

Name and address of the project partner: Muzička omladina Novog Sada (MONS)

Project: Philharmonic in the movie; Acronym: **FILMharmonia**

Subsidy Contract Number: 2019HR-RS377

Title of the tender: Printing promotional brochures – per event (2 events in RS)

Reference number: MONS SER 2019-7

A: INFORMATION FOR THE TENDERER

1. INFORMATION ON SUBMISSION OF THE TENDERS

Subject of the contract:

Muzička omladina Novog Sada (MONS) as Project partner together with Lead partner Zagrebačka filharmonija (ZGF) implement an Interreg IPA CBC project “**FILMharmonia**” financed from Interreg IPA Cross-border Cooperation Programme Croatia - Serbia 2014-2020.

The procurement include preparation of text for printing and printing of brochure. Brochure printing is for events in Novi Sad and Subotica.

The subject of this tender is implementation of **services (printing promotional brochures)** as indicated in the technical information in the point 2 of this information.

Deadline for submission of the tenders:

The deadline for submission of tenders is **September 1st 2019 at 16:00 CET**. 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. In case of e-mail submission the tenderer may provide a scanned original of the tender. Any tenders not using the prescribed form might be rejected by the project partner.

In addition to the offer (Part B) the tenderer is **required to provide the following supporting documentation** (in scanned versions in case of e-mail submission):

- Copy of legal registration
- Tenderer declaration (Part C of tender dossier)

The tenders will be **submitted via e-mail**. In this case the base e-mail message will clearly indicate:

- Title and reference number of the tender (in the subject of e-mail): *MONS SER 2019-7: Printing promotional brochures – per event (2 events in RS)*
- Name and address of the tenderer (in the e-mail text)

The tender submission form and any supporting documentation must be provided as attachment to the e-mail.

The tenders will be submitted by **e-mail to the following address of contact person** (Milan Radulović):

mons@eunet.rs

The tenderers are reminded that in order to be eligible the tenders need to be received by the project partner by the deadline indicated above.

2. TERMS OF REFERENCE

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

No.	Title of service	Description	Required time frame	Required inputs
1.1.	Printing promotional brochures – per event (2 events in RS)	<p>The services include preparation of text for printing and printing of brochure. Brochure printing includes events in Novi Sad and Subotica. Quantity of required brochures per event is 15 000 pieces.</p> <p>The offer must also include delivery to the MONS the day before the event begins.</p>	<p>September 2nd 2019 for event in Novi Sad; May 2020 for event in Subotica.</p>	<p>Detailed offer specifying tasks to be performed.</p>

3. FINANCIAL INFORMATION

The tenderers are reminded that the maximum available value of the contract is **3.000,00 EUR**.

Where a tenderer refers to amounts originally expressed in a different currency, the conversion to EUR shall be made in accordance with the InforEuro exchange rate of August 2019 which can correspond to the month and year of the publication of the present contract notice, which can be found at the following address:
<http://ec.europa.eu/budget/graphs/inforeuro.html>.

Please note that **all costs** related to **delivery of requested services** (e.g. transport, logistics, accommodation, meals, etc.) must be included in the offer and not exceeding maximum available budget indicated.

4. ADDITIONAL INFORMATION

Language: Offer should be in **English language** in form provided in tender dossier (part B), while other documents such as: Detailed offer, Registration act, etc. may be in Serbian and/or Croatian in Latin letter.

The award criteria are: Lowest price of technically compliant offers

VAT rules for Serbia: please note that contractors in Serbia are obligated to follow relevant national **procedure for VAT exemption:** Law on VAT (Official Gazette of the Republic of Serbia No. 84 / 2004, 86 / 2004, 61 / 2005, 61 / 2007, 93 / 2012, 108 / 2013, 6 / 2014, 68 / 2014, 142 / 2014, 5 / 2015, 83 / 2015, 108 / 2016, 7 / 2017, 113 / 2017, 13 / 2018, 30 / 2018 and 4 / 2019) with subsequent modifications, Rulebook on procedure for exercising the right to value added tax refund and on manner and procedure of value added tax refund and reimbursement (Official Gazette of the Republic of Serbia, 120 / 2012, 40 / 2015, 82 / 2015, 86 / 2015, 11 / 2016, 21 / 2017, 48 / 2018, 62 / 2018, 44 / 2018, 104 / 2018 and 16/2019) with the subsequent modifications.

Information about outcome of tender procedure: 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 10 days from the deadline for submission of tenders.