SERVICE PROCUREMENT NOTICE
Preparation and Printing of Publications of the Sava Commission

1. Publication reference
7-15-3/2-2

2. Procedure
Competitive Request for Quotations

3. Contracting Authority
International Sava River Basin Commission (ISRBC)

CONTRACT SPECIFICATION

5. Nature of contract
Global price

6. Contract description
Preparation and printing of publications of the Sava Commission:
- Official bulletins of the ISRBC – two editions (2x500 copies), cca 36+4 pages each;
- Publication “Framework Agreement of the ISRBC and Protocols”- 200 copies (in English language), cca 45+4 pages each;
- Brochure “Activities of the Sava Commission”, 250 copies (50 copies in five official languages of the ISRBC), cca 4+4 pages each, A4
- Poster – 50 copies (in six official languages of ISRBC), A1
- Thematic leaflet for the Cycling tour (Sava Day 2015), 500 copies (100 copies x five official languages of the ISRBC), A5
- Publication “RIS Regulations and Standards in the Sava River Basin”- 200 copies (100 copies x two official languages of the ISRBC), cca 150+4 pages each ;A4;
- Publication “Sava RBM Plan”- 350 copies (100 copies in English language and 50 copies x five official languages of the ISRBC), 250+4 pages each, A4;

Publications content text, pictures and graphics. Publications should be printed in several official languages of the Sava Commission and English.

7. Number and titles of lots
1 Lot - Preparation and Printing of Publications of the Sava Commission

CONDITIONS OF PARTICIPATION

8. Eligibility
Participation is open to invited Service Providers and to Service Providers which will participate on the base of the published notice in accordance with the Article 12 paragraph 2 of the Rules of Procurement Procedures of the ISRBC. All Service Providers must be nationals or must be registered in one of the Contracting Parties of the Framework Agreement on the Sava River Basin.

9. Number of applications
No more than one application can be submitted by a Service Provider. In the event that a Service Provider submits more than one application, all applications in which that Service Provider has participated may be excluded.
PROVISIONAL TIMETABLE

10. Provisional date of invitation to tender
March 24, 2015

11. Provisional commencement date of the contract
April 10, 2015

12. Period of execution
April 2015 – March 2016

SELECTION AND AWARD CRITERIA

13. Selection criteria

1) Professional capacity of candidate
   ▪ has sufficient ongoing staff resources, expertise and experience to be able to handle
     the proposed contract

2) Technical capacity of candidate
   ▪ has sufficient technical capacity to be able to handle the proposed contract

3) Financial capacity of candidate
   ▪ candidate has not been blocked for more than eight days in the last 6 months from the
     date of initiation of the procurement procedure;

14. Award criteria
The lowest price of a technically compliant offer as specified in the Request for Quotations,
annexed to the letter of invitation to tender which will be sent to Service Providers.

APPLICATION

15. Deadline for receipt of applications
April 02, 2015 at 13:00
Any application received after this deadline will not be considered.

16. Application format and details to be provided
Applications must be submitted using the application form, Request for Quotations annexed to
the letter of invitation to tender which will be sent to invited Service Providers.
Any additional documentation (brochure, letter, etc) sent with an application will not be taken
into consideration.

17. How applications may be submitted
Applications must be submitted to the Contracting Authority to:

International Sava River Basin Commission,
10000 Zagreb, Kneza Branimira 29/II
Croatia

You can contact for tender documentation and additional explanations:

Mrs. Majda Despotović
phone: +385 1 488 69 65,
fax: +385 1 488 69 86,
e-mail: mdespotovic@savacommission.org

The Contract title and the Publication reference (see item 1 above) must be clearly marked on
the envelope containing the application and must always be mentioned in all subsequent correspondence with the Contracting Authority.

18. Operational language

All written communications for this tender procedure and contract must be in one of the official languages of the Sava Commission.

All additional information can be requested from the contact above.