perform tasks, bearing in mind that several orders might overlap and deadlines are likely to be short.
- Please submit at least 3 examples of your work so far in video production (links are preferable to actual submissions of video files).
- Please indicate prices by units: minute of edited video. For each job, we shall ask for an offer, based on the financial offer submitted in the tender, and adjusted to the actual work, upon which the successful tender will have to get the RCC approval before the job starts.

Examples of videos produced through the Triple P Tourism project are available at [https://www.rcc.int/priority\\_areas/40/tourism-development-and-promotion](https://www.rcc.int/priority_areas/40/tourism-development-and-promotion).

### Required Qualifications:

- Demonstrated experience editing videos and inserting text and subtitles;
- Conversant with video editing software (Premiere Pro, etc.) and design software (Photoshop, Illustrator, etc.);
- Oral and written fluency in English;
- Able to work independently and produce high-quality outputs under tight time constraints;
- Highly organised and detail-oriented.

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**ANNEX I**  
**TENDER DOSSIER:**

**Service Tender Submission Form**  
Publication ref: **112-020**

**Contract title:**  
**Graphic Design Services and Video Editing Services**

LOT(s) \_\_\_\_\_

**One signed copy** of this tender submission form must be supplied.

1 SUBMITTED by:

	Name(s) and address(es) of the entity submitting this tender
Full Name	

2 CONTACT PERSON (for this tender)

Name	
Organisation	
Address	
Telephone	
Fax	
e-mail	

3 STATEMENT

Name of the company/professional \_\_\_\_\_ hereby declare that we have examined and accept without reserve or restriction the entire contents of the tender dossier for the tender procedure referred to above. We offer to provide the services requested in the tender dossier on the basis of the documents, which comprise our technical offer, and our financial offer:

This tender is subject to acceptance within the validity period stipulated in the instructions to tender.

Name	
Signature	
Date	

*Tourism Development and Promotion Project*

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**ANNEX II**  
***TENDER DOSSIER:***  
***BUDGET BREAKDOWN***

Publication ref: 112-020

**Graphic Design Services and Video Editing Services**

LOT(s) \_\_\_\_\_

**Please follow the requirements set out in Section 2 Terms of Reference, Paragraph 2.3 and Paragraph 2.5.**

*For LOT 1- Please indicate prices as per services requested in the table*

*For LOT 2 – Please indicate price per unit – minute of video edited*