# Tender dossiers for service single tender

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| Name and address of the contracting authority:  **REC Caucasus Armenia National Office**,  **Aygestan str.7/2, 0010,Yerevan,Armenia**  Contact person: **Nune Gabrielyan**  Title of the tender: **Film creation services**  Reference number: **EU BSB-1138 Anti-Littering Partnership for Green Rural Areas Project** |

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| **PARTA: INFORMATION FOR THE TENDERER** |

#### INFORMATION ON SUBMISSION OF TENDERS

Subject of the contract:

The subject of this tender is provision of services on film creation, which will cover the activities of Project on Anti-Littering Partnership for Green Rural Areas in BSB Countries, as indicated in the Technical Information, attached to this tender dossier.

The services should be provided within the timelines, indicated in the Technical Information, in Armenia.

Deadline for submission of the tenders:

The deadline for submission of tenders is 10.06.2022, until 15:00. Any tender received after this deadline will be automatically rejected.

Address and means of submission of the tenders:

The tenderers will submit their tenders using the standard submission form available in Part B of this tender dossier. The tender will be submitted in1(one)original. In case of e-mail submission, the tenderer may provide a scanned original, which should be sent to the following address:

[procurement@rec-caucasus.am](mailto:procurement@rec-caucasus.am)

Any tenders not using the prescribed form shall be rejected by the contracting authority.

If the tenders are hand delivered they should be delivered to the following address:

REC Caucasus, Armenian National Office Aygestan str.7, building N 2, 0010, Yerevan, Armenia, 10:00-18:00, Monday-Friday.

An envelope should contain the following information at the external part:

*Name and address of the contracting authority Contact person*

*Title of the tender Reference number*

*Name and address of the tenderer*

**If delivery by e-mail**, the message will clearly indicate:

*Title of the tender Reference number*

*Name and address of the tenderer*

The tender submission form (B. Tender’s offer)and its annexes are provided as attachment to the e-mail.

#### TECHNICAL INFORMATION

The tenderers are required to provide services as indicated below. In the technical offer, the tenderers will indicate more details on the deliveries, referring back to the below table.

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| **No.** | **LOT** | **Description of services offered** | **Proposed timeframe** |
| 1 | **Film creation services** | **Video for the promotion of anti-littering activities in rural areas and the waste management 3R principle**    **The promotional video film should be shooted to increase awareness and understanding of problems of the importance of environmental protection of rivers and prevention of river pollution, namely using proper waste regulation, waste management policies and practices based on the 3R principle. The film will also picture the final products and results of the project and will be disseminated by TV and social platforms. Video film will also be demonstrated and shared with decision-making bodies and promoted through the pages and official digital platforms of the Ministry of Environment and Regional environmental center for the Caucasus. The film will be shared with the EU delegation in Armenia for further use and promotion.**    **The promotional video film should cover the activities of the project, with a length of 1,5 minutes in total, and should include the following parts:**   * **The narrative about the organization and  project being implemented** * **Interviews with the project manager,** * **Interview with stakeholders,** * **Scenes from Dilijan and Vanadzor** * **Working activities in Dilijan and Vanadzor communities park** * **Field trips and trainings** | **10.06-10.07.2022** |

#### ADDITIONALINFORMATION

The selection criteria and award criterion are:

* lowest price of technically compliant offers,
* best value for money,

The successful and unsuccessful tenderers will be informed of the results of the evaluation procedure in written.

#### FORMAT OF CONTRACT

**CONTRACT TITLE: Film creation services**

**REFERENCE: EU BSB-1138 Anti-Littering Partnership for Green Rural Areas Project** Concludedbetween:

REC Caucasus, Armenia National Office,

Aygestan str.7/2, 0010, Yerevan, Armenia

Represented by: Dshkhuhi Sahakyan, Board member,

AND

<Name ofthecontractor>

<Addressofthecontractor>

Representedby:<nameoflegalrepresentative><position>

#### Article1:Subject of the contract

The subject of the contract are the services of the film creation, which will cover the activities of Project on Anti-Littering Partnership for Green Rural Areas Project in BSB Countries as indicated in the contractor’s offer.

#### Article2:Contractingdocuments

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

* Contract agreement
* Contractor’s offer as provided in the tendering phase(see Part B)

#### Article3:Deliveriesandpayments

The contractor will deliver without reservation the services indicated in the contractor’s offer. The deliveries will be implemented within the indicated dates of the contractor.

Tenders must be presented in EUR. The payment will be made in the amount to be indicated in the issued invoices of the service provider in AMD equivalent, converted by monthly accounting rate of the Commission, which can be found at InfoEuro website at the following URL:https://ec.europa.eu/info/funding-tenders/how-eu-funding-works/information-contractors-and beneficiaries/exchange-rate-inforeuro\_en

#### Article4: Duration of the contract

The duration of the contract is in the following time-frame: **10.06-10.07.2022**

#### Article5: Cancellation of the contract

The contract can be suspended by the Contractor if the contracting authority does not fulfill payment and other obligations.

The contract can be terminated by the Contracting Authority due to one of the following reasons:

* The Contractor is in serious breach of the contract, failing to meet contractual obligations,
* The Contractor is bankrupted or being wound up, is havingitsaffairsadministratedbycourts,hasenteredintoarrangementswithcreditors,hassuspended business activities, is the subject of proceedings concerningthosematters,orisinanyanalogoussituationsarisingfromasimilarsituationprovidedfor in national legislation or regulations.

#### Article6: Resolving of disputes

Any disputes arising out of or relating to this Contract which cannot be settled otherwise shall be referred to the exclusive jurisdiction of Economic Court of RA.

For the Contractor For the contracting authority

REC Caucasus Armenia National Office

Position: Dshkhuhi Sahakyan, Board member,

Signature: Signature:

Date: Date: