



**Call for Tender:
Promotional materials for the SUCCESS Project**



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1. INTRODUCTION

1. Clarifications

Clarifications and interpretation of this Call will be given by Croatian Olympic Committee (hereinafter the NOC of Croatia) at the bidder's request that can be submitted only through the electronic mail address provided below. The NOC of Croatia will provide clarifications with the purpose of collecting the offers of quality.

In case of any questions or the need for clarification, the contact person is Ms Alma Papić, e-mail address: alma.papic@hoo.hr. Questions can be sent before 31 August 2016 at 12:00 hours (Midday CET) at the latest.

2. Description of the SUCCESS Project

The NOC of Croatia is responsible for the implementation of the project "Strengthening good governance in the European sport community by providing women with necessary competencies in order to support gender balance and equality in decision-making in sport structures" (hereinafter The SUCCESS Project) from 1 January 2016 to 31 December 2017. The SUCCESS Project is implemented in cooperation with National Olympic Committees from Czech Republic, France, Italy, Lithuania and Slovakia. The SUCCESS Project is supported by the European Commission through the Erasmus+ Sport Programme.

2. CALL FOR TENDER

1. Subject of the Call for Tender

Among other things, the SUCCESS Project will serve to promote and raise gender awareness and commitment to gender mainstreaming for board members and personnel in leading positions in sport. To that aim, the NOC of Croatia will use promotional materials that are the subject of this Call for Tender.

2. Promotional materials provided by the selected supplier

Selected supplier needs to deliver the following promotional materials:

- SUCCESS leaflet (See: Table 1),
- SUCCESS-project poster (See: Table 2),
- SUCCESS-training poster (See: Table 3),
- SUCCESS writing pad (See: Table 4),
- SUCCESS-training accreditation card (See: Table 5),
- SUCCESS USB stick memory (See: Table 6),
- SUCCESS string for accreditation card (See: Table 7),
- SUCCESS popup banner (See: Table 8),
- SUCCESS rollup banner (See: Table 9),
- SUCCESS graphite pencil (See: Table 10), and
- SUCCESS pen (See: Table 11).

The service includes the following:

- Graphic design;
- Print;
- Supply of goods;
- Imprint;
- Delivery to the address of client.

Graphic design service needs to be provided in line with the visual identity of the SUCCESS Project, i.e. must use the logos of the SUCCESS Project and of the European Union, and the logos of National Olympic Committees of Croatia, Czech Republic, France, Italy, Lithuania and Slovakia must be used if possible, for example in publications such as leaflet, poster, etc.

3. Estimated value of service

The service is estimated to the maximum 32.000,00 HRK + VAT.

3. SELECTION OF OFFERS AND STIPULATIONS ON THE CAPACITY OF BIDDERS

1. Capacity of bidders and selection procedure

The Call is open to all bidders.

The NOC of Croatia will select the bidder whose offer is evaluated as the best value for money.

The content of the offer is proscribed in the text bellow (See 4.3.).

2. Right to appeal

Bidders that are not selected have no right to appeal or the right to reimbursement of any expenses or any other damage that have incurred or may have incurred due to their participation in the bidding process.

3. Obligations of the selected supplier upon selection

The bidder whose offer is selected in this procedure will be invited to deliver all promotional materials, i.e. to provide the final service that is the subject of this Call for Tender.

4. BIDDING PROCEDURE

1. Delivery address

Offers are delivered by mail to the following address:

Croatian Olympic Committee
Offer for SUCCESS Project – DO NOT OPEN
Trg Krešimira Ćosića 11
10000 Zagreb
Croatia

2. Deadline for the submission of offer

The deadline for the submission of offer is **1 September 2016 at 12:00 hours (Midday CET)**.

3. Content of the offer

Bidders must deliver:

1. References of previously executed services that are the subject of this Call for Tender;
2. Certificate of no criminal record;
3. Certificate of tax payments / non-existing tax debts in the Republic of Croatia;
4. Prices of goods and services in Croatian kuna (HRK) + VAT;
5. Manufacturer's specification for the following items: graphite pencil, pen and USB memory stick.

The offer must be submitted in print.

4. The value of offer

The estimated value of offer is maximum 32.000,00 HRK + VAT.

5. Eligible languages

The offer can be written in Croatian language, or alternatively in English language. Offers in other languages will not be accepted.

5. DELIVERY DEADLINES

1. Deadlines

Deadlines for the delivery of goods and services are the following:

- 12 September 2016 at 12:00 hours (Midday CET) for:
 - SUCCESS leaflet,
 - SUCCESS-project poster,
 - SUCCESS USB memory stick,
 - SUCCESS graphite pencil, and
 - SUCCESS pen.
- 30 September 2016 at 12:00 hours (Midday CET) for:
 - SUCCESS-training poster,
 - SUCCESS writing pad,
 - SUCCESS-training accreditation card,
 - SUCCESS string for accreditation card,
 - SUCCESS popup banner, and
 - SUCCESS rollup banner.

2. Final service delivered by the selected supplier

Selected supplier must deliver the following:

- SUCCESS leaflet (See: Table 1),
- SUCCESS-project poster (See: Table 2),
- SUCCESS-training poster (See: Table 3),
- SUCCESS writing pad (See: Table 4),
- SUCCESS-training accreditation card (See: Table 5),
- SUCCESS USB stick memory (See: Table 6),
- SUCCESS string for accreditation card (See: Table 7),
- SUCCESS popup banner (See: Table 8),
- SUCCESS rollup banner (See: Table 9),
- SUCCESS graphite pencil (See: Table 10), and
- SUCCESS pen (See: Table 11).

6. SELECTION DECISION

1. Decision-making criteria

The NOC of Croatia makes the decision about the selection of offer according to the “best value for money” principle.

The NOC of Croatia invites the bidders to not submit offers for items of low quality, for example pencils made of poor materials, low quality USB, etc. Items of low quality will not be accepted, which can lead to the refusal of the entire offer.

In order for the NOC of Croatia to be able to assess the quality of the offered items, the bidder needs to deliver specification of goods. The advantage will be given to bidders who deliver a specimen of the item (e.g. graphite pencil, pen, USB) because they will allow for the quality assessment.

7. DETAILED DESCRIPTION OF GOODS AND SERVICES

Detailed description of good and services is given in Table No. 1. – 11.

Table 1. SUCCESS leaflet

Item:	SUCCESS leaflet
Format:	A4 – American (297x210 mm)
Scope:	2 sides
Paper:	150 g magno satin
Print:	colour
Processing:	folding in 3 parts
Edition:	300 pcs

Table 2. SUCCESS-project poster

Item:	SUCCESS- project poster
Format:	B1 (707x1000 mm)
Scope:	1 side
Paper:	190 g semi-mat
Print:	colour
Processing:	cutting, packing in tubes
Edition:	10 pcs

Table 3. SUCCESS-training poster

Item:	SUCCESS- training poster
Format:	B1 (707x1000 mm)
Scope:	1 side
Paper:	190 g semi-mat
Print:	colour
Processing:	cutting, packing in tubes
Edition:	10 pcs

Table 4. SUCCESS writing pad

Item:	SUCCESS writing pad
Format:	A4 (210x297 mm)
Scope:	50 papers in a pad + covers
Paper:	for paper 80 g mat; for cover 350 g mat
Print:	colour 1 side – for paper 4/0; for cover 4/0
Processing:	cutting, gluing on left side
Edition:	100 pcs

Table 5. SUCCESS-training accreditation card

Item:	SUCCESS- training accreditation card
Format:	A6 (105x148 mm)
Scope:	1 side
Paper:	150 g
Print:	colour
Processing:	cutting cards, inserting cards into PVC pockets
Edition:	100 pcs

Table 6. SUCCESS USB memory stick

Item:	SUCCESS USB memory stick
Format:	15 GB
Scope:	1 side
Material:	not defined
Print:	colour
Processing:	packing
Edition:	150 pcs

Table 7. SUCCESS string for accreditation card

Item:	SUCCESS string for accreditation card
Format:	width 20 mm
Scope:	1 side
Material:	satin (smooth fabric); with standard karabiner extension; without a clip
Print:	colour
Processing:	mounting on accreditation cards/PVC pockets
Edition:	200 pcs

Table 8. SUCCESS popup banner

Item:	SUCCESS popup banner
Format:	3000x2000 mm
Scope:	4 segments
Material:	material for printing visuals
Print:	colour
Processing:	mounting the visual on construction
Edition:	1 pcs

Table 9. SUCCESS rollup banner

Item:	SUCCESS rollup banner
Format:	850x2000 mm
Scope:	1 side
Material:	material for printing visuals
Print:	colour
Processing:	mounting the visual on construction
Edition:	1 pcs

Table 10. SUCCESS graphite pencil

Item:	SUCCESS graphite pencil
Format:	graphite pencil with eraser, HB
Scope:	2 sides
Material:	wood; eco-friendly materials
Print:	colour
Processing:	packing
Edition:	300 pcs

Table 11. SUCCESS pen

Item:	SUCCESS pen
Format:	pen; white with red cap
Scope:	2 sides
Material:	non-toxic plastic; antibacterial plastic; eco-friendly materials
Print:	colour
Processing:	packing
Edition:	500 pcs