 **SYMBIOSIS – CN1 – SO1.2 – SC017**

**The project is co-funded by the European Union and**

**by the National Funds of the participating countries**



**SYMBIOSIS PP5**

**Movement for the environment MOLIKA DOM Bitola**

## Simplified tender dossiers for services – SINGLE TENDER

**Name and address of the Contracting Authority:**

**Project "Symbiotic networks of bio-waste sustainable management" – SYMBIOSIS**

Co-funded by the European Union and by the National Funds of the participating countries under the INTERREG IPA Cross-border Cooperation Programme Greece – Republic of North Macedonia 2014-2020

**Reference number of Subsidy Contract: SYMBIOSIS – CN1 – SO1.2 – SC017**

**Tender Issued by the Movement for the Environment MOLIKA DOM Bitola (PP5)**

**Title of the tender: PRINTING SERVICES**

**Reference number: SYM\_PP5\_TD.02/2019**

**PART A: INFORMATION FOR THE TENDERER**

##### 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 point 2 of this information.

**Deadline for submission of the tenders:**

The deadline for submission of tenders is **11.10.2019 at 16:00 hours**. Any tender received after this deadline will be automatically rejected.

**Address and methods for submission of the tenders:**

The tenderers will submit their tenders using the **standard submission form available in the Part B of the tender dossier**. The tender will be submitted in 1 original.

Any tenders not using the prescribed form might be rejected by the Contracting Authority.

This tender can not be divided, i.e. the interested tenderers should submit an offer for all 4 positions described in point 2. Tender offers submitted for some positions but not all will be rejected.

In addition to the offer the tenderer is required to provide the following supporting documentation (in copies):

* Supporting documents issued from the Central Register of the Republic of North Macedonia: copy of legal registration and official documents certifying that there is no bankruptcy procedure has been initiated and that no liquidation procedure has been initiated by a competent authority;
* Reference list of tenderer’s previous experience in similar contracts executed within the previous 2 years;
* Tenderer’s portfolio providing at least 1 sample printed upon given template per deliverable (1.1; 2.1; 4.1) and at least 3 samples of similar deliverable (3.1).

The tenders will be submitted in person, by post or courier service containing the following information:

* Name and address of the tenderer: XXXXXXXXXXXX
* Title of the tender: **Printing Services**
* Reference number: **SYM\_PP5\_TD.02/2019**

The tenders will be submitted in person, by post or courier service to the following address:

**Project "Symbiotic networks of bio-waste sustainable management" – SYMBIOSIS**

**Movement for the Environment MOLIKA DOM Bitola (PP5)**

**3/5 Dimo Hadzi Popov St. 7000 Bitola**

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.

##### TECHNICAL INFORMATION

The tenderers are required to provide services as indicated below. In the tenderer's technical offer, the tenderers should indicate more details on the deliveries, referring back to the below table.

1. **Printing services**

**(SYMBIOSIS\_WP2\_BL:2.5.1: Printing of fridge magnets)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | **Title of item** | **Description** | **Required time frame** | **Required inputs, if applicable** |
| 1.1. | Printing of fridge magnets | The Contractor has to print and deliver fridge magnets in total quantity of 2.500pcs.  Dimension of fridge magnet:  W: 100mm; H: 50mm  Printing: one side; full colour  The template to be printed shell be provided by the Contracting Authority, in electronic format. | 10 days from the delivery of the template to be printed  (Foreseen period of execution: January 2020) | Tenderers should provide:   * Reference list of previous experience in similar contracts executed within the past 2 years; * 1 sample printed upon the template provided within tender dossier (1.1 – fridge magnet file) |

**2. Printing services**

**(SYMBIOSIS\_WP2\_BL:2.5.1: Printing of waste bin's stickers)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | **Title of item** | **Description** | **Required time frame** | **Required inputs, if applicable** |
| **2.1.** | Printing of waste bin's stickers | The Contractor has to print and deliver waste bin's stickers in total quantity of 2.500pcs.  Dimension of waste bin's stickers:  W: 297mm; H: 210mm  Printing: One side; full colour  The template to be printed shell be provided by the Contracting Authority, in electronic format. | 10 days from the delivery of the template to be printed  (Foreseen period of execution: January 2020) | Tenderers should provide:   * Reference list of previous experience in similar contracts executed within the past 2 years; * 1 sample printed upon the template provided within tender dossier (2.1 – waste bin sticker file) |

**3. Printing services**

**(SYMBIOSIS\_WP2\_BL:2.5.4: Printing of Project Final brochure - main project results)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | **Title of item** | **Description** | **Required time frame** | **Required inputs, if applicable** |
| 3.1. | Printing of Project Final Brochure | The Contractor has to print and deliver Project Final Brochure in total quantity of 3.000 copies.  Publication format: B5  Printing: two sides; full colour  Estimated content: max 35 pages  The template to be printed shell be provided by the Contracting Authority, in electronic format. | 10 days from the delivery of the template to be printed  (Foreseen period of execution: March 2020) | Tenderers should provide:   * Reference list of previous experience in similar contracts executed within the past 2 years; * Portfolio of at least 3 similar samples |

**4. Printing services**

**(SYMBIOSIS\_WP2\_BL:2.5.4: 1 DVD with deliverables, Memory stick of 200 copies each)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | **Title of item** | **Description** | **Required time frame** | **Required inputs, if applicable** |
| 4.1. | 1 DVD with deliverables, USB Memory stick of 200 copies each | The Contractor has to provide 1 DVD with deliverables and upload data on 200pcs USB memory stick  Storage Media-Built-in Memory Capacity: min. 8 GB  SYMBIOSIS logo attached on the USB memory sticks  Data to be uploaded on DVD/USB flash drives shell be provided by the Contracting Authority, in electronic format. | 10 days from the delivery of data files to be uploaded  (Foreseen period of execution: March 2020) | Tenderers should provide:   * Reference list of previous experience in similar contracts executed within the past 2 years; * 1 sample of USB memory stick with printed project logo provided within tender dossier (4.1 – SYMBIOSIS logo file) |

Interested candidates should submit offers for all four positions listed above. The offers submitted for some positions but not all shall be automatically rejected.

The tenderers should have in mind that should closely follow all instructions given by the Contracting Authority, i.e. provide the services using the templates and data files provided by the Contracting Authority and respect the delivery deadlines stated herein.

The Contracting Authority must approve all materials delivered by the tenderer, using the standard Final Acceptance Certificate form.

##### FINANCIAL INFORMATION

The tenderers are reminded that the maximum available value of the contract is 18.000 EUR, as follows:

Part 1.1: Printing of fridge magnets: 3.000 EUR

Part 2.1: Printing of waste bin's stickers: 4.500

Part 3.1: Printing of Project Final Brochure: 7.500 EUR

Part 4.1: 1 DVD with deliverables, Memory stick of 200 copies each: 3.000 EUR

##### ADDITIONAL INFORMATION

The selection criteria is best value for money, weighing 80% technical quality, 20% price.

Technical quality will be evaluated on the scale of 0 to 100 point on the basis of following weighting criteria:

* Previous experience (Reference list of similar contracts executed within the previous 2 years): max. 40 points;
* Portfolio of samples (1 sample printed upon given template per deliverable: 1.1; 2.1; 4.1 and 3 samples of similar deliverables: 3.1): max. 40 points;
* Technical information related to execution of the services based on the requirements indicated in Part A Point 2: max 20 points.

The unsuccessful/successful tenderers will be informed of the results of the evaluation procedure in writing.

The estimated time of response to the tenderers is 8 working days from the deadline for submission of tenders.

The payment will be made in accordance with the National Law on the manner of enforcing a tax exemption from payment of VAT on the supply of goods and services intended for realization of an EU project that entered into force on 1 July 2014 in the net amount of invoice, generated through the Public Revenue Office System.