

PART A: INFORMATION FOR THE TENDERER

Name and address of the contracting authority: Development – Guarantee Fund of Brčko District BiH

Title of the tender: „5.8.1. Implementation of Visibility and Communication Services“ - „Services of the photography, production of the video, online broadcasting, invitation design, and provision of the material (brochures, pens, writing books)“ for implementation of Activity A6.3.

Reference number: 12-23

Date of launching: 26.11.2024

1. INFORMATION ON THE SUBMISSION OF THE TENDERS

The 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 i.e. „5.8.1. Implementation of Visibility and Communication Services“ - „Services of the photography, production of the video, online broadcasting, invitation design, and provision of the material (brochures, pens, writing books)“ for implementation of Activity A6.3.

Deadline for submission of the tenders:

The deadline for submission of tenders is **2.12.2024 at 10:00 hours**. Any tender received after this deadline will be automatically rejected.

Financial information

The tenderers are reminded that the **maximum** available value of the contract is 4.000 EUR / 7.823,00 BAM (VAT excluded).

The Financial offer must be presented as an amount in BAM and must be submitted using the template for the global-price version of PART C: FORMAT OF FINANCIAL OFFER.

The applicable tax and customs arrangements are specified in the draft contract in Part A of this tender dossier.

Variant solutions

Tenderers are not authorized to tender for a variant in addition to this tender.

Subcontracting

Subcontracting is not allowed.

Award criteria:

In case more than one offer is received: best value for money, weighting 80% technical quality, 20% price.

Evaluation criteria for technical offer:

- Organization and methodology: 60 points
- Proposed additional inputs / value added elements of the technical offer: 40 points

TOTAL: 100 points

In case one offer is received: the Contracting Authority shall check whether the offer is administratively, technically, and financially compliant with the requirements set by this tender documentation.

Interviews:

No interviews are foreseen.

Award notification:

The successful tenderer will be informed of the results of the evaluation procedure in written form.

Address and meanings for submission of the tenders:

The tenderers will submit their tenders using the **standard set of submission forms available in Part B – Technical Offer and Part C - Financial Offer**. Any other document supporting this invitation is sent for informational purposes only and is not to be modified nor submitted by the tenderer.

The tender will be submitted in **1 original**. Any tenders not using the prescribed form may be rejected by the contracting authority.

In addition to the offer the tenderer is required to provide the following supporting documentation:

- Copy of legal registration – with registered specified services as in this tender,

The tenders will be submitted in sealed envelopes, containing the following information:

- Name and address of the tenderer: *Development – Guarantee Fund of Brčko District BiH / Unit for Implementation of International Projects*
- Title of the tender: „5.8.1. Implementation of Visibility and Communication Services“ - „Services of the photography, production of the video, online broadcasting, invitation design, and provision of the material (brochures, pens, writing books)“ for implementation of Activity A6.3.
- Reference number: 12-23
- The words: *“Not to be opened before the tender opening session”* and *“Ne otvarati prije sastanka za otvaranje ponuda”*

Tenders must be submitted using a double envelope system, in an outer parcel or envelope containing two separate, sealed envelopes, one bearing the words "Technical offer" - part B and "Financial offer" - Part C. Any infringement of this rule (e.g., unsealed envelopes or references to price in the technical offer) is to be considered a breach of the rule and will lead to rejection of the tender.

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

Development – Guarantee Fund of Brčko District BiH / Unit for Implementation of International Projects

Cvijete Zuzorić bb, 76120 Brčko

n/r Indira Muharemović

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.

2. TECHNICAL INFORMATION

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

INFORMATION ABOUT THE PROJECT

Development – Guarantee Fund of Brčko District BIH (concretely Unit for Implementation of International Projects, City of Loznica and Insititute for Development and Innovation IRI are implementing project titled as: „NEwly established Start-up Enterprise SERvices“ – abbreviation NESESER – as a project designed and approved by Cross-border Programme Serbia-Bosnia and Herzegovina 2014-2020 implemented under the framework of the Instrument of Pre-accession Assistance (IPA II) and is the result of joint planning efforts made by the governments and other stakeholders of the two countries. IPA II supports cross-border cooperation with a view to promoting good neighborly relations, fostering European Union integration and promoting socio-economic development. The project contract number 48-00-162/2021-28-5 was signed on December 16th 2022 and has officialy stated on February 1st 2023.

Overall project budget is € 235,881.36, out of which, € 179,128.36 (75.94%) has been awarded by Cross-border Programme Serbia-Bosnia and Herzegovina 2014-2020. Project details are presented in the table below:

Overall objective:	Fostered the cross-border joint economic self employment potential through improvement of entrepreneurship environment for youth and women-led start-ups
Specific objective(s) or project purpose:	Stimulated economic growth and employment in Brčko district BIH and Loznica SRB through increase of vulnerable groups entrepreneurship abilities and skills and improvement of the cross-border
Estimated results:	<p>Output 1.1 Cross-Border Project is successfully implemented, monitored and reported toward Contracting Authority in line with contemporary project cycle and result based management methods</p> <p>Output 1.2 Established and functional Enterprise Centres and Business Incubators in Brčko District and Loznica</p> <p>Output 1.3. Government and business associations representatives in cross-border area raised their capacity, capability and awareness for business environment and business enterprise Centres and incubators</p> <p>Output 1.4. Best practices in business enterprise Centres and incubators operation and functionality shared in cross-border region</p> <p>Output 1.5. Sustainability – Feasibility Study (SFS) and Business plans for business enterprise Centres and incubators in Brčko District and Loznica developed and presented in cross-border region</p> <p>Output 1.6. Youth and/or women businesses/start-ups are using business enterprise Centres and incubators services in Brčko District and Loznica on a daily basis</p> <p>Output 1.7. Youth and/or women businesses/start-ups improved their business turnover</p> <p>Output 1.8. Youth and/or women businesses/start-ups and business enterprise Centres and incubators in Brčko District and Loznica networked and clustered into regional networks, such as European Enterprise Network</p> <p>Output 1.9. Web-based support within business enterprise Centres and incubators for all SMEs in Brčko District and Loznica established and functional</p>

Output 1.10. Cross-border project and business enterprise Centres and incubators in Brčko District and Loznica promoted and visible widely in the region.

Above presented expected outputs and outcome will lead to the impact where it is envisaged that the Project will “Foster the cross-border joint economic self-employment potential through improvement of entrepreneurship environment for youth and women-led start-ups.

„5.8.1. Implementation of Visibility and Communication Services“ - „Services of the photography, production of the video, online broadcasting, invitation design, and provision of the material (brochures, pens, writing books)“ for implementation of Activity A6.3.

Description of expected outputs/results to be achieved

The Project will organize and implement 2-day Cross-Border1st Start-up Business Forum (CBC1stSBF) that will gather government, business and academic community to share experiences and lessons learned from the start-up and venture ecosystem. This will be an occasion to present the Project achieved outputs, share lessons learned and define future steps to be taken aimed to improve vulnerable groups entrepreneurship abilities and skills and improvement of the cross-border (social) entrepreneurship environment and self-employment initiatives and foster the cross-border joint economic self-employment potential through improvement of entrepreneurship environment for youth and women-led start-ups.

The subject of this tender are professional services for:

1. Digital marketing of the event through sponsored broadcasting (to be proposed by the tenderer) prior to the event,
2. Professional photography services of the 2-day event (minimum 100 high – quality photos in digital form),
3. Production of the video (minimum 4 video success stories of the event – 2.5 minutes minimum) that will be recorded during the event, edited and delivered to NESESER team,
4. Online broadcasting of the event through one of the popular social networks as proposed by tenderer,
5. Invitation design in digital and printed versions (100 pieces) and provision of online registration,
6. Provision of the material (pens and writing books – minimum 100 pieces of each),
7. Provision of the equipment for the 2-day event (*sound system, technical assistance, wireless microphones or head microphones and LED screen for projections of minimum 6 m2 – 3 x 2 meters*),
8. Provision of minimum one person on the registry desk for check in, provision of printed material and support,
9. Provision of minimum one person for moderator – introduction facilitator that will prepare speeches and introductions with the NESESER team,
10. Provision of coffee breaks and refreshment at the front space of Omladinski centar (minimum 150 water bottles ml., 100 coffees and 150 various juices 0,25 ml.).

Outputs of the expected services are:

1. Minimum 1 sponsored online broadcasting for minimum 5 days (to be proposed by the tenderer),

2. Minimum 100 high – quality photos in digital form provided at the end of event,
3. Minimum 4 video success stories of the event – 2.5 minutes minimum prepared and delivered to NESESER team,
4. Minimum 100 printed invitation versions and online registration provided and distributed,
5. Minimum 100 pens and writing books with NESESER logo (to be provided by NESESER team),
11. Sound system, technical assistance, wireless microphones or head microphones – minimum 6 of them, and LED screen for projections of minimum 6 m2 – 3 x 2 meters),
6. Minimum one person (*hostess*) provided on the registry desk,
7. Minimum one person engaged as moderator – introduction facilitator that will prepare speeches and introductions with the NESESER team.

Required inputs from tenderer (additional information)

The tenderer should propose methodology / technical approach that will reflect the following draft agenda and location of the event, having in mind above given outputs as follows:

AGENDA

„Cross-Border1st Start-up Business Forum (CBC1stSBF)“

„Prvi Prekogranični Startup Forum - CBC1stSBF“

<p>16 - 17.12.2024. godine</p> <p>Location: Youth Center of Brčko District BiH</p> <p>Lokacija: Omladinski centar Brčko distrikt BiH</p>

DAY 1 – DAN 1

10:30 – 11:00	<p><i>Arrival and gathering of the participants</i></p> <p><i>Dolazak i okupljanje učesnika</i></p>
11:00 – 11:30	<p><i>Opening of the CROSS-BORDER 1ST START-UP BUSINESS FORUM</i></p> <p><i>Otvaranje Prekograničnog start-up poslovnog foruma</i></p>
11:30 – 12:00	<p><i>Presentation of the NESESER team on project implementation and lessons learned</i></p> <p><i>Prezentacija NESESER tima o implementaciji projekta i naučenim lekcijama</i></p>
12:00 – 12:30	<p><i>Presentation of good practices of NESESER Business Incubators Start-ups from Brčko District BiH and Loznica</i></p> <p><i>Prezentacija dobrih praksi NESESER podržanih start-up bizinsa u poslovnim inkubatorima Brčko distrikt BiH i Loznica</i></p>
12:30– 12:45	<p><i>Coffee break</i></p> <p><i>Kafe pauza</i></p>

12:45 – 13:30	Panel discussion: „Brčko District BiH and Loznica – investment potentials and support for start-ups“ <i>Panel „Brčko distrikt BiH i Loznica – prilika za investiranje i podršku razvoju start-up biznisa“</i>
13:30 – 14:30	Presentation: „Development of Women and Youth Entrepreneurship“ <i>Prezentacija: „Razvoj ženskog i omladinskog preduzetništva“</i>
14:30 – 15:00	Discussion and conclusions of Day 1 Diskusija i zaključci Dan 1

DAY 2 – *DAN 2*

10:30 – 11:00	Arrival and gathering of the participants <i>Dolazak i okupljanje učesnika</i>
11:00 – 11:30	Presentation of good practices of diaspora start-up development <i>Prezentacija dobrih praksi razvoju start-up iz dijaspore</i>
11:30 – 12:15	Panel discussion: „Brčko District BiH and Loznica – networking and support for „diaspora start-ups“ <i>Panel „Brčko distrikt BiH i Loznica – umrežavanje i podrška razvoju start-up iz dijaspore“</i>
12:15 – 12:30	Coffee break <i>Kafe pauza</i>
12:30 – 13:30	Round table and panel discussion: „The role of Social Entrepreneurship and Innovation in Socio-Economic Inclusion“ <i>Okrugli sto i panel diskusija: „Uloga socijalnog preduzetništva i inovacija u socio-ekonomskoj inkluziji“</i>
13:30 – 14:00	Final remarks (conclusions and recommendations) of Cross-Border1st Start-up Business Forum (CBC1stSBF) event <i>Završne napomene (zaključci i preporuke) Prvog Prekograničnog Startup Foruma - CBC1stSBF</i>
14:00 – 14:30	Closing of the event <i>Zatvaranje događaja</i>

Required time frame

„5.8.1. Implementation of Visibility and Communication Services“ - „Services of the photography, production of the video, online broadcasting, invitation design, and provision of the material (brochures, pens, writing books)“ for implementation of Activity A6.3. should be completed on December 16th and 17th 2024 in Brčko District BIH.

ADDITIONAL INFORMATION

The unsuccessful/successful tenderers will be informed of the results of the evaluation procedure. In this sense the CA shall send a notification to the tenderers with the name of the successful tenderer followed by the mentioning that “all other tenders were not administratively /technically/ financially compliant”

Confidentiality

The entire evaluation procedure is confidential, subject to the Contracting Authority’s legislation on access to documents. The Evaluation Committee’s decisions are collective and its deliberations are held in closed session. The members of the Evaluation Committee are bound to secrecy. The evaluation reports and written records are for official use only and may be communicated neither to the tenderers nor to any party other than the Contracting Authority, the European Commission, the European Anti-Fraud Office and the European Court of Auditors.

**NOT TO BE FILED IN BEFORE CONTRACT SIGNING
NOT TO BE SUBMITTED WITHIN THE OFFER!!!**

FORMAT OF THE CONTRACT BETWEEN THE CONTRACTOR AND THE CONTRACTING AUTHORITY

CONTRACT TITLE: „5.8.1. Implementation of Visibility and Communication Services“ - „Services of the photography, production of the video, online broadcasting, invitation design, and provision of the material (brochures, pens, writing books)“ for implementation of Activity A6.3.

REF: 11-24

Concluded between:

Development – Guarantee Fund of Brčko District BiH / Unit for Implementation of International Projects

Cvijete Zuzorić bb, 76120 Brčko

(Contracting Authority)

AND

<Title>

<Address of the contractor>

<Official registration number/VAT number¹>

(Contractor)

Article 1: Subject of the contract

The subject of the contract is the „5.8.1. Implementation of Visibility and Communication Services“ - „Services of the photography, production of the video, online broadcasting, invitation design, and provision of the material (brochures, pens, writing books)“ for implementation of Activity A6.3. as indicated in the contractor’s offer – “Part B: Format of an offer to be provided by the tenderer”

Article 2: Contract value

The total contract value for the implementation of services indicated in Article 1 is <xxx EUR/NC>, (VAT excluded)².

Article 3: Contracting documents

The documents which form part of this contract are (by the order of precedence):

- Contract Agreement
- Contractor’s offer as provided in the tendering phase – “Part B: Format of an offer to be provided by the tenderer”
- Contractor’s financial offer – “Part C: Format of financial offer”
- Registration of a company.

For any issues not defined in this contract agreement the rules of General conditions will be applied

¹ Where applicable. For individuals, mention their ID card or passport or equivalent document - number

² In accordance with the Law on ratification of Framework agreement between the Government of Republic of Serbia and the Commission of the European Communities on the rules for co-operation concerning EC financial assistance to Montenegro in the framework of the implementation of the assistance under the Instrument for pre-accession assistance (IPA), Community financed contracts for services, supplies or works carried out by contractors registered in Republic of Serbia or Montenegro shall be exempted from VAT for services rendered, goods supplied and/or works executed by them under EC contracts.

b8d	Draft contract: General conditions (Annex I)	
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<https://wikis.ec.europa.eu/display/ExactExternalWiki/ePRAG> PRAG 2021.0

Article 4: Deliveries and Payments

The contractor will deliver without reservation the services indicated in the contractor's offer "Part B: Format of an offer to be provided by the tenderer". The deliveries will be implemented within the indicated dates.

The contracting authority will pay the contractor for the services in the amount indicated in Article 2 of this contract document.

In case the contract is concluded in EUR, and payments are made in NC, the applicable exchange rate must be the InforEuro exchange rate for the month of the issuing of invoice or pre-invoice in case of VAT exemption.

Day/Month		<EUR/BAM>
December 2024	Balance final payment	100% of the contract value / Absolute amount>
	Total	<Total contract value>

* - The contractor will provide contracting authority with the brief report on execution of the services, which will represent the basis for issuing interim and balance final payment

Article 5: Duration of the contract

The duration of the contract is 30 days as of contract signature.

Commencement date is December 6th 2024.

Article 6: Resolving of disputes

Any disputes arising out of or relating to this Contract which cannot be settled otherwise shall be referred to the exclusive jurisdiction of Brčko District Court in accordance with the national legislation of the state of the Contracting Authority.

For the Contractor

Name:

Title:

Signature:

Date:

For the Contracting Authority

Name:

Title:

Signature:

Date: