

SERVICE PROCUREMENT NOTICE

Preparation and Printing of Publications of the Sava Commission

1. Publication reference

7-17-5/5-2

2. Procedure

Competitive Request for Quotations

3. Contracting Authority

International Sava River Basin Commission (ISRBC)

CONTRACT SPECIFICATION

4. Nature of contract

Global price

5. 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, format A4;
- Brochure „The Summary of the Sava River Basin Analise“- 100 copies (in English language), cca 24+4 pages each, format A4 and
- Publication “The Manual of the Sava River Navigation”, 50 copies (in English language), cca 212+4 pages each, format 230mm x 145mm.

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

6. Number and titles of lots

1 Lot - Preparation and Printing of Publications of the Sava Commission

CONDITIONS OF PARTICIPATION

7. 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.

8. 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

9. Provisional date of invitation to tender

September 13, 2017

10. Provisional commencement date of the contract

September 29, 2017

11. Period of execution

SELECTION AND AWARD CRITERIA

12. 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 fifteen days in the last 6 months from the date of initiation of the procurement procedure;

13. 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

14. Deadline for receipt of applications

September 21, 2017 at 13:00

Any application received after this deadline will not be considered.

15. 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.

16. 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.

17. 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.