

Annex 2 - RFQ SPECIFIC INSTRUCTIONS

Special Conditions of Contract	Cancellation of Contract if the delivery/completion is delayed by <u>one month</u> Percentage of contract price per week of delay: 1% up to a maximum of 10% of the Contract value, after which the Ministry may terminate the contract.
Pre-bid Meeting Site inspection	N/A
Delivery date	Bidder shall deliver the services 20 days after contract signature.
Duties and taxes	All prices must: <input checked="" type="checkbox"/> be inclusive of VAT and other applicable indirect taxes
Language of quotation	English or Montenegrin
Quotation validity period	Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation.
Payment Terms	<input checked="" type="checkbox"/> 100% within 30 days after receiving services and submission of payment documentation.
Conditions for Release of Payment	Written Acceptance of Services, based on full compliance with RFQ requirements
Clarifications	Requests for clarification from bidders will not be accepted any later than 5 days before the submission deadline. Responses to request for clarification will be communicated by 17th July 2025.
Evaluation method	The Contract will be awarded to the best-rated substantially compliant offer
Evaluation criteria	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annexes 1, 2 and 3 <input checked="" type="checkbox"/> Evaluation Criteria: <ul style="list-style-type: none"> • Technical capacity and relevant experience (40%) • Quality of previous work (20%) • Financial proposal (30%) • Delivery timeline (10%) <input checked="" type="checkbox"/> Qualifications and Experience: <ul style="list-style-type: none"> • Registered legal entity specializing in graphic design and printing; • Minimum 5 years of experience in layout design and printing of official publications, reports, or similar materials; • Proven track record of at least 3 similar assignments with national institutions or international organizations; • Demonstrated capacity to handle large and complex documents in multiple languages; • Availability of qualified staff for design, typesetting, and print coordination; • Access to high-quality printing equipment and finishing services. <p>Interested companies are invited to submit:</p> <ul style="list-style-type: none"> • Company profile and portfolio of relevant work; • List of similar projects completed in the last 5 years; • Proposed methodology and timeline;

	<ul style="list-style-type: none">• Financial offer (design + printing);• References from at least 3 clients.
Type of Contract to be awarded	<u>Contract for Services</u>
Expected date for contract award.	26 July 2025
Other information related to the RFQ	The value of the services covered by Minor partners in business association (JV, Consortium, subcontractors etc) must not exceed 40% of the total contract value.