



CREATURES



**PART A: INFORMATION FOR THE TENDERER AND REQUEST FOR OFFER- SERVICE/ INFORMACIJE
ZA PONUĐAČE I ZAHTJEV ZA PONUDU - USLUGE**

Name and address of the contracting authority/ Ime i adresa naručioca:

- School of Economics and Business University of Sarajevo/ *Ekonomski fakultet Univerziteta u Sarajevu;*
- Trg oslobođenja - Alija Izetbegovic 1, 71000 Sarajevo, Bosnia and Herzegovina/ *Trg oslobođenja - Alija Izetbegović 1, 71000 Sarajevo, Bosna i Hercegovina.*

Title of the tender/ Naziv tendera:

- Tender for PROCUREMENT OF EXPERT SERVICE required for the project titled "Promoting Creative Tourism through new Experiential Sustainable routes" (acronym: CREATURES), financed from EU Interreg ADRION Adriatic-Ionian programme and European Regional Development Fund - Instrument for Pre-Accession II Fund/ *Tender za NABAVKU EKSPERTNIH USLUGA potrebnih za implementaciju projekta "Promoting Creative Tourism through new Experiential Sustainable routes" (akronim: CREATURES) finansiranog iz EU Interreg ADRION Jadransko-Jonskog programa i Evropskog fonda za regionalni razvoj - Instrumenta predpristupne pomoći II.*

Reference number/ Referentni broj: 01-3-4369-DP-U-2/20

Launching date/ Datum raspisivanja tenderske procedure: [24. 09. 2020. godine]

**1. INFORMATION ON SUBMISSION OF THE TENDERS/ INFORMACIJE O PODNOŠENJU TENDERSKIH
PONUDA**

Subject of the contract/ Predmet ugovora:

The subject of this tender is/ *Predmet ovog tendera je:*

- The subject of this tender is implementation of services as indicated in the technical information in the point 2 of these information. / *Predmet ovog tendera je implementacija usluga kako je definisano u tehničim informacijama, paragraf 2 ovog dokumenta.*
- The subject of this tender is procurement of external expert services required for the implementation of project the Contracting authority participates in, titled "CREATURES - Promoting Creative Tourism through new Experiential Sustainable routes", financed by EU Interreg ADRION Adriatic-Ionian programme and European Regional Development Fund - Instrument for Pre-Accession II Fund./ *Predmet ovog tendera je nabavka usluga eksterne ekspertize za implementaciju projekta u čijoj implementaciji Naručioc učestvuje, pod nazivom "Promoting Creative Tourism through new Experiential Sustainable routes" (akronim: CREATURES) finansiranog iz EU Interreg ADRION Jadransko-Jonskog programa i Evropskog fonda za regionalni razvoj - Instrumenta predpristupne pomoći II.*
- One of the activities under the work package 2 (WP2: *To increase CCI-related businesses, SMEs and start-ups' capacities and knowledge*) is activity T.1.3.: *Production of the E-catalogue for CCI-related businesses, SMEs & start-ups.* Following the project application and available budget, it is planned for Contracting Authority to engage an external expertise that will provide service of the 1) proof reading, 2) editing and graphic design; 3) and printing of the document, of the above mentioned E-catalogue. The external expertise will follow the instructions of the Contracting Authority in terms of methodology, form and the content of the engagement./ *Jedan od rezultata u okviru radnog paketa 2 (WP2: To increase CCI-related businesses, SMEs and start-ups' capacities and knowledge)*





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je aktivnost T.1.3.: Production of the E-catalogue for CCI-related businesses, SMEs & start-ups. U skladu sa projektnom aplikacijom i raspoloživim budžetom, planirano je da Naručioc angažuje eksternu ekspertizu koja će pružiti usluge 1) lektorisanja; 2) pripreme za štampu i grafičkog dizajna i 3) štampanja prethodno spomenutog E-catalogue-a. Eksterni ekspert slijedit će upute Naručioca u pogledu metodologije, forme i sadržaja angažmana.

Deadline for submission of the tenders/ Krajnji rok za podnošenje tenderskih ponuda:

The deadline for submission of tenders is/ *Krajnji rok za podnošenje tenderskih ponuda je:* [28. 09. 2020. at 14:00 hours]¹/ 28. 09. 2020. godine u 14:00 časova².

Award notification/ Obavještenje o dodjeli ugovora:

The successful tenderer will be informed on the results of the evaluation procedure in written form/ *Uspješni ponuđač će biti obavješten o rezultatima evaluacione procedure u pisanoj formi.*

Address and meanings for submission of the tenders/Adresa i način podnošenja tenderskih ponuda:

The tenderers will submit their tenders using the attached **submission form**. The tender will be submitted in **1 original**. Any tenders not using the prescribed form will be rejected by the contracting authority./ *Ponuđači će podnijeti svoje tenderske ponude koristeći priloženi obrazac za podnošenje ponuda . Tendersku ponudu je potrebno podnijeti u **jednom originalnom primjerku**. Naručilac će odbaciti sve ponude ponuđača koji ne koriste propisani obrazac za podnošenje ponuda.*

The tenders must be submitted in sealed envelopes, containing the following information/ *Tenderske ponude moraju biti podnijete u zapečaćenim kovertama, koje treba da sadrže slijedeće informacije:*

- **Name and address of the tenderer/ Ime i adresa ponuđača:**
- **Title of the tender/ Naziv tendera:** Tender for PROCUREMENT OF EXPERT SERVICE required for the project titled "Promoting Creative Tourism through new Experiential Sustainable routes" (acronym: CREATURES), financed from EU Interreg ADRION Adriatic-Ionian programme and European Regional Development Fund - Instrument for Pre-Accession II Fund/ *Tender za NABAVKU EKSPERTNIH USLUGA potrebnih za implementaciju projekta "Promoting Creative Tourism through new Experiential Sustainable routes" (akronim: CREATURES) finansiranog iz EU Interreg ADRION Jadransko-Jonskog programa i Evropskog fonda za regionalni razvoj - Instrumenta predpristupne pomoći II.*

Reference number/ Referentni broj: [01-3-4369-DP-U-2/20]

- **The words/ Rečenicu:** "Not to be opened before the tender opening session"/ *"Ne otvarati prije sastanka za otvaranje ponuda"*

The tenders can be submitted in person, by post or courier service to the following address/ *Tenderske ponude mogu biti dostavljene lično, poštom ili kurirskom službom na slijedeću adresu:*

- **Name of the contracting authority/ Naziv naručioca:** School of Economics and Business University of Sarajevo/ *Ekonomski fakultet Univerziteta u Sarajevu;*

¹ The deadline for the submission of tenders submitted by post or courier service is the indicated date as evidenced by the date of dispatch, the postmark or the date of the deposit slip.

² Krajnji rok za podnošenje tenderskih ponuda koje se podnose putem pošte ili kurirske službe je navedeni datum, evidentiran na poštarnici, poštanskom žigu ili na potvrdi o uplati.





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- **Address of the contracting authority/ Adresa naručioca:** Trg oslobođenja - Alija Izetbegovic 1, 71000 Sarajevo, Bosnia and Herzegovina/ *Trg oslobođenja - Alija Izetbegović 1, 71000 Sarajevo, Bosna i Hercegovina.*
- **Contact person/ Kontakt osoba:** Mevlida Pljevljak

The tenderers are reminded that in case the tender is submitted in person it must arrive to the contracting authority by the deadline indicated above. Otherwise, the tender will be automatically rejected./ *Podsjećaju se ponuđači da tenderske ponude dostavljene lično naručiocu moraju poštovati krajnji, gorenavedeni, rok. U suprotnom, tenderska ponuda će biti automatski odbijena.*

2. TECHNICAL INFORMATION/ TEHNIČKE INFORMACIJE

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./ *Od ponuđača se očekuje da pruže dolje navedene usluge. U svojoj tehničkoj ponudi, ponuđači mogu navesti više detalja o pružanju usluga, u skladu sa dolje navedenim zahtjevima.*

Title of activity / Naziv aktivnosti: Proofreading, editing (graphic design) and printing of document titled <i>E-catalogue in English.</i> / <i>Lektorisanje dokumenata na engleskom jeziku pod nazivom E-catalogue.</i>		
Description of expected outputs / results to be achieved/ Opis očekivanih ishoda/rezultata koje potrebno postići:	Required time frame/ Potrebni vremenski okvir:	Required inputs (if applicable)/ Traženi inputi (ako je primjenjivo):
<p>Proofread, edited in terms of graphic design and printed document titled <i>E-catalogue in English.</i>/ <i>Lektorisan, pripremljen za štampu u pogledu grafičkog dizajna i odštampan dokument na engleskom jeziku pod nazivom E-catalogue.</i></p> <p>The printed document must have following technical attributes/<i>Odštampani dokument treba imati slijedeće karakteristike:</i></p> <ul style="list-style-type: none"> - Format/Format: A5+ - Volume/Obim: 96 pages + covers/ 96 stranica + korice - Paper/Papir: KB 150 gsm KD matt - Binding/Binding: Soft, glued/ <i>Soft, glued</i> - Print/Štampa: 4/4 full color - Additional/Dorada: cover in matt lamination/ <i>matt laminacija korice</i> - Amount/Tiraž: 500 	<p>October 30, 2020/ 30. oktobar 2020.</p>	<p>Comprehensive and relevant previous professional experience in similar projects/ <i>Sveobuhvatno i relevantno profesionalno iskustvo na sličnim projektima.</i></p>





3. ELIGIBILITY OF TENDERERS/ UVJETI ZA PRISTUP PONUĐAČA

3.1. Economic and financial capacity criteria/ Kriteriji za ekonomski i finansijski kapacitet

- a) No specific economic and financial capacity and evidence is required from the tenderes for this call for tender./ *Ne zahtijevaju se specifični kriteriji i dokazi ekonomske i finansijske sposobnosti od ponuđača za ovaj poziv za tender.*

3.2. Technical and professional capacity criteria/ Kriteriji za tehnički i profesionalni kapacitet

a) Previous projects/ Prethodni projekti

a.1. Minimum capacity level(s) required/ Zahtijevani minimalni nivo kapaciteta:

At least 3 (three) projects/contracts/services implemented/provided in the fields related to the services indicated in point 2 during the last three calendar years specifying whether the service has been carried out in a professional manner in compliance with the agreed terms./ *Minimalno 3 (tri) projekta/ugovora/usluge implementirana/pružene u oblastima vezanim za usluge naznačene u tački 2 u posljednje tri kalendarske godine uz naznaku da li je usluga izvršena na profesionalan način i u skladu sa dogovorenim uslovima.*

a.2. Supporting document(s)/evidence requested/ Zahtijevana prateća dokumentacija/dokazi:

A completed list of the projects/contracts/services in the fields indicated in point 2 during the last three calendar years./ *Kompletirana lista projekata/ugovora/usluga u oblastima naznačenim u u tački 2 u posljednje tri kalendarske godine.*

Name of the client/project/Naziv klijenta/projekta	Description of the project/contract/service/Opis projekta/ugovora/usluge	Period/Period		Value/Vrijednost
		Start/Početak	End or ongoing/Kraj ili u toku	

Insert as many rows as necessary/ Dodati koliko je potrebno redova.

4. FINANCIAL INFORMATION/ FINANSIJSKE INFORMACIJE

The tenderers are reminded that the maximum available value of the contract is 3.000,00 EUR (5.867,49 KM) in net amount (no VAT added)./ *Podsjećamo ponuđače da je maksimalna raspoloživa vrijednost ugovora 3.000,00 EUR (5.867,49 KM) u neto iznosu (bez PDV-a).*

5. ADDITIONAL INFORMATION/ DODATNE INFORMACIJE

Rule on nationality/ Pravilo o nacionalnosti:

Tenderer must respect the rule on nationality as specified in chapter 2.3.1 of the Practical Guide for Procurement and Grants for European Union external actions./ *Ponuđači moraju poštovati pravilo o nacionalnosti navedeno u poglavlju 2.3.1 Praktičnog vodiča za nabavke i bespovratna sredstva za spoljne aktivnosti Evropske unije.*





Confidentiality/Povjerljivost

The entire evaluation procedure is confidential, subject to the Contracting Authority's legislation on access to documents. The evaluators' decisions are collective and its deliberations are held in closed session. The evaluators 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./ *Cjelokupna procedura evaluacije je povjerljiva, u skladu sa pravilima Naručioca o pristupu dokumentima. Odluke evaluatora su zajedničke i donose se na zatvorenim sastancima. Evaluatori se obavezuju na čuvanje tajnosti. Evaluacioni izveštaji i pisana evidencija i dokumentacija su namjenjeni samo za zvaničnu upotrebu i sa njima ne smiju biti upoznati ponuđači, niti bilo koja treća strana, osim Naručioca, Evropske komisije, Evropske službe za suzbijanje prevara i Evropskog suda revizora.*

The unsuccessful/successful tenderers will be informed of the results of the evaluation procedure in written form. The estimated time of response to the tenderers is maximum 3 days from the deadline for submission of tenders./ *Neuspješni/uspješni ponuđači će biti informisani o rezultatima evaluacione procedure u pisanoj formi. Procijenjeno vrijeme za odgovaranje ponuđačima je maksimalno 3 dana od krajnjeg roka za podnošenje tenderskih ponuda*

Selection criteria/ Kriterijumi za odabir:

The contract will be awarded to the tenderer that submitted an administratively and technically compliant tender with and offered the best value for money. Technical offer will be considered with the weight of 80% and financial offer will be considered with the weight of 20% during the evaluation./ *Ugovor će biti dodjeljen onom ponuđaču koji je podnio administrativno i tehnički ispravnu tendersku ponudu i koja nudi najbolji odnos cijene i kvaliteta. Tehnička ponuda će nositi 80% poena, a finansijska ponuda 20% prilikom procesa evaluacije.*

