

## Request for Quotations (RFQ) PRF 2/2025 Graphic and Web Design

*Representative Office of Helvetas Swiss Intercooperation SRB invites interested parties to provide services as described below.*

### 1. Contract Description

Helvetas Swiss Intercooperation is an independent organisation for development based in Switzerland committed to bringing about real change for disadvantaged people in about thirty countries in Africa, Asia, Latin America and Eastern Europe.

The Representative Office of Helvetas Swiss Intercooperation SRB (Helvetas SRB) is publishing this call for the Procurement of graphic and web design for the Swiss Government funded project currently implemented in Serbia: For an Active Civil Society Together - ACT ([www.act.org.rs](http://www.act.org.rs)) and other design services upon request.

### 2. Timetable

	DATE	TIME - CET
Invitation to bidders	04/02/2025	-
Deadline for written enquiries	10/02/2025	16:00
Last date for Helvetas SRB to issue clarifications	13/02/2025	16:00
<b>Deadline for submitting offers</b>	<b>18/02/2025</b>	<b>16:00</b>
Offers opening session	19/02/2025	16:00
Evaluation of offers	19/02/2025	16:00
Notification of award to the successful bidder*	20/02/2025	
Signature of the Contract *	24/02/2025	

*\*Subject to change.*

### 3. Nature of the Contract

Service contract (agreement).

### 4. Negotiations

Representative Office of Helvetas Swiss Intercooperation SRB reserves the right to enter into negotiations with all or part of eligible companies/organisations in order to amend and/or complete their original offers.

Negotiations may concern the technical, financial, legal and other aspects of the contract.

### 5. Eligibility

Invited companies/organisations should be registered in the Republic of Serbia.

### 6. Offer Preparation Costs

No costs incurred by the company/organisation in preparing and submitting the offers are reimbursable. Such costs fall under the responsibility of the company/organisation, including the costs incurred during negotiating and interviewing process.

### 7. Subcontracting

\* Date subject to change depending on the time schedule.

Subcontracting to another legal person is not allowed.

### 8. Submission of Offers

The offers need to be submitted via email with Subject Name: Reference No: PRF 2/2025.

Offer shall contain:

- **Technical and Financial Offer** –

**The Financial Offer must be presented in RSD. The fees proposed in this offer should be all inclusive;** the supplier/contractor will cover all costs to perform their tasks (e.g. office accommodation, transport, internet access and equipment, administrative and secretarial support, interpretation etc.). Representative Office of Helvetas Swiss Intercooperation SRB is exempt from VAT, thus the fees offered should be without VAT. The supplier/contractor is responsible for all other taxes and duties in compliance with the legislation of the Republic of Serbia.

Offers must be submitted in English or Serbian language to the following e-mail address:  
[procurement.srb@helvetas.org](mailto:procurement.srb@helvetas.org)

Offers submitted after the deadline mentioned under point 2 Timetable of this RFQ will not be considered.

### 9. Evaluation of Offers

Each offer will be evaluated in accordance with the criteria and the weighting as detailed below.

The entire evaluation procedure is confidential. The Purchasing Committee (PC) decisions are collective and its deliberations are held in closed session. The members of the PC are bound to secrecy. The evaluation reports and written records are for official use only and may be communicated neither to the companies/organisations who submitted the offer nor to any party other than Representative Office of Helvetas Swiss Intercooperation SRB.

#### Eligibility Criteria

Requirements	Documentary evidence
1. Offers submitted on time as per point 2 - Timetable	Signed application form submitted on time
2. The company/organisation is registered in Serbia	The full Registration certificate (Serbian APR Rešenje)
3. Tax Identification Number (TIN certificate)	TIN certificate (if applicable) – (Serbian Potvrda o PIB-u)

*The companies/organisations that pass the eligibility criteria will be processed for further evaluation.*

## Evaluation Criteria of Eligible Offers

### Technical Offer Evaluation Criteria

Requirements	Documentary evidence
1. Experience	Minimum 5 years of relevant and proven professional experience in design
2. References	Minimum 5 respected references in related field in design

*The companies/organisations that pass the Technical evaluation will be processed for further evaluation.*

### Financial Offer Evaluation Criteria

Requirements	Documentary evidence
Financial offer provided by supplier	Financial offer in RSD

The weighting of the criteria for evaluation of technical and financial offers are as follows (for scoring evaluation):

Criteria	Max points
<b>Technical Offer*</b>	<b>60</b>
Experience	25
References	35
<b>Financial Offer</b>	<b>40</b>

*After evaluation of offers, Service Contract will be awarded to the economically most advantageous offer based on above criteria. Representative Office of Helvetas Swiss Intercooperation SRB reserves the right to purchase/contract only part of required services, or cancel this procedure should it not be satisfied with the quality of offers.*

## 10. Contract Signing

Within 5 days of receipt of the purchase order/contract already signed by the *Representative Office of Helvetas Swiss Intercooperation SRB*, the selected company/organisation shall sign and date the purchase order/contract. Failure of the selected company/organisation to comply with this requirement may constitute grounds for annulling the decision to award the purchase order/ contract. In this event, *Representative Office of Helvetas Swiss Intercooperation SRB* may award the RFQ to another bidder or cancel the RFQ procedure.

## 11. Payment Terms

*Representative Office of Helvetas Swiss Intercooperation SRB* is not a payer of value added tax (VAT). Prices in the application must be submitted, taking into account all expenses.

The payment will be made via bank account transfer to the winner of the tender in RSD within a maximum of 30 working days from the date of acceptance of invoice for services rendered. Cases of non-performance of obligation and their legal consequences will be separately indicated in the contract.

## 12. Terms of Cooperation

In the case of a contracting, the parties will have to perform according to the established time and in accordance with *Representative Office of Helvetas Swiss Intercooperation SRB – Service provider contract*. *Representative Office of Helvetas Swiss*

Intercooperation SRB has the right to increase or decrease the number of ordered items. Representative Office of e Helvetas Swiss Intercooperation SRB has the right to choose a supplier/ implementer on the given offer according to its own discretion. In case of failure or non-compliance with contractual obligations, Representative Office of Helvetas Swiss Intercooperation SRB has a unilateral right to terminate the contract without incurring any legal obligation.

The Applicant has to be familiar with all instructions, forms and requirements mentioned in the RFQ. The responsibility for the submission of the offer in accordance to these requirements lies entirely with the Applicant.

Representative Office of Helvetas Swiss Intercooperation SRB signs a service contract with the winning bidder. The contract will come into force upon signature by both parties, the procedure, where the award procedure proves to have been subject to substantial errors, irregularities or fraud. If substantial errors, irregularities or fraud are discovered after the award of the purchase order/ contract, Representative Office of Helvetas Swiss Intercooperation SRB may refrain from concluding the purchase order/contract and/or terminate the purchase order/ contract.

### **13. Operational Language**

All written communications for this RFQ procedure and service contract must be in English or Serbian.

### **14. Additional Information**

The conclusion of the RFQ and the award of any purchase order/ contract are subject to the availability of funds.

Representative Office of Helvetas Swiss Intercooperation SRB reserves the right to annul this RFQ procedure at any time, without any liability on its side.

### **15. Annexes**

#### **a. Annex 1**

ToR.

Objective of the assignment is design of promotional materials for print and online in accordance with existing project branding and Helvetas branding guidelines.

Scope of work of designer:

- Innovative and creative solution of design of promo materials (preparation for the printing of brochures, leaflets, banners, name tags, plaques, and other printed materials)
- Creative design for digital promotional materials (social media visuals and templates, website illustrations, web banners and other digital items)

*Annex 2 – APPLICATION PACKAGE***APPLICATION FORM****1. SUBMITTED by (i.e. the identity of the bidder)**

	<b>BIDDER'S INFORMATION</b>
<b>Name of legal entity</b>	
<b>TIN</b>	
<b>VAT number</b>	
<b>Address</b>	
<b>Email</b>	
<b>Telephone</b>	
<b>Legal Representative</b>	

**2. CONTACT PERSON (for this application)**

<b>Name</b>	
<b>Telephone</b>	
<b>e-mail</b>	

**Annex 3 – Financial Offer**

<b>Services Items – specifications</b>	<b>Qty</b>	<b>Price unit / RSD</b>	<b>Total</b>
Innovative and creative solution of design of promo materials: preparation for the printing of brochures, leaflets, backwall, rollups, banners and other printed materials	8		
Creative design of promotional materials for web	15		
<b>Total cost</b>			