**Annex TD 1**

**Simplified tender dossiers for service, supply and works – SINGLE TENDER**

**Name and address of the Contracting Authority:**

**Faculty of Machanical Engineering of Ss Cyril and Methodius University**

**Title of the tender: Printing and designing dissemination materials**

**Reference number : CN1-S.O2.1-SC006/TD4**



**1. INFORMATION ON SUBMISSION OF THE TENDERS**

Subject of the contract: **Printing and designing dissemination materials**

The subject of this tender is:

-Provision of **supplies** 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 **19 ( day), 02 (month), 19.02.2020 at 12:00 hours**, local time. 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**. 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:

* **Copy of legal registration**



If delivery by post:

The tenders will be submitted via post/currier, containing the following information:

|  |  |
| --- | --- |
| - | Name and address of the tenderer |
| - | Title of the tender: **Printing and designing dissemination materials** |
| - | Reference number : **CN1-S.O2.1-SC006/TD4** |

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

**Faculty of Mechanical Engineering ,**

Ss Cyril and Methodius University

Ruger Boskovik 18,

1000 Skopje

The Republic of North Macedonia

**Working hours: 08.00 h – 16.00 h**

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 supplies 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.** | **Number of items** | **Title of item** | **Technical specification** | **Required time frame** |
| 1. | 1 | ROLL UP banner of the project | Dimensions (cm): 200x90, possible variation +/-, with supporting frame; Material: vinyl banner and metal frame; Full colour branding, including Programme and Project logo/name, Programme web site; 1 in English and 1 in Macedonian language | On our request, no later than June 2020 |
| 2. | 4 | Project poster | A2 format, framed in glass or plexiglass | On our request, no later than June 2020 |
| 3. | 200 | Project leaflet | 1 page document A4, two sided colour printing, 150gsm mate finish on prints, 100 in English and 100 in Macedonian language | On our request, no later than June 2020 |
| 4. | 100 | Brochures | A5 (148x210mm), 10-15 pages, two sided full colour print, 150 gsm kunzdruk, | On our request, no later than June 2020 |
| 5. | 100 | Cardboard folders | With folded pockets; Format: for A4+ documents, paper 350gr/m2 kuzdruk; Colour: full colour, print 4/4 ; Programme and Project logo/name, Project/Programme web site printed on the cover | On our request, no later than June 2020 |
| 6. | 50 | Writing notepad A5 | Format A5; paper quality: 80gsm or better; with minimum 50 pages; lines or squeres; with only back cardboard cover – ( 300gsm or better), Programme, Project logo/name and Project/Programme web site printed in full colour 4/0 of every pages with metal spiral | On our request, no later than June 2020 |
| 7. | 60 | Pens | Material – aluminium with a metal point, ink colour – blue, size – 140 x 10mm with possible variation of +/-10%, branding – single colour print, including at least Project logo and EU flag 3 colours print | On our request, no later than June 2020 |
| 8. | 20 | Conference bag | Material-textile, closing with a zipper, additional external pocket, size – 390x300x25mm with possible variation of  +/-15%, branding-single colour print, including at least Project logo and EU flag 3 colors print | On our request, no later than June 2020 |
| 9. | 20 | PVC sticker type 1 | Size (mm): 50x80; colour: with Programme and Project logo and name, EU flag on the front with full colour | On our request, no later than June 2020 |
| 10. | 20 | PVC sticker type 2 | Size (mm): 120x50; colour: with Programme and Project logo and name, EU flag on the front with full colour | On our request, no later than June 2020 |
| 11. | 1 | Indoor project sign, vertical print | Hard plastic frame, Size(mm):450x900; with Programme and Project logo and name, EU flag on the front with full colour | On our request, no later than June 2020 |
| 12. | 3 | Table project sign, vertical print | PVC board display, Size(mm):220x310; with Programme and Project logo and name, EU flag on the front with full colour | On our request, no later than June 2020 |
| 13. | 3000 | Printing copies of materials and results | Format A4; paper quality: 80gsm or better;Black and White copies; two-sided | On our request, no later than June 2020 |
| 14. | 1000 | Printing copies of project materials and results | Format A4; paper quality: 80gsm or better; two sided full colour print | On our request, no later than June 2020 |

The specific information and graphics that are to appear on the products (logo, logotype, graphic element or image etc.) will be provided by the Contracting Authority in good time.

The items must be easy to handle and user-friendly. All items and material must meet European Union quality, safety and environmental standards, which include - but are not limited to - color, finishing and clear and legible prints.

Goods provided by suppliers adhering to an appropriate quality management system (e.g. ISO 9001:2008 or equivalent) are preferred.

The Contracting Authority reserves the rights reject and/or to return any products that are not fulfilling EU safety and quality standards or which are not properly adopted to visual identity and labelled.

**4. ADDITIONAL INFORMATION**

**The selection criteria is:**

**-Lowest price of technically compliant offers**

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 5 days from the deadline for submission of tenders.