

**The project: „Interactive and virtual presentation of cultural heritage & cinema" –
CINECULTURE**

**Programme: INTERREG IPA Cross-border Cooperation Programme Greece – the former
Yugoslav Republic of Macedonia 2014-2020**

Reference number of Subsidy Contract: CINECULTURE – **CN1 – S.O 1.3 – SC 005**

Name and address of the Contracting Authority:

Municipality of Bitola, Boulevard 1-st of May 61, 7000 Bitola

Title of the tender: Design and production of the project visibility material, equipment for promotion of cineculture structures, translation services and web support

Reference number: 08-411/2

Annex TD 1

Simplified tender dossiers for service – SINGLE TENDER

1. INFORMATION ON SUBMISSION OF THE TENDERS

PART A: INFORMATION FOR THE TENDERER

Subject of the contract:

The subject of this tender is implementation of **services, Design and production of the project visibility material, equipment for promotion of cineculture structures, translation services and web support** as indicated in the technical information in the point 2 of these information;

Deadline for submission of the tenders:

The deadline for submission of tenders is **12/06/2019, 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 should be submitted in 1 original via post and a scanned original of the tender provided by e-mail. 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 hard copies and scanned versions):

- Copy of legal registration
- List of reference (main deliveries realised last 3 years)
- Statement of availability and exclusivity
- 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 (in free form) of the deliverables (promo packages) including ideas, sketches, photos, etc. of the services to be offered.

The tenders should be submitted in person or via post/courier services, and e-mail submission containing the following information:

- Name and address of the tenderer: xxxx
- Title of the tender: **Design and production of the project visibility material, equipment for promotion of cineculture structures, translation services and web support**
- Reference number: 08-411/2

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

Municipality of Bitola

Project: „**Interactive and virtual presentation of cultural heritage & cinema**” – CINECULTURE

(to Mrs. Evgenija Bektash Josifovska)

Boulevard 1-st of May 61, 7000 Bitola

The tenders should also be submitted by electronic means in the e-mail indicated below. In this case the base e-mail message will clearly indicate:

- Title of the tender (in the subject of e-mail):
Design and production of the project visibility material, equipment for promotion of cineculture structures, translation services and web support
- Reference number (in the subject of e-mail): 08-411/2
- Name and address of the tenderer (in the e-mail text): xxxx

The tender submission form and all supporting documentation as mentioned above should be provided in a scanned version as attachment to the following e-mail addresses:

E-mail: cinecultureprojectbitola@gmail.com

Notes:

The tenderers are reminded that in order to be eligible the tenders and all supporting documentations need to be received by the contracting authority by the deadline indicated above.

2. 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.

Part 1: Production of project visibility materials (WP 2 D 2.2.3)

No.	Title of item	Description	Required time frame	Required inputs, if applicable
1.1	Project notebooks	Design and color printing cover of 500 pcs notebooks, dimensions A5, 50 pages 80 gsm printed in two colors, cover and back 300 gsm kunzdrug printed in color, laminated, selective UV varnish, binder with spiral, project logo on each page	15 days after receiving administrative order	Experienced designer with portfolio of at least 5 similar designs presented on demand. Creative, committed and willing to work according to project regulations

Part 2: Production of the project visibility materials (WP 2 D 2.2.3)

No.	Title of item	Description	Required time frame	Required inputs, if applicable
2.1	Project folders	Design and production of 500 folders dimensions 310x215, in color, 350 gsm kunzdrug, laminated, with selective varnish	15 days after receiving administrative order	Experienced designer with portfolio of at least 5 similar designs presented on demand. Creative, committed and willing to work according to project regulations

Part 3: Production of the project visibility materials (WP 2 D 2.2.3)

No.	Title of item	Description	Required time frame	Required inputs, if applicable
3.1	Project pens	Design and production of 1000 pens printed in color protected with UV varnish	15 days after receiving administrative order	Experienced designer with portfolio of at least 5 similar designs presented on demand. Creative, committed and willing to work according to project regulations

Part 4: Production of the project visibility materials (WP 2 D 2.2.3)

No.	Title of item	Description	Required time frame	Required inputs, if applicable
4.1	Project flyers	<p>Design and production of 1000 flyers dimensions B5, in color, 300 gsm kunzdrug, 4 pages, with varnish. The contractor will prepare, design and colour print 4 (four) series (250 pcs per series) of flyers with the content of the project Cineculture so flyers must be in Macedonian and English.</p> <p>Text and pictures in to the flyers will be connected with project activities, they must be in accordance with project objectives and they will be prepared from the contractor's experts and confirmed by the Municipality of Bitola.</p>	15 days after receiving administrative order	Experienced designer with portfolio of at least 5 similar designs presented on demand. Creative, committed and willing to work according to project regulations

Part 5: Production of the project visibility materials (WP 2 D 2.2.3)

No.	Title of item	Description	Required time frame	Required inputs, if applicable
5.1	Project banners	<p>Design and print of 5 pcs of roll banner, aluminum with carrying bag The contractor will prepare, design and colour print 5 (five) banners completed with aluminium holders (80cm x 200cm banner must include text on Macedonian and English language and project logos. 2 banners for the cinema, 2 banners for the info center and 1 banner for the other activities (close out conference, presentation/exhibition).</p>	15 days after receiving administrative order	Experienced designer with portfolio of at least 5 similar designs presented on demand. Creative, committed and willing to work according to project regulations

Part 6: Production of the project visibility materials (WP 2 D 2.2.3)

No.	Title of item	Description	Required time frame	Required inputs, if applicable
6.1	Project booklet	<p>Production of the project results' publication</p> <p>Booklet (20 pages) 500 pieces Writing text, text design and computer preparation, text editing, translation to English, computer preparation for printing and printing of 500 pcs booklets, dimensions B5, in color, 20 pages, cover 250 gsm kunzdrug, pages 150 gsm kunzdrug, with varnish binding with hot glue</p> <p>The contractor will prepare, design and colour print booklet with the content of the project Cineculture and they must be in Macedonian and English. Text and pictures for the booklet will be connected with project activities and they must be in accordance with project objectives, brochures will be prepared from the contractor's experts and confirmed by the Municipality of Bitola. Booklet will be finished and delivered to the close - out conference.</p>	30 days after receiving administrative order	Experienced designer with portfolio of at least 5 similar designs presented on demand. Creative, committed and willing to work according to project regulations

Part 7: Production of the project visibility materials (WP 2 D 2.2.3)

No.	Title of item	Description	Required time frame	Required inputs, if applicable
7.1	Project metal sign	Design and production of 1 informative metal sign (dimensions 120cm X 100cm) that will provide information regarding the Old Theatre	30 days after receiving administrative order	Experienced designer with portfolio of at least 5 similar designs presented on demand. Creative, committed and willing to work according to project regulations

Part 8: Equipment for promotion of CineCulture structures (WP 4 D 4.2.4)

No.	Title of item	Description	Required time frame	Required inputs, if applicable
8.1	Project metal signs	10 informative metal signs (dimensios 120cm X 100cm.) that will provide information regarding the monuments concerning the project	30 days after receiving administrative order	

Part 9: Translation services (WP 2 D 2.2.4)

No.	Title of item	Description	Required time frame	Required inputs, if applicable
9.1	Translation services	<ul style="list-style-type: none"> - Translation services for every disseminating printed material, that will be produced during the entire project. - Translation from Macedonian to English or from English to Macedonian for text 20 pages B5 format from the project activities that will be organized during project implementation. There will be translated materials from promotion of new cinema, promotion of tourist info center, and from the presentation/exhibition of products and events prepared and developed during the workshops along with local traditional events and works. - Translation for 4 type of flyers and translation of documentary movie for promotion in Mass media. - For translation activities, translator will receive the text materials from Municipality of Bitola separately from each event during implementation of the project. Translation of text materials for each event should be finished in 3 days after receiving the text material. Text materials will 	10 days after receiving administrative order	<ul style="list-style-type: none"> • Experience in interpreting from Macedonian to English e.t.c in the past 3 years (Contracts or invoices for implemented activity related to the contract) • Recommendation s

		<p>be sent to translator electronically version by e-mail or printed by post.</p> <p>Interpreting</p> <ul style="list-style-type: none"> - Interpreting from English to Macedonian and from Macedonian to English for the needs on the Workshops and close out conference. <p>For interpreting activities, the interpreter will be informed minimum 1 day before the event and will receive agenda about the event. After each event the interpreter should prepare short report about the event. A report for each event should be finished 7 days after the event. Reports will be sent to Municipality of Bitola electronically version by e-mail and printed by post.</p>		
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Part 10: Web support (WP 2 D 2.2.2)

No.	Title of item	Description	Required time frame	Required inputs, if applicable
10.1	Web support	<ul style="list-style-type: none"> ▪ Technical support must be provided, available on telephone during working hours; ▪ Periodical backup of web site contents; ▪ The contractor should upload all data (text, images, photos, video material, project deliverables) related to the activities implemented in the Republic of North Macedonia that will be provided by the Contracting Authority. 	available on telephone during working hours	Experienced web designer, creative, committed and willing to work according to project regulations

All communication and promotional materials produced within this contract should respect following instructions:

- All communication and promotional materials produced within this contract should follow project objectives, as follows:
 - Protection and usage of cultural and natural heritage; with the valorization of the traditional architecture and buildings in Varosi of Edessa and the Old Theater of Bitola, as well as of the cultural heritage of the 2 cities.
 - Upgrade of touristic products and services; with the creation of useful ICT tools that operate supportively and valorize the touristic product. Through the use of new technologies, the touristic resources of the CB area are promoted and highlighted.

- Horizontal and vertical networking among sectors that upgrade the touristic product (local products, gastronomy, cultural events); Cultural events are realised with workshops in the 2 cities, where young artists give their own perspective on cultural heritage. The project completes important actions, like Manaki Festival in Bitola (procurement of cinema equipment for promoting the Festival) and creates equivalent infrastructure and events in the area of Mills in Edessa. In this way, local products, local architectural culture are linked with cinema and contemporary cultural creation.

- Involve stakeholders and population to the development of the touristic sector to create employment opportunities; the project involves hotels and companies rendering services and promotes local products to visitors.

- Create a joint touristic brand for the CBC area, with the valorisation of the cultural heritage of the first filmmakers, Manaki Brothers and the creation - promotion of a new touristic product, which is based on cultural heritage and contemporary cultural creation.

Aim is to attract visitors from the wider cross-border area and the prolongation of their stay in the 2 cities. In other words, to make the visitors stay a few days in the area instead of being only in transit.

- All communication and promotional materials produced within this contract should be in accordance to the Information and Visibility Guide (http://www.ipa-cbc-programme.eu/gallery/Files/news/programme/12.09.2018/Information-%26-Publicity-Guide_September2018.pdf)
- All communication and promotional materials produced within this contract should be approved by the Contracting Authority prior their dissemination

3. FINANCIAL INFORMATION

The tenderers are reminded that the maximum available value of the contract is 10 500 EUR (without VAT).

Part 1.1 Production of the project visibility materials maximum available budget 900 EUR (without VAT)

Part 2.1 Production of the project visibility materials maximum available budget 700 EUR (without VAT)

Part 3.1 Production of the project visibility materials maximum available budget 600 EUR (without VAT)

Part 4.1 Production of the project visibility materials maximum available budget 900 EUR (without VAT)

Part 5.1 Production of the project visibility materials maximum available budget 1000 EUR (without VAT)

Part 6.1 Production of the project visibility materials maximum available budget 2000 EUR (without VAT)

Part 7.1 Production of the project visibility materials maximum available budget 200 EUR (without VAT)

Part 8.1 Equipment for promotion of CineCulture structures maximum available budget 2000 EUR (without VAT)

Part 9.1 Translation services maximum available budget 1000 EUR (without VAT)

Part 10.1 Web support maximum available budget 1200 EUR (without VAT)

4. 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:
 - Relevance and creativity of proposed design concept described within submitted narrative description of the deliverables and/or the services to be offered (how relevant is design to the objectives of the project): max 40 points
 - Relevance of the proposed staff: max 20 points
 - Previous experience (relevant list and samples of previous realized similar assignments): max 20 points.
 - Quality of printing/ deliverables (proposed printing techniques, materials and products to be used): max 20 points.

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

The estimated time of response to the tenderers is 3-5 working days from the deadline for submission of tenders.

The successful tenderer that will be awarded the contract will be obliged to provide beforehand:

- samples from all proposed items in the offer to the Municipality of Bitola for verifications and for the quality assurance.
- Official doc issued from the Central Register of the RM – Acknowledgment letter that no bankruptcy procedure has been initiated and that no liquidation procedure has been initiated by a competent authority.

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.