 **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: Development of campaign video & audio material**

**Reference number: SYM\_PP5\_TD.03/2019**

**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 **20.11.2019 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.

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

* Copy of legal registration;
* Statement from the official representative of the company (duly signed and stamped) that there is no prohibition of activities imposed, and in no way participated in any kind of illegal activities and that no action was taken on bankruptcy;
* Narrative description of the proposed tasks for development of campaign video & audio material (in free format) including ideas, approach, draft script, and any other information relevant for the offered services;
* Tenderer’s portfolio providing at least 3 samples of similar deliverables as those required in this tender (on CD or USB).

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: **DEVELOPMENT OF CAMPAIGN VIDEO & AUDIO MATERIAL**
* Reference number: **SYM\_PP5\_TD.03/2019**

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. **Development of campaign video & audio material**

**(SYMBIOSIS\_WP2\_BL:2.5.1: Development of campaign video material (3 videos) & audio material (3 audio files) addressing project target group)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | **Title of item** | **Description** | **Required time frame** | **Required inputs, if applicable** |
| 1.1. | Development of campaign video material (3 videos) addressing project target groups | The Contractor has to develop campaign video material addressing project target groups  Video No.1: Introductory video addressing general public regarding environmental issues  Video No.2: Targeted video concerning the recycling of organic waste and the use of a brown container for organic waste  Video No.3: Targeted video addressing business sector regarding the circular economy  Max. Duration of each video: 30 sec.  Note: Description of SYMBIOSIS project has been included within this tender dossier | Max. 12 weeks from the date of contract signing  (Foreseen period of execution: December 2019, January, February 2020) | Provide information to staff involved in contract realization having in mind that the services require experienced, creative and dedicated professionals |
| 1.2 | Development of campaign audio material (3 audio files) addressing project target groups | The Contractor has to develop campaign audio material addressing project target groups  Audio No.1: Introductory audio spot addressing general public regarding environmental issues  Audio No.2: Targeted audio spot concerning the recycling of organic waste and the use of a brown container for organic waste  Audio No.3: Targeted audio spot addressing business sector regarding the circular economy  Max. Duration of each audio spot: 90 sec.  Note: Description of SYMBIOSIS project has been included within this tender dossier | Max. 12 weeks from the date of contract signing  (Foreseen period of execution: December 2019, January, February 2020) | Provide information to staff involved in contract realization having in mind that the services require experienced, creative and dedicated professionals |

Further instructions to interested candidates:

* The tenderer should follow project objectives as presented within the Description of SYMBIOSIS project file;
* All video and audio materials produced within this contract should be in accordance to the Information and Visibility Guide

<http://www.ipa-cbc-programme.eu/gallery/Files/Library/Information--Publicity-Guide_Name-change_November-2019.pdf>

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

##### FINANCIAL INFORMATION

The tenderers are reminded that the maximum available value of the contract for Development of campaign video & audio material is 4.000 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 based on following weighting criteria:

* Narrative description of the proposed tasks for development of campaign video & audio material (in free format) including ideas, approach, draft script, and any other information relevant for the offered services: max. 60 points;
* Tenderer’s portfolio providing at least 3 samples of similar deliverables as those required in this tender (on CD or USB): max. 40 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 15 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.