

## SERVICE CONTRACT NOTICE

### Joint visual identity of destination and visual identity of souvenirs

#### Location – Bosnia and Herzegovina

#### 1. Publication reference

2018-2

#### 2. Procedure

Competitive negotiated<sup>1</sup>

#### 3. Programme title

Interreg - IPA CBC Croatia - Bosnia and Herzegovina - Montenegro 2014 -2020

#### 4. Financing

This Service Contract is co-financed by the European Union (at a co-financing rate of 85%) and the Contracting Authority (at a co-financing rate of 15%), in accordance with the rules of Interreg-IPA CBC Croatia-Bosnia and Herzegovina-Montenegro Programme

#### 5. Grant beneficiary

Lead Partner: Town of Pleternica

Project partners: Municipality of Tomislavgrad, Pleternica Tourist Board, Entrepreneurial Centre Pleternica Ltd. and Culture and Information Centre Tomislavgrad (Project Partner responsible for this procurement procedure)

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## CONTRACT SPECIFICATION

#### 6. Nature of contract

Global price

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<sup>1</sup> In accordance with point 8.1. of the Interreg - IPA CBC Croatia - Bosnia and Herzegovina - Montenegro 2014 - 2020 Project Implementation Manual, applicable procedure for service contracts with a budget between 20.000,00 EUR and 300.000,00 EUR is competitive negotiated procedure in which publication of contract notice is not obligatory. However, taking in consideration a limited market of services procured, the Project Partner decided to publish this Contract Notice instead of sending invitation to a specific number of potential tenderers in order to achieve a higher degree of transparency and to promote the request for services to as many potential tenderers as possible.

## **7. Contract description**

- The scope of this contract includes preparation of a joint visual identity of destinations for the entire cultural route of Becharac and Ganga and preparation of a visual identity of souvenirs plans of the cultural route. At least 3 variant solutions must be proposed for visual identity of the entire route, as well as at least 3 variant solutions for visual identity of each separate destination (Pleternica and Tomislavgrad). Moreover, concept design of souvenirs for the entire route shall be prepared.

## **8. Number and titles of lots**

No, one lot only.

## **9. Maximum budget**

56.900,00 EUR

## **10. Scope for additional services**

No additional services apart from the scope of contract as defined in point 7. of this Contract Notice and the relevant Terms of Reference are foreseen.

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## **CONDITIONS OF PARTICIPATION**

### **11. Eligibility**

Participation in this tender is open to all legal persons (participating either individually or in a grouping – consortium of tenderers) which are established in a Member State of the European Union or in a country or territory of the regions covered and/or authorised by the specific instruments applicable to the programme under which the contract is financed, i.e. Interreg IPA CBC Croatia - Bosnia and Herzegovina- Montenegro Programme, other Member States, other IPA II beneficiaries<sup>2</sup>, contracting parties to the Agreement on the European Economic Area or partner countries covered by the European Neighborhood Instrument. Participation is also open to international organisations. Participation of natural persons is directly governed by the specific instruments applicable to the programme under which the contract is financed.

### **12. Number of applications**

No more than one application can be submitted by a natural or legal person whatever the form of participation. In the event that a natural or legal person submits more than one application, all applications in which that person has participated will be excluded.

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<sup>2</sup> IPA II Programme beneficiaries are stated in Annex I of the Regulation (EU) No 231/2014 Of The European Parliament and of The Council:

[https://ec.europa.eu/neighbourhood-enlargement/sites/near/files/pdf/financial\\_assistance/ipa/2014/231-2014\\_ipa-2-reg.pdf](https://ec.europa.eu/neighbourhood-enlargement/sites/near/files/pdf/financial_assistance/ipa/2014/231-2014_ipa-2-reg.pdf)

### **13. Shortlist alliances prohibited**

No shortlisting is foreseen.

### **14. Grounds for exclusion**

As part of the application form, candidates must submit a signed declaration, included in the standard application form, to the effect that they are not in any of the exclusion situations listed in Section 2.3.3 of the PRAG.

### **15. Sub-contracting**

Subcontracting is allowed.

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## **PROVISIONAL TIMETABLE**

### **16. Provisional date of invitation to tender**

Not applicable - all eligible tenderers as defined in point 11. can submit their offer upon publication of this Contract Notice.

### **17. Provisional commencement date of the contract**

April 2018

### **18. Initial period of implementation of tasks**

April 2018 – December 2018

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## **SELECTION AND AWARD CRITERIA**

### **19. Selection criteria**

#### **1) Economic and financial capacity of candidate**

Not applicable.

#### **2) Professional capacity of candidate**

The profiles of the key experts for this contract are as follows:

##### **Key expert 1: Visual communication expert**

Qualifications and skills

- University degree of at least 3 years' duration in the area of graphic design

General professional experience

- At least 5 years of professional experience in general.

Specific professional experience

- At least 3 years of experience in the area of visual communication shaping and souvenir design including at least 1 engagement as visual identity expert in the area of museology/heritage management

**3) Technical capacity of candidate**

Not applicable.

**20. Award criteria**

Best value for money.

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

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**APPLICATION**

**21. Deadline for receipt of applications**

Tenders must be delivered to the Project partner Culture and Information Centre Tomislavgrad (*Mijata Tomića b.b., 80240 Tomislavgrad, Bosnia and Herzegovina*) for **receipt** before **5<sup>th</sup> March 2018**.

Any tender received by the after this deadline will not be considered.

**22. Application format and details to be provided**

Applications must be submitted using the standard application form, the format and instructions of which must be strictly observed. The application form is published within the tender dossier alongside this Contract Notice on all Project partners' websites (Partners which have installed website).

**23. How applications may be submitted**

Applications must be submitted in English exclusively in a sealed envelope:

- EITHER by recorded delivery (official postal service) to :  
***Culture and Information Centre Tomislavgrad  
Mijata Tomića b.b., 80240 Tomislavgrad, Bosnia and Herzegovina***
- OR hand delivered (including courier services) directly to the above mentioned address in return for a signed and dated receipt.

The Contract title and the Publication reference must be clearly marked on the envelope

containing the application and must always be mentioned in all subsequent correspondence with the .

Applications submitted by any other means will not be considered.

#### **24. Alteration or withdrawal of applications**

Candidates may alter or withdraw their applications by written notification prior to the deadline for submission of applications. No application may be altered after this deadline.

Any such notification of alteration or withdrawal shall be prepared and submitted in accordance with clause 23 of this Contract Notice. The outer envelope (and the relevant inner envelope if used) must be marked 'Alteration' or 'Withdrawal' as appropriate.

#### **25. Operational language**

All written communications for this tender procedure and contract must be in English.

Supporting documents and printed literature furnished by the tenderer may be in another language, provided they are accompanied by a translation into the language of the procedure. For the purposes of interpreting the tender, the language of the procedure has precedence.

#### **26. Legal basis<sup>3</sup>**

Regulation (EU) N°236/2014 of the European Parliament and of the Council of 11 March 2014 laying down common rules and procedures for the implementation of the Union's instruments for financing external action and Regulation (EU) N°231/2014 of the European Parliament and of the Council of 11 March 2014 establishing an Instrument for Pre-accession Assistance (IPA II).

#### **27. Additional information**

Not applicable.

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<sup>3</sup> Please state any specificity that might have an impact on rules on participation (such as geographic or thematic or long/short term).