

### Questions and Answers

Tender for Supply of materials for popularization of the IPA cross-border programmes, managed by the Republic of Bulgaria

Lot 1 – 2007CB16IPO006-TA-2012-1

Lot 2 – 2007CB16IPO007-TA-2012-1

Lot 3 – 2007CB16IPO008-TA-2012-1

Question	Answer
The tender dossier is not published on the europeaid website; please kindly publish the document on the <a href="https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome">https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome</a>	In accordance with the requirements of the PRAG Publication Guidelines, only the summary procurement notice is published on the EuropeAid website. Tender dossier including the detailed procurement notice is published on the following web sites: <a href="http://www.mrrb.government.bg/">http://www.mrrb.government.bg/</a> , <a href="http://www.ipacbc-bgrs.eu/">http://www.ipacbc-bgrs.eu/</a> , <a href="http://www.ipa-cbc-007.eu">http://www.ipa-cbc-007.eu</a> , <a href="http://www.ipacbc-bgtr.eu/">http://www.ipacbc-bgtr.eu/</a> .
Is it required the whole offer documentation to be in “original” and “copy”, or only <b>Annex D</b> . Tender Form for a Supply Contract?	As it is indicated in p. 10.2. of the Instructions to tenderers “All tenders must be submitted in one original, marked “ <b>original</b> ” and one copy signed in the same way as the original and marked “ <b>copy</b> ”. Annex D should also be submitted in one original and one copy for every lot the tenderer applies for.
Is it required only the financial offer to be submitted in electronic version, or the whole documentation?	As stated in the Instruction to tenderers, p.11, part 2. “An electronic version of the financial offer is required.”  Tenderer(s) could provide other documentation on electronic version voluntary.
Regarding evidences of the tenderer’s technical capacity – successfully implemented projects with a budget of at least 10 000 EUR – is it enough to present a list of these contracts, or copies of the contracts should be submitted?	The list of contract/s successfully implemented with a budget of at least 10 000 EUR will be considered as an evidence for technical capacity of the tenderer. There is no requirement to present the contracts. Nevertheless, the Contracting Authority has the right to request additional documentary proof as copy/ies of the contract/s during evaluation or contracting phase.
Can the document proving the actual legal status of the company and references of good performance of contracts be in Bulgarian language as one of the official EU languages (according to p. 9.1 in the INSTRUCTION TO TENDERERS)?	As it is specified in p. 9 of the Instructions to tenderers, “If the supporting documents are not written in one of the official languages of the European Union, a translation into the language of the call for tender must be attached. Where the documents are in an official language of the European Union other than the one of the procedure, it is however strongly recommended to provide

	a translation into the language of the call for tenders, in order to facilitate the evaluation of the documents.” Therefore, it is not obligatory, but it is advisable the documentary evidence for recent legal status of the company and references of good performance to be presented in Bulgarian language supported by English translation.
Payment terms - please confirm the Payment Terms with regards to the tender procedure.	There will be one final (balance) payment under the contract upon invoice for the 100% balance, following delivery and Provisional acceptance of the respective supplies (respective lot).
Payment of taxes and duties - we will offer products manufactured locally, in Bulgaria and because of that there will be no import procedure. Please clarify if the locally produced items will be released from taxes and duties and if yes, please advice with regards to the exemption procedure, i.e. Exemption Letter or other type of procedure.	Exemption from taxes and duties is not envisaged.
Approval of design and delivery time: The delivery time is stated as 45 days; however, according to the Tender Document, Instruction to Tenderers, the text and the design of all the promo materials shall be provided and finally approved by the Contracting Authority". In this regard, will the time for suggestion and final approval be included in those 45 days for delivery or it will be separate? Please give more details in this regard.	The time for submission of provisional designs by the Contractor and time for their approval by the Contracting Authority is included in the implementation period of the contract. As stated in Art. 19.1 of the Special conditions: The period of implementation for the definite lot shall take 45 days: 10 days after signing the contract the Contractor shall provide the provisional designs of the materials to the Contracting Authority. The Contracting Authority should approve the designs in 5 days and the Contractor will have 30 days for their manufacturing and physical delivery.
Is it expected from Contractor to give design solutions for all promotional material?	Yes, the contractor shall give design solutions for all promotional materials. The process of preparation and final approval of the design will be assisted by the Contracting authority.
Is there already a standard template which should be applied, or is it expected to give completely new design solutions?	<u>Lot 1:</u> There are no standard templates for the items under Lot 1. We expect original design solutions which are in line with our visibility needs (Programme logo and EU logo are our key visual elements). <u>Lot 2:</u> Contracting authority has standard template for visualisation of the materials under Lot 2. Some of these templates may be modified or standardized by the contractor according to the type of the promotional materials.

	<u>Lot 3:</u> The Visual Identity Guidelines (VIG) has to be considered specifically under the Lot 3, which provides guidance for developing various communication materials and implies also some templates. ( <a href="http://www.ipacbc-bgtr.eu/eng/page/documents/others">http://www.ipacbc-bgtr.eu/eng/page/documents/others</a> ).
Are all the texts, photos and also the plan how they are going to be implemented provided by Contracting Authority?	Texts and some photos will be provided by the Contracting Authority together with basic instructions for implementation. Concerning the design, the Contracting Authority may provide general design ideas and request that the Contractor should follow, but the detailed design is to be elaborated and provided by the Contractor.
Are the designs for all lots should be similar?	No. The designs for three of the lots should be different whereas the designs for the group of materials under the one and the same lot should have similar visual identity. The three Programmes have their own visual identity which must be applied.
Should the offer from company from Serbia be acceptable for Lot 2 and Lot 3?	Yes.
<u>Lot 1: Position 2</u> - Are the brochures bilingual or two types – in Bulgarian and Serbian x 150?	All the brochures are going to be made in English language.
<u>Lot 1: Position 6</u> - The Contracting Authority requires the covers of binders to be of cardboard, bounded with double coated paper, matt laminated. On this cover it is impossible to mount a standard plastic pocket for a replaceable paper label. Is it admissible to use a label of self-adhesive paper instead of plastic pocket with tag?	The tenders should comply with the technical specifications set in the tender dossier.
<u>Lot 1: Position 16</u> - Paper bag of this size must be durable. This requirement is unachievable with the required paper parameters - double coated 120 gsm or better. There are two variants for solving the problem: a) use of paper 120 gsm white kraft; b) use of double coated chrome paper 170 gsm. Which option should be calculated?	The tenderer should make an offer with specifications that are going to guarantee the quality of the products delivered and that are going to be in accordance to the “Instructions to tenderers”. The “Instructions to tenderers” state that the paper quality should be at least 120 gsm or better. Therefore, tenderer can propose the use of a better quality paper according to his/her own professional opinion.
<u>Lot 2:</u> In the specifications for Lot 1, the term “page” is correctly defined as a “sheet of paper”. Should this term be interpreted similarly under Lot 2?	The definition of “page” as “sheet of paper” should be considered also for Lot 2.

<p><u>Lot 2: Positions 1 and 2</u> – Are the leaflets and brochures trilingual, or they are three types in each of the languages indicated? If the second assumption is true, how the total circulation of 1500 is distributed by languages?</p>	<p>Three types of brochures / leaflets in the three languages (Bulgarian, English, and Macedonian) should be prepared. The distribution of 1500 pieces is respectively 500 brochures/ leaflets per language.</p>
<p><u>Lot 2: Position 7 - PVC stickers</u> – Is the requirement for material 350 gsm a technical mistake? PVC stickers are made of standard material whose weight is much lower.</p>	<p>Contracting Authority apologizes for the technical error committed under this position- the correct quantity is "135 gsm or better, adhesive, matt laminated".</p>
<p><u>Lot 2: Position 9</u> – What kind of binder mechanism has been envisaged by the Contracting Authority - plain 2-hole binder mechanism or 2-hole binder mechanism with lever for opening and closing?</p>	<p>Plain 2-hole binder mechanism with level for opening and closing is envisaged for this position.</p>
<p><u>Lot 2: Position 17</u> - a) What is meant under the „Physic geographical map" – the map to have shadow-relief overlay or all natural objects for the respective scale to be marked? b) Is it required the Municipalities Dzhumayliya and Sveti Nikola to be included in the Eastern region of Macedonia (on the site they are omitted)</p>	<p>a) Physic geographical map has defined parameters (strictly categorised map) in cartography. The tenderer should prepare updated physic geographical map on the BG - MK cross border region with the state border and clearly marked borders of the eligible cross-border region under the Programme. b) Municipality of Dzumaylija had not been municipality since 2004. Additionally, Municipality of Sveti Nikole had been excluded from Eastern region and is not part of the Programme. Please note that the eligible cross-border region under the Programme includes:</p> <ul style="list-style-type: none"> <li>• District of Blagoevgrad (Bulgaria): 14 municipalities – Bansko, Belica, Blagoevgrad, Gotce Delchev, Garmen, Kresna, Petrich, Razlog, Sandanski, Satovcha, Simitli, Strumiani, Hadjidimovo, Yakoruda;</li> <li>• District of Kyustendil (Bulgaria): 9 municipalities – Bobovdol, Boboshevo, Dupnitsa, Kocherinovo, Kyustendil, Nevestino, Rila, Sapareva Banya, Trekliano.</li> <li>• North-East region (Macedonia): 6 municipalities - Kratovo, Kriva Palanka, Rankovce, Kumanovo, Lipkovo and Staro Nagoricane;</li> <li>• South-East region (Macedonia): 10 municipalities - Valandovo, Gevgelija, Bogdanci, Dojran, Radovis, Konce, Strumica, Bosilovo, Vasilevo and Novo Selo;</li> <li>• East region (Macedonia): 11 municipalities - Berovo, Pehcevo, Vinica,</li> </ul>

	Kocani, Cesinovo - Oblesevo, Zrnovci, Probistip, Stip, Karbinci, Delcevo and Makedonska Kamenica
<p><u>Lot 2: Position 26</u> - a) What are the units of the given dimensions? If the units are "cm", and the material is tin, the boards will be quite heavy.</p> <p>b) Where, how and who will install these signs?</p>	<p>The units under this position are given in "cm". The material of the boards is "tin" including metal frame with stand for installation of the board.</p> <p>The information boards will be installed in front of the premises of the Joint Technical Secretariat in Kyustendil by the contractor and in front of the JTS antenna office in Strumica (the last one is not the responsibility of the contractor).</p>
<p><u>Lot 2: Positions 28</u> – Does the contractor choose the place for branding the blinds? If not - how they should be branded?</p>	<p>The blinds will be branded in coordination with the Contracting authority during implementation of the contract.</p>