

ANNEX 1

Call for Tenderers - Contest for a Cross-Border Brand Identity Logo

Name of the contracting authority: Urban Research Institute (URI)

Address: Str: "Asim Vokshi", Bld.14, Entr. 11, Ap. 56, Tirana, ALBANIA

Title of the tender: Contest for a Cross-Border Brand Identity Logo

Reference number: 1ALB

PART A: INFORMATION FOR THE TENDERERS

1. INFORMATION ON SUBMISSION OF THE CALL

Subject of the agreement:

The subject of this service is:

- Implementation of **services** as indicated in the technical information in the point 2 of these information.

Deadline for submission of the CALL:

The deadline for submission of tenders **20 March 2019, at 16:00**. Any tender received after this deadline will be automatically rejected.

Address and methods for submission of the CALL:

The tenderers will submit their tenders using the **standard submission form available in the Part B of the tender dossier**. The tenderers may provide a scanned original of the tender to the above e-mail. Any tenders not using the prescribed form might be rejected by the contracting authority. In addition to the offer the tenderer is required to provide the following supporting documentation:

- Copy of ID;
- CV;
- Template for the authorization of the copyright (as per PART B).

In this case the base e-mail message will clearly indicate:

- Title of the tender (in the subject of e-mail): Contest for a Cross-Border Brand Identity Logo;
- Reference number (if applicable, in the subject of e-mail): 1ALB;
- Name and address of the tenderer (in the e-mail text).

The tender submission form and any supporting documentation will be provided as attachment to the e-mail. **The tenderers will be submitted by e-mail to the following address:**
hamlet.brandidentity@gmail.com

The tenderers are reminded that in order to be eligible they need to send to the contracting authority their application by the deadline indicated above.

2. TECHNICAL INFORMATION

The tenderers are required to provide services as indicated below. In the tenderer's Technical offer, the tenderers will indicate more details on the deliveries: the graphic logo that should be in PDF or TIFF format and also a brief explanation of it (by max 3000 words), referring back to the ToRs attached this document.

3. FINANCIAL INFORMATION

The tenderers are reminded that this call is with no value but all the rights will be reserved to the author which logo be published and promoted by the HAMLET project and IPA INTERREG CBC ALBANIA ITALY MONTENEGRO PROGRAMM. Also the author will be invited with no cost to participate to the workshops and round tables regarding the project activities.

4. ADDITIONAL INFORMATION

The selection criteria is based as per the below criteria:

- Consideration of the local identity elements = 25 points;
- Logo design reflects the target understanding and clarity of the transmitted message = 20 points;
- Easiness to be adoptable to other media = 10 points;
- The memorability of the brand = 10 points;
- Optical effect = 15 points;
- Uniqueness of the logo = 20 points;

The unsuccessful/successful tenderers will be informed of the results of the evaluation procedure through email. The estimated time of response to the tenderers is 5 (five) days from the deadline for submission of tenders.

PART B: FORMAT OF OFFER TO BE PROVIDED BY THE TENDERER

1. TENDERER'S INFORMATION

Submitted by:

	Person, Entity or entities submitting this tender
Tenderer Name	

Contact details:

Name	
Address	
Telephone	
e-mail	

2. TENDERER'S STATEMENT

I undersigned hereby confirm that the services offered in this tender are in full conformity with the specifications submitted to us by the contracting authority. The detailed description of the offered services is provided in the next point.

In addition to that we confirm that I am /our organization/company is fully eligible for providing services under this agreement and have no conflict of interests or any equivalent relation with other short-listed candidates or other parties in the tender procedure at the time of submitting this tender.

Furthermore, I/ we agree to abide by giving the right to use the logo and the copyright for the project purposes through the duration of the project and 12 months after the project implementation.

For the tenderer:

Name	
Signature	
Date	

ANNEX 2

Format of the Agreement between the tenderer and the contracting authority

TITLE: Cross-Border Brand Identity Logo

REF (if applicable): 1ALB

Concluded between:

Urban Research Institute (URI)

Address: Str: "Asim Vokshi", Bld.14, Entr. 11, Ap. 56, Tirana, ALBANIA

Represented by: Executive Director - Zana Vokopola

AND

Address of the Tenderer:

Article 1: Subject of the agreement

The subject of the agreement are the services as indicated in the tenders offer – ‘Part B: Format of offer to be provided by the tenderer’.

Article 2: Value

The total value for implementation of services indicated in the Article 3 is with no financial value.

Article 3: Contracting documents

The documents which form the part of this agreement are (by the order of precedence):

- Agreement Document;
- Tenders offer as provided in the tendering phase – ‘Part B: Format of offer to be provided by the tenderer’;
- Any other supporting documentation.

Article 4: Deliveries

The tenderer will deliver without reservation the logo indicated in the call upon tender's application. The logo will be delivered in an editable format to be used further in the projects documents (Adobe Illustrator, Corel Draw etc.) The deliveries will be implemented within the indicated dates.

Article 5: Duration of the agreement

The duration of the agreement is 26 months.

Article 6: Resolving of disputes

Any disputes arising out of or relating to this agreement which cannot be settled otherwise shall be referred in accordance with the national legislation of the state of the Contracting Authority.

For the Tenderer

Name:

Title:

Signature:

Date:

For the Contracting Authority

Name: Zana Vokopola

Title: Executive Director, Urban
Research Institute (URI)

Signature:

Date: