

Request for Offers for Printing Services

Considering their shared vision and common understanding upon the role of Local Government Associations in the Region, the Network of Associations of Local Authorities of South-East Europe (NALAS) and the German Development Cooperation have jointly launched the project "Local Leaders in Southeast Europe: Lead for Change – LL SEE".

Within the project a systemic training package for leaders and managers of SEE countries has been developed, that includes six Trainers' Manuals that will be used by LL SEE Trainer Pool in delivery of the LL SEE trainings.

Therefore, NALAS is seeking for company to provide printing services as follows:

No.	Publication Title	Number of pages (up to)*	Specification 1	Specification 2
1	LL SEE Generic ToT Guidance	88 inner pages plus cover page	- Format A4	- Format A4
2	Trainers' Manual: Efficient organization and effective management of communal services	228 inner pages plus cover page	- Inner pages 4/4, 115 gr. cardboard,	- Inner pages 2/2, 115 gr. cardboard,
3	Trainers' Manual: Preparations for infrastructure investment projects	196 inner pages plus cover page	- Cover: 300 gr. cardboard 4/0	- Cover: 300 gr. cardboard 4/0
4	Trainers' Manual: Development of infrastructure investment projects	120 inner pages plus cover page	plasticized 1/0,	plasticized 1/0
5	Trainers' Manual: Implementation of infrastructure investment projects	196 inner pages plus cover page	- Finishing: gluing	- Finishing: gluing
6	Trainers' Manual: Results-based strategic programme planning and management	120 inner pages plus cover page		

* The exact number of pages will be known after the finalisation of the graphical design and technical preparation of publications for printing, and will not be more than the above mentioned number of pages.

The graphical design for printing will be provided by NALAS, developed by Design Company.

Deadline for delivery of the printed copies of the six publications is 12 October 2016.

Submission of offers:

Interested bidder shall provide the offer that should contain the following sections:

1. Official name, address, bank account data, contact phone and e-mail address, and contact person.
2. The financial offer expressed as a total price for printing of all 6 publication in two different number of copies (100 and 150 copies) and for two different specifications for inner pages:
 - Total price for printing of 100 copies of each of the six publications (or 600 copies total) for specification 1.
 - Total price for printing of 100 copies of each of the six publications (or 600 copies total) for specification 2.
 - Total price for printing of 150 copies of each of the six publications (or 900 copies total) for specification 1.

- Total price for printing of 150 copies of each of the six publications (or 900 copies total) for specification 2.

The offer should also include price difference for plus or minus 8 pages, counted for each of the publications.

3. The offer has to be expressed in Macedonian denars (MKD) with separately expressed VAT.
4. Deadline and delivery mode
5. Payment mode
6. Reference list and recommendations.

The offer shall be submitted to NALAS Secretariat to Miodrag Kolić in electronic form at kolic@nalas.eu or in sealed envelope at address Varshavska 36A, 1000 Skopje, not later than 05 October 2016, with subject: **Offer for printing services**.

General provisions:

NALAS reserve the right in any time to make changes in the specification, number of copies and the number of pages of each of the publications, as well as to not select any of the offers or to terminate the request for offers.

NALAS reserves the right to negotiate specific terms of the contract with the short-listed proponents prior to the final award of the contract. NALAS also reserves the right to negotiate specific terms of the contract with the Contractor as the contract progresses.