



Tender Dossier

Reference Number: 046-018

Procurement of goods and services

PRINTING SERVICES OF PUBLICATIONS AND MATERIALS;

SUPPLY OF VISUAL IDENTITY MATERIALS;

AND

**LAYOUT DESIGN OF PUBLICATIONS, PUBLIC INFORMATION AND
COMMUNICATION MATERIALS**

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1. SUBJECT OF THE TENDER

Tender for printing services of publications and materials; supply of visual identity materials with the organisation’s logo(s); and layout design of publications, public information and communication materials, namely:

LOT 1: PRINTING SERVICES OF PUBLICATIONS AND MATERIALS

LOT 2: SUPPLY OF VISUAL IDENTITY MATERIALS

LOT 3: LAYOUT DESIGN OF PUBLICATIONS, PUBLIC INFORMATION AND COMMUNICATION MATERIALS

Contracting Authority – Regional Cooperation Council Secretariat

1.1. TIMETABLE

	DATE	TIME
Publication of the Tender	8 October 2018	
Deadline for request for clarifications to the Contracting Authority	19 October 2018	
Deadline for issuing clarifications by the Contracting Authority	24 October 2018	
Deadline for submission of proposals	8 November 2018	17:00 Central European Time

1.2. PARTICIPATION

Participation in this tender procedure is open to the **respective legal entities, individual professionals, and individual professionals within bidding consortia**. The tenderer should have **extensive experience** in dealing with layout design, printing, production and supply of visual identity materials.

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 tenderer, or bidding consortium, accepts the contents and principles of Annex II Service Tender Submission Form and Annex III Statement of Exclusivity and Availability. If the said contents and principles of the Forms are violated by the tenderer 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 and printed literature furnished by the tenderers may be in another language, provided they are accompanied by an explanation in English.

THE PROPOSALS SUBMITTED BY THE TENDERERS WILL COMPRISE OF A TECHNICAL OFFER AND A FINANCIAL OFFER, SUBMITTED IN SEPARATE ENVELOPES.

LOTS

The tender has three LOTS. Tenderers may submit proposals either only for LOT 1 or LOT 2 or LOT 3, for all three LOTS, or for individual, selected items within LOT 1 or LOT 2 or both.

1.4. TECHNICAL OFFER

LOT 1 and LOT 2

The Technical Offer must include the following documents:

- 1. Proposal Submission Form, Annex I**
- 2. Company Profile – Professional Capacity:**
 - The tenderer must provide detailed information on its professional capacity. The tenderer must have work experience matching the requirements of this tender as specified in Section 2, Terms of Reference. It needs to possess credible expertise and reliability in providing printing and/or supply of visual identity materials. This is to be proved by submitting evidence of minimum two contracts (tenderer being a contractor), at least one of them of work comparable to this specified field. The contracts may still be under implementation.
 - The tenderer must submit proof of ability to perform the scope of work specified in Section 2, Terms of Reference through demonstrated presence (office/staff) within the company. Written statement on the extent to which the capacities of the company, both professional and technical, meet the requirements specified in the Terms of Reference, Section 2, should be provided. As a reference please consider your equipment and staff resources, production time, delivery time and similar.
 - The tenderer must submit track record, list of references, in providing similar services to governmental agencies, as well as international organisations; a list of contracts in the amount of EUR 25,000.00 or more annually.

- Tenderer is requested to present a few samples of its work in the Offer in order to prove the quality (samples, photos of items).

3. Legal Entity Proof:

- Company Registration Certificate Copy
- Company balance sheet and profit-and-loss statement for the past two years (2016-2017)
- Copy of extract from commercial register

LOT 3

The Technical Offer must include the following documents:

- Brief profile of the professionals or company with the reference list and samples of previous work
- Legal entity file: copies of company registration, and in case of a bidding consortium a corresponding written authorisation, power of attorney is accordingly treated
- Proof of technical capacity (CVs of team members for this project)
- Service Tender Submission Form, Annex 1; scanned copy is sufficient

1.5. FINANCIAL OFFER

LOT 1 and LOT 2

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

Budget Breakdown should represent:

- Price of printing for publications and materials, as per technical specification, for each item specified in Subsection 2.6 of the Terms of Reference, Section 2
- Price of supply of visual identity materials, as per technical specification, for each item specified in Subsection 2.6 of the Terms of Reference, Section 2
- VAT amount

Note: Please indicate payment terms.

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

LOT 3

The Financial Offer must include the following elements:

- The financial offer should be prepared in accordance with technical specification specified in Subsection 2.6 of the Terms of Reference, Section 2
- **All figures should be expressed in EUR**
- VAT amount, if applicable, should be presented

1.6. BINDING PERIOD

Tenderers are bound by their tenders for 90 days after the deadline for the 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 until 19 October 2018.

Clarifications of the tender dossier will be published on the official website of the RCC by 24 October 2018. No further clarifications will be given after this date.

The RCC Book of Visual Identity Standards and RCC logos in vector format are available upon request and are to be used solely for the purpose of submitting an offer in response to this call for proposals.

No information meeting and/or phone inquiries are foreseen.

No site visit is foreseen.

1.8. SUBMISSION OF PROPOSALS

Proposals must be submitted **by 8 November 2018 by 17.00** Central European Time.

Proposals for LOT1 and LOT2 are to be hand delivered or sent via post mail (registered mail) or express mail providing **the bid is received** by the above date and time to the following address:

Regional Cooperation Council Secretariat

Attention to: Administration Department

Trg Bosne i Hercegovine 1/V

Building of the Friendship between Greece and Bosnia and Herzegovina

71000 Sarajevo, Bosnia and Herzegovina

Proposals must be submitted using the double envelope system:

An outer parcel or envelope containing two separate, sealed envelopes - one titled "**Envelope A - Technical Offer**" and the other "**Envelope B - Financial Offer**".

Any infringement of these rules (i.e., unsealed envelopes or references to price in the technical offer, surpassed tender deadline, etc.) is to be considered a breach of the rules, and will lead to rejection of the proposal.

The outer envelope should carry the following information:

- Address for submission of tenders, as indicated above;
- Reference code of the tender procedure to which the tenderer is responding;
- Title "Not to be opened before the tender-opening session";
- Name and address of the tenderer.

Proposals for **LOT 3** may be submitted via e-mail address to: ProcurementforRCC@rcc.int

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

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.

1.10. TENDER PROCEDURE COSTS

No costs incurred by 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

LOT 1 and LOT 2

EVALUATION GRID	Maximum score
Professional capacity and ability based on the Company Profile;	20
Track record, reference list, list of contracts with comparable size of work and value to this tender;	30
Quality of products and services (based on samples, photos of items);	30

Statement on the extent to which the company meets requirements specified in the Terms of Reference, Section 2, list of staff and equipment, resources;	20
TOTAL SCORE	100

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.

Financial offer/ cheapest price has maximum score	100
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LOT 3

The technical quality of the tender will be evaluated on the basis of tenderer's professional capacity.

The offers will be evaluated based on:

- Professional profile of the company or individual professional(s)
- Proof of technical capacity (CVs of team members for this project)
- List of references, contracts and work comparable to the size and volume of this tender
- Layout design samples
- Support beyond initial design
- Delivery time

as specified in Section 2, Terms of Reference, Subsections 2.3 Scope of Work and 2.6 Technical Specifications.

The best value for money is established by weighing technical quality against price on an 80/20 basis.

EVALUATION GRID	Maximum score
Profile of the company or individual professional(s) based on the list of references	20
Key qualifications based on CV(s)	20

Layout design samples	30
Support beyond initial design	10
Delivery time	20
TOTAL SCORE	100

- **Score for offer X =**
- **[Total quality score (out of 100) of offer X / 100] * 80**
- **[Cheapest price / price of offer X] * 20**

1.12. EVALUATION OF FINANCIAL OFFER

Financial offers should be prepared in accordance with Section 2, Terms of Reference, Subsections 2.3 Scope of Work and 2.6 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 in the opinion of the Evaluation Committee 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 will be internal, in accordance with the defined award criteria and 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.

INFORMATION ON SELECTION OF THE MOST FAVOURABLE TENDERER

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 candidates and 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 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

1.14. GROUNDS FOR EXCLUSION

Candidates or tenderers 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 tenderers 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.

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 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 its staff, including its management, is 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.

1.15. ADMINISTRATIVE AND FINANCIAL PENALTIES

Without prejudice to the application of penalties laid down in the contract, candidates or 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.

1.16. CONFIDENTIALITY

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

Tenderers 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 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

1.17. SIGNATURE OF CONTRACT(S)

Notification of award: The successful tenderer will be informed in writing that its 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.

Initial contract shall be concluded for one year period with a possibility of extension subject to the amount of available funds.

Contract proposal is not provided at this stage.

General Terms and Conditions for purchase of services form Annex III.

1.18. 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.

2. TERMS OF REFERENCE

2.1. REGIONAL COOPERATION COUNCIL SECRETARIAT

The Regional Cooperation Council (RCC) was established in 2008 as a regionally owned and led framework, consisting of 46 participants. It works under the political guidance of the SEECP to promote regional cooperation and European and Euro-Atlantic integration of South East Europe (SEE). The RCC has a Secretariat based in Sarajevo, Bosnia and Herzegovina, headed by the Secretary General, and Liaison Office in Brussels which ensures regular communication and cooperation with European and Euro-Atlantic institutions. The organisational structure of the RCC Secretariat consists of: Office of the Secretary General, Political Department, Programme Department and Administration Department.

The areas of cooperation in the framework of the RCC are: Connectivity, Competitiveness, Skills and Mobility, Rule of Law and Security Cooperation. The RCC's activities are guided by its triannual Strategy and Work Programme, the South East Europe (SEE) 2020 Strategy, and Multi-annual Action Plan for a Regional Economic Area.

The RCC also manages three projects: Roma Integration 2020 (RI2020), Employment and Social Affairs Platform Project (ESAP) and Tourism Development and Promotion Project.

The organisation maintains close working relations with all actors of relevance to these areas, such as governments, international organisations, international financial institutions, regional organisations, private sector, civil society and the academia.

More information on the RCC work is available at www.rcc.int.

2.2. OBJECTIVE

The Regional Cooperation Council (RCC) Secretariat seeks a professional, full-service company/agency that provides services of printing of publications and materials and supply of visual identity materials with organisation's logo(s), and companies, individual professionals or consortia of individual professionals dealing with layout design.

2.3. SCOPE OF WORK

The Scope of Work is initially for the period of 24 months, with possibility of an extension for another year. Successful tenderer(s) will be responsible for providing the RCC Secretariat with services of printing of publications and materials, supply of visual identity materials with the organisation's logo(s), and services of layout design for publications, public information and communication materials. These include, but may not be limited to:

LOT 1: PRINTING OF PUBLICATIONS AND MATERIALS

Printing of publications and materials, which includes printing of various publications, reports, factsheets, brochures, flyers, business cards, envelopes of various formats, memoranda, table flags, outdoor flags in two sizes, roll-ups, banners, tri-form custom-made calendars, notebooks A5, A6 and other formats if requested, paper bags, folders, invitation cards, as well as other materials for conferences and events organised by the RCC Secretariat or its projects which cannot be defined and specified in advance, such as roll wall/back drops, name tags and similar (ad-hoc order).

Note:

The tenderer is encouraged to present in the Offer a few samples of its work in order to prove the quality.

Placing of orders with selected company shall be based on prior presentation of samples of work.

LOT 2: SUPPLY OF VISUAL IDENTITY MATERIALS WITH THE ORGANISATION'S LOGO(S)

Supply of quality visual identity items with the logo of the RCC and/or one of its projects and partners, such as: lanyards, USBs, umbrellas, mouse pads, ties, scarves, smart-phone mobile chargers, various types of agendas (leather and eco), pencils, pen sets, as well as other materials for conferences and events organised by the RCC Secretariat or its projects, which cannot be defined and specified in advance, such as roll wall/back drops, name tags and similar (ad-hoc order).

Note:

The tenderer is encouraged to present in the Offer a few samples of its work in order to prove the quality.

Placing of orders with selected company shall be based on prior presentation of samples of work.

LOT 3: LAYOUT DESIGN OF RCC PUBLICATIONS, PUBLIC INFORMATION AND COMMUNICATION MATERIALS (graphic layout design and DTP)

The RCC, including its projects, publishes a number of publications, reports, brochures, infographics and other communication materials, both printed and electronic, which often requires the use of graphics/design in order to enhance the layout of the text. It also organises a number of different events throughout the year, and orders visual identity items (such as agendas, planners, calendars, etc.) annually.

Therefore, it is envisioned that the layout design for publications, events and materials, in formats selected and approved by the RCC Secretariat or its projects, 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 where appropriate the Roma Integration 2020 Book of Standards and Communication and Visibility Manual for European Union External Actions.

We are looking for financial and capacity offers for the layout design of:

- 1) flyers, brochures, reports, infographics, plans, etc.;
- 2) events' visual identity;
- 3) visual identity materials (agendas, planners, table and wall calendars, bookmarkers, rollups, banners).

2.4. RESOURCES AND TIMING

Successful tenderer will have a qualified team of professionals (full-time employees), with one staff member dedicated to manage the RCC's orders relevant to the tender.

The 24-months contract implementation will start from 1 January 2019, with a possibility of an extension for another year.

2.5. REQUIRED OUTPUTS/REPORTING

Successful tenderer will report directly to the relevant RCC representatives.

Before finalising the order, the selected tenderer(s) shall be responsible to submit the layout design for printing/production of a certain item in JPEG or PDF format via email, if applicable, and, after approval from the RCC Secretariat, if requested, to provide sample of the item. The appeal and quality of provided sample shall be subject to RCC's approval, before initiating production of the entire order.

2.6. TECHNICAL SPECIFICATIONS FOR ALL LOTS

LOT 1: Printing services of publications and materials in formats selected and approved by the RCC.

Technical details:

No	Item	Technical details	Quantity (max. annually)
1	Envelope for greeting cards	Size: 176x124 mm; with logo in colour	100, 500 or 1,000, as per order
2	Envelope C 4	Large; with logo in colour print; two colour printing	100, 300, 500 or 1,000, as per order
3	Envelope B 5	Medium; with logo in colour print; two colour printing	100, 300, 500 or 1,000, as per order
4	Envelope American	Small; with logo in colour print; two colour printing	100, 300, 500 or 1,000, as per order

5	Memorandum	Containing logo and address; colour print	100, 300, 500, 1,000, or 2,000 as per order
6	Table flag	Bordered on silk lined with paper; logo; two colour printing	10, 50 or 100, as per order
7	Flag type 1	Size 1,5 x 3 m; logo in colour on white background; two colour printing	10 or 20, as per order
8	Flag type 2	Size 1x2 m; logo in colour on white background; two colour printing	10 or 20, as per order
9	Roll –up	Colour printing on vinyl; with mechanism	Approximately 30 pcs per year
10	Banner	One self-standing banner with logo(s) and website inscription; suitable for usage in the organisation’s conference room; Dimensions: 3x3 m and/or 3x4 m. Details to be agreed with selected tenderer	Up to 1-3 pcs per year
11	Lanyard	ID and mobile phone lanyard; white, and/or grey, and/or black. Dimensions: 50x 1 or 1.5 cm; two colour print	100, 200 or 300, as per order
12	Notebook A 5	With logo print; spiral binding; two colour printing; 100 pages	100, 200, 300, 500 or 1,000 as per order Approximately 1,500 pcs per year
13	Notebook A 6	With logo print; spiral binding; two colour printing; 100 pages	100, 200, 300, 500 or 1,000 as per order Approximately 2,500 pcs per year
15	Paper bag type 1	For A4 content; white paper; with logo print; two colour printing	100, 200, 300, 500 or 1,000 as per order Approximately 2,000 pcs per year
17	Folder	Paper; for holding A4 size documents; with logo print; two colour printing	100, 200, 300, 500 or 1,000 as per order Approximately 2,500 pcs per year
18	Invitation card	For receptions and similar events, as necessary; size: 164x114 mm; two colour printing;	100, 200, 300, 500 or 1,000 as per order
19	Printing of business cards	Format 86x48 mm	100 pcs per order
20	Template Brochure	Dimensions 118 x 166 mm, 12 pages + covers; paper 150 gr + 300 gr covers,	1,000 or 500 pcs as per order (in total)

		plasticized, colour printing; staple binding	approximately 10,000 pcs per year)
21	Template ID card	Two-sided card, colour printing, dimensions 109x 146 mm; paper: 350 mm, plasticized (hard)	1,000 or 500 pcs as per order (approximately 2,000 – 3,500 pcs per year)
22	Infographic booklet	Dimensions: 170 x 102 mm; pages app. 120 + covers; paper 150 gr + 300 gr covers, colour printing; soft binding	100, 200, 300, 500 or 1,000 as per order
23	Template report, type 1	40-60 pages + cover; paper: k/b 135 gr. K + cover 300 gr. + plasticized; printing in colour; format: A4; soft binding	50, 100, 200, 300, 500 or 1,000 as per order
24	Template report, type 1A	40-60 pages + cover; paper: k/b 135 gr. K + cover 300 gr. + plasticized; printing of cover page in colour + printing of inner pages in black and white; format: A4; soft binding	100, 200, 300, 500 or 1,000 as per order
25	Template report, type 2	30-60 pages + cover; paper: k/b 135 gr. K + cover 300 gr. + plasticized; printing in colour; format: A5; soft binding	100, 200, 300, 500 or 1,000 as per order
26	Template report, type 2B	30-60 pages + cover; paper: k/b 135 gr. K + cover 300 gr. + plasticized; printing of cover page in colour + printing of inner pages in black and white; format: A5; soft binding	100, 200, 300, 500 or 1,000 as per order
27	Template report, type C	Format A4, inner pages 150gr paper, cover pages 300 gr paper, plasticized, 90-130 pages + covers, soft binding; colour printing	100, 200, 300, 500 or 1,000 as per order
28	Promotional materials for conferences	No specification for the moment. We expect expression of readiness for quick production, and delivery date to the venue defined by the RCC.	As per order

LOT 2: Supply of visual identity materials with the RCC logo

Supply of quality visual identity materials with the logo of the RCC, such as: USBs, umbrellas, mouse pads, ties, scarves, various types of agendas (lather and eco), pencils, pen sets, as well as other materials for conferences and events organised by the RCC and/or its Projects which cannot be defined and specified in advance (ad-hoc order).

Technical details:

No	Item	Technical details	Quantity (max. annually)
1	USB stick in a box	8, 16, and 32 GB; two colour printing of logo directly to the surface	100, 200 or 300, as per order
2	USB (credit card shape)	8, 16, and 32 GB; colour printing directly to the surface	50, 100, 200 or 300, as per order
3	Pen	Plastic or metal; colour printing of logo (s) and possible website inscription	100, 300, 500, 1,000, or 2,000 as per order
4	Pen in a box	Metal; colour printing of logo (s) and possible website inscription	100, 200, 300, or 500, as per order
5	Umbrella, small	With logo print; colour printing	100, 200, or 300, as per order
6	Mouse pad	With logo print; two colour printing; preferably with silicon hand-pad	100, 200, 300, or 500, as per order
7	Tie	Material: silk; size: standard; customisation area: suitable for printing visual identity information (logo); each item is to have its own package customised with logo and contact details	10, 30, 50 or 100, as per order
8	Scarf	Material: silk; size: approximately 40x160cm; customisation area: suitable for printing logo; each item is to have its own package customised with logo and contact details	10, 30, 50 or 100, as per order
9	Agenda (leader and eco)	Up to the supplier to give the offer. It needs to have the possibility of printing the logo on it and contact details.	100, 300, or 500 as per order
10	Bag	Linen bags, long handles, with printed logo and slogan	100, 300 or 500 as per order
11	Promotional materials for conferences	No specification for the moment. We expect expression of readiness for quick production, and delivery date to the venue defined by the RCC or its	As per order

	projects.	
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LOT 3: LAYOUT DESIGN OF RCC PUBLICATIONS AND PUBLIC INFORMATION AND COMMUNICATION MATERIALS (graphic design and DTP)

Technical Specification:

- The offer must contain a proof of readiness and capability to perform such a task, having in mind that the RCC produces a number of publications, reports, events and promotional materials during the year, and often several at the same time and in short deadlines.
- Please submit at least 3 examples of your work so far in producing layout design for publications, events and promo materials.
- Proposals must be submitted electronically in PDF format.
- The selected visual identity must be submitted in original layout programme (InDesign, as well as in PDF formats for print and web-friendly version).
- 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.

Examples of RCC publications (reports, brochures and infographics) are available at 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.

No	Item	Technical details	Price (notes)
1	Original design for events	This includes original design and its DTP adjustments for different formats (online presentation, notebooks, folders, invitations, paper bags, roll-ups, banners, table and name tags, etc.).	Up to 30 events per year; 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, notebooks, folders, invitations, paper bags, roll-ups, banners, table and name tags, etc.).	Price to be indicated for single event
3	Template Brochure –	Dimensions 118 x 166 mm, 12 pages + covers Example: https://www.rcc.int/pubs/61/tourism-	Price to be indicated

	original design	development-and-promotion-brochure This includes original design, adjustments as per RCC's briefs, DTP and various electronic and print format adjustments and exportations.	per 1 piece
	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
4	Template ID card – original design	Two-sided card, colour printing, dimensions 109x 146 mm; Example: https://www.rcc.int/home# 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
	Template ID card – adjustment of original design	Two-sided card, colour printing, dimensions 109x 146 mm 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: https://www.rcc.int/pubs/64/balkan-barometer-2018--infographics 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
6	Template report, type 1	40-60 pages + cover; set design to be adjusted; with photos (provided by the RCC and partially generic, provided by the designer); format: A4 or A5 This includes adjustment of set design, additional adjustments as per RCC's briefs, DTP and various electronic and print format adjustments and exportations. Example: https://www.rcc.int/pubs/68/checklists-on-corruption-risks-in-the-healthcare-sector	Price to be indicated per 1 piece
7	Template report, type 2	40-60 pages + cover; set design to be adjusted; no photos; format: A4 or A5 This includes adjustment of set design, additional adjustments as per RCC's briefs, DTP and various electronic and print format adjustments and exportations. Example: https://www.rcc.int/docs/436/annual-report-on-implementation-of-the-multi-annual-action-plan-for-a-regional-economic-area-map-rea-in-western-balkan-six-wb6	Price to be indicated per 1 piece
8	Template report, type 3	40-60 pages + cover; original design; with photos (provided by the RCC and partially generic, provided by the designer); format: A4 or A5	Price to be indicated per 1 piece

		This includes original design, additional adjustments as per RCC's briefs, DTP and various electronic and print format adjustments and exportations. Example: https://www.rcc.int/pubs/60/annual-report-of-the-secretary-general-of-the-regional-cooperation-council-2017-2018	
9	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

2.7. MONITORING AND EVALUATION

For the purpose of monitoring and evaluation of public relation activities (PR action plan) the successful tenderer will maintain regular contact with relevant RCC staff member(s).

ANNEX I
TENDER DOSSIER:

Service Tender Submission Form

Publication ref: **046/018**

Contract title:

Printing services of publications and materials, supply of visual identity materials and layout design (graphic design and DTP) to the Regional Cooperation Council

One signed original of this tender submission form must be supplied.

1 SUBMITTED by:

	Name(s) and address(es) of legal entity or entities or professionals 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	

ANNEX II
TENDER DOSSIER:
BUDGET BREAKDOWN

Publication ref: 046/018

Please follow the requirements set out in Subsection 2.6 Technical Specification of the Section 2, Terms of Reference

ANNEX III
TENDER DOSSIER:
Publication ref: 046/018

GENERAL TERMS AND CONDITIONS FOR THE PURCHASE OF SERVICES
REGIONAL COOPERATION COUNCIL SECRETARIAT