

Tirana, 07/09/2023

INVITATION TO TENDER

For:

“Production of online content for the project's activities of Regional Youth Cooperation Office (RYCO)”

This is an invitation to tender for the above-mentioned contract. Please find enclosed the following documents, which constitute the **Tender Dossier**:

- A. Contract notice**
- B. Instructions to tenderers**
- C. Draft contract**
- D. Terms of reference**
- E. Tender submission form** (*To be submitted by the tenderer as the standard application form using the template provided Annex I*)
- F. Financial offer form** (*To be submitted by the tenderer as the financial offer using the template provided Annex II*)

We look forward to receiving your tender, which has to be sent no later than the submission deadline at the e mail address specified in the instructions to tenderers.

By submitting a tender, you accept to receive notification of the outcome of the procedure by electronic means. Such notification shall be deemed to have been received by you on the date upon which the contracting authority sends it to the electronic address you referred to in your offer.

Head of Contracting Authority

Albert Hani

Secretary General

A: CONTRACT NOTICE

- 1. Procedure:** Open procedure
 - 2. Contract title:** “Production of online content for the project’s activities of the Regional Youth Cooperation Office (RYCO)”.
 - 3. Financed from:** German Ministry of Foreign Affairs
 - 4. Contracting Authority:** Regional Youth Cooperation Office (RYCO)
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CONTRACT SPECIFICATION

- 5. Nature of contract:** Global based
 - 6. Contract description:** RYCO is seeking the services of a qualified **Creative Agency** who can create a concept for raising an awareness campaign for social media, create visual social media content, and create an online platform on the existing RYCO website A detailed description of the services required is provided in the Terms of References, part D of the Tender Dossier.
 - 7. Number and titles of lots:** Sole lot
 - 8. Maximum budget available: 9 700 (nine thousand seven hundred) Euro in total;**
The maximum available budget for the I and II segment is 8.000 (eight thousand) EUR
The maximum available budget for the III segment 1.700 (one thousand and seven hundred) EUR
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CONDITIONS OF PARTICIPATION

- 9. Eligibility:** Participation in tendering is open on equal terms to duly registered legal entities/**Creative Agencies** performing this type of activity in one of the Western Balkans 6 Contracting Parties.
 - 10. Number of tenders:** No more than one tender can be submitted by a tenderer participating either on their own or as member of a consortium. In the event that a tenderer submits more than one tender, all tenders in which the eligible entity has participated will be excluded.
 - 11. Sub-contracting:** Sub – contracting is partially allowed.
 - 12. Grounds for exclusion:** As part of the tender, tenderers must submit a signed declaration, included in the tender form, to the effect that they are not in any of the listed exclusion situations.
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PROVISIONAL TIMETABLE

- 13. Provisional commencement of the contract:** 30 September 2023
 - 14. Implementation period:** 30 September – 25 December 2023
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SELECTION AND AWARD CRITERIA

15. Selection criteria

The following selection criteria will be applied to the tenderers.

Exclusion criterion:

Regional Youth Cooperation Office – RYCO

Tenderers must sign a declaration on honour on exclusion criteria together with their tender, certifying that they do not fall into any of the exclusion situations mentioned in the declaration.

A. Professional Suitability:

- The Companies/Creative Agencies must be duly registered legal entity exercising this type of activity

Documentary evidence required:

1. Copy of legal registration

B. Technical, professional capacity and experience:

- Not less than 3 years of experience in the production of digital content and web development, demonstrated in the company portfolio, including the list of clients and examples of previous work.
- Very good knowledge of written and spoken English of the dedicated staff for this contract

Documentary evidence required:

1. Portfolio of the service provider (I.e.: demonstration of previous work in the relevant fields);
2. CV of the employees who are going to be engaged in this contract on the company's behalf, with proof of very good knowledge of written and spoken English;
3. Two reference letters from previous clients.

C. Economic and financial capacity

- The potential tenderers must be financially sound and stable.
- The overall turnover for the past two years must not be less than twice the estimated value of the contract specifically not less than: 19 400 (nineteen thousand four hundred) EUR

Documentary evidence required

1. The Company annual turnover of the last 2 financial years.

16. Award criteria: The award criterion will be: **Best price – quality ratio on a 70/30% basis;**

70% - Quality of submitted suggestions and content

30% - Financial Offer

TENDERING

17. Deadline for receipt of tenders: 28/09/2023, 17h00.

18. Tender format and details to be provided: Tenders must be submitted using the standard tender form provided in this tender dossier. To prepare their tender, Tenderers must strictly follow all the instructions indicated at “*Instructions to Tender*” and “*Terms of References*” including the annexes, part of this tender dossier.

18. How tenders may be submitted: Tenders must be submitted in English exclusively to the contracting authority: **Regional Youth Cooperation Office (RYCO)** and be sent to the

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following email address:

procurement@rycowb.org

Tenders submitted by any other means will not be considered.

By submitting a tender tenderer accept to receive notification of the outcome of the procedure by electronic means.

19. Operational language: All written communications for this tender procedure and contract must be in English.

20. Alteration or withdrawal of tenders: Tenderers may alter or withdraw their tenders by electronic notification sent in the same email address mentioned in point 18 prior to the deadline for submission of tenders. No tender may be altered after this deadline.

21. Offer validity period: The offer validity period is 120 (one hundred twenty) days from the deadline for submission of tenders.

22. Legal basis:

- RYCO's Rules for Procurement:
- Procurement provisions stipulated in the Agreement
- Statute of the Regional Youth Cooperation Office

B: INSTRUCTIONS TO TENDERERS

When submitting their tenders, tenderers must follow all instructions, forms, terms of reference and relevant annexes, draft contract provisions and specifications contained in this tender dossier. Failure to submit a tender containing all the required information and documentation within the deadline specified may lead to the rejection of the tender.

1. Services to be provided

The services required by the Contracting Authority are described in the terms of reference (part D of the tender dossier) and form an integral part of this Contract.

2. Timetable

	DEADLINE	TIME*
Deadline for requesting clarification from the contracting authority	Up to 3 (three) working days before the deadline for submission of tenders	
Last date for the contracting authority to issue clarification	At the latest 1 (one) working days before the deadline for submission of tenders	
Deadline for submitting tenders	28/09/2023	17:00

** All times are in the time zone of the country of the contracting authority.*

3. Participation, qualification and subcontracting

- a) **Participation:** Participation in tendering is open on equal terms to duly registered legal entities/Creative Agencies performing this type of activity in one of the Western Balkans 6 Contracting Parties.
- b) **Qualification:** Upon meeting the selection criteria.
- c) **Sub – contracting:** Sub - contracting is partially allowed as per the description provided in the Terms of Reference.

4. Content of tender.

The tender must include a technical offer and a financial offer.

4.1. Technical offer

The technical offer must include the following documents:

- 1. Tender submission form according the template given in the tender dossier (ANNEX I of**

the tender dossier), including:

- a. "STATEMENT",
- b. "DECLARATION ON HONOUR ON EXCLUSION CRITERIA",
- c. "FINANCIAL IDENTIFICATION FORM"

** The above-mentioned form to be completed signed and stamped by the tenderers.*

2. **The evidences to support the selection criteria** set in the Contract Notice, part A of the tender dossier as follows:

The potential tenderer must submit:

1. **Portfolio of the service provider (i.e.: demonstration of previous work in the relevant fields);**
2. **The technical proposals for segment I & III as per the description provided in the Terms of Reference.**
3. **CV of the employees who are going to be engaged in this contract on the company's behalf, with proof of very good knowledge of written and spoken English;**
4. **Two reference letters from previous clients;**
5. **Copy of legal registration;**
6. **The Company's annual turnover for the last 2 financial years;**
7. **Agreement of entering into a consortium (if applicable**

Documentary proof should be scanned copies of the original or notarized copies.

Statements must be in original. Tenderers are reminded that the provision of false information in this tender procedure may lead to the rejection of their tender.

4.2. Financial offer

The Financial offer, must be presented in Euro and must be submitted using the template of Annex II of this tender dossier.

Tenderers are reminded that the maximum budget available for this contract, as stated in the contract notice is: 9 700 (nine thousand seven hundred) Eur in total.

*--The maximum available budget for the I and II segment is **8.000 (eight thousand) EUR***

*--The maximum available budget for the III segment **1.700 (one thousand and seven hundred) EUR***

In the financial offer submitted VAT, and all applicable taxes must be included.

Offers, all correspondence and documents related to the tender exchanged by the tenderer and the contracting authority must be in English.

Supporting documents furnished by the tenderer may be in another language, provided they are accompanied by a translation into the language of the procedure. For the purposes of interpreting the tender, the language of the procedure has precedence.

Failure to fulfil the requirements of these clauses will constitute an irregularity and may result in rejection of the tender.

5. Additional information before the deadline for submitting tenders

Tenderers may submit questions to the following email address:

procurement@rycowb.org **up to 3 (three) working days before the deadline for submission of tenders, specifying the contract title.**

The contracting authority has no obligation to provide clarification after this date.

The contracting authority must respond to request for clarifications **at the latest 1 (one) working days after receiving them.**

Any tenderer seeking to arrange individual meetings with the contracting authority concerning this contract during the tender period may be excluded from the tender procedure.

- Information meeting: No information meeting is foreseen.

6. Submission of tenders

Tenders must be sent to the contracting authority within the given deadline in point 2 “Timetable” of Instructions to tender. They must include the requested documents specified on clause 4 above and be sent to the following email address:

procurement@rycowb.org

- Tenders submitted by any other means will not be considered.
- All tenders submitted after the above given deadline shall be rejected.

7. Costs for preparing tenders

No costs incurred by the tenderer in preparing and submitting the tender are reimbursable. All such costs must be borne by the tenderer.

8. Ownership of tenders

The contracting authority retains ownership of all tenders received under this tendering procedure.

9. Evaluation of tenders

9.1 Examination of the administrative conformity of tenders

The aim at this stage is to check that tenders comply with the essential requirements of the tender dossier. A tender is deemed to comply if it satisfies all the conditions, procedures and specifications set in the tender dossier without substantially departing from or attaching restrictions to them.

Substantial departures or restrictions are those which affect the scope, quality or execution of the contract, differ widely from the terms of the tender dossier, limit the rights of the contracting authority or the tenderer’s obligations under the contract or distort competition for tenderers whose tenders do comply. Decisions to the effect that a tender is not administratively compliant must be duly justified in the evaluation report.

If a tender does not comply with the tender dossier, it will be rejected immediately and may not subsequently be made to comply by correcting it or withdrawing the departure or restriction.

9.2 Evaluation of technical offers

For tenders that fulfil the requirements concerning formal responsiveness, RYCO shall then proceed to evaluate the eligibility and, the technical qualification of the tenderers. in accordance with the selection and award criteria and on the basis of the required documentary evidence

If a tender does not technically comply with the tender dossier, it will be rejected immediately and may not subsequently be made to comply by correcting it or withdrawing the departure or restriction.

9.3. Evaluation of financial offers

Upon completion of the technical evaluation the financial offers will be evaluated in accordance with the award criteria. Financial offers exceeding the maximum budget available for the contract are unacceptable and will be eliminated. Any arithmetical errors are corrected without penalty to the tenderer such that:

- If there is a discrepancy between amounts in figures and in words, the amount in words will be the amount taken into account;
- Amounts corrected in this way will be binding on the tenderer. If the tenderer does not accept them, its tender will be rejected.

10. Choice of selected tenderer / Award Criteria

The award criterion will be: Best price quality ration on a 70/30% basis, specifically 70% technical offer (quality of submitted suggestions and content) & 30% financial offer.

11. Amending or withdrawing tenders

Tenderers may amend or withdraw their tenders by e mail referring to the above given email address prior to the deadline for submitting tenders. The subject of the email must be ‘Amendment...’ or ‘Withdrawal...’ as appropriate. Tenders may not be amended after this deadline.

12. Confidentiality

The entire evaluation procedure is confidential, subject to the contracting authority’s legislation on access to documents. The evaluation committee’s decisions are collective and its deliberations are held in closed session. The evaluation reports and written records are for official use only and may be not communicated to the tenderers.

13. Ethics clauses / Corruptive practices

a) Absence of conflict of interest

The tenderer must not be affected by any conflict of interest and must have no equivalent relation in that respect with other tenderers or parties involved in the project. Any attempt by a tenderer to obtain confidential information, enter into unlawful agreements with competitors or influence the evaluation committee or the contracting authority during the process of examining, clarifying, evaluating and comparing tenders will lead to the rejection of its tender.

b) Respect for human rights as well as environmental legislation and core labour standards

The tenderer and its staff must comply with human rights and applicable data protection rules. In particular, and in accordance with the applicable basic act, tenderers and applicants who have been awarded contracts must comply with the environmental legislation, and with the core labour standards as applicable and as defined in the relevant International Labour

Organisation conventions (such as the conventions on freedom of association and collective bargaining; elimination of forced and compulsory labour; abolition of child labour).

c) Unusual commercial expenses

Tenders will be rejected or contracts terminated if it emerges that the award or execution of a contract has given rise to unusual commercial expenses. Such unusual commercial expenses are commissions not mentioned in the main contract

d) Breach of obligations, irregularities or fraud

The contracting authority reserves the right to suspend or cancel the procedure, where the award procedure proves to have been subject to breach of obligations, irregularities or fraud. If breach of obligations, irregularities or fraud are discovered after the award of the contract, the contracting authority may refrain from concluding the contract.

e) Anti-corruption and anti-bribery

The tenderer shall comply with all applicable laws and regulations and codes relating to anti-bribery and anti-corruption. The Contractor Authority reserves the right to suspend or cancel project financing if corrupt practices of any kind are discovered at any stage of the award process or during the execution of a contract. For the purposes of this provision, 'corrupt practices' are the offer of a bribe, gift, gratuity or commission to any person as an inducement or reward for performing or refraining from any act relating to the award of a contract or execution of a contract already concluded with the contracting authority.

14. Signature of contract

14.1. Notification of award

The successful tenderer will be informed by electronic means that its tender has been accepted.

The other tenderers will, at the same time as the notification of award is issued, be informed that their tenders were not retained, by electronic means, including an indication of the reason. The second best tenderer is informed of the notification of award to the successful tenderer with the reservation of the possibility to receive a notification of award in case of inability to sign the contract with the awarded tenderer. The contracting authority will furthermore, at the same time, also inform the remaining unsuccessful tenderers.

14.2. Signature of the contract/ Implementation

After the expiry of the appeal period (in cases when no appeals have been submitted) or after the end of appeal process if the award decision has not been subject to changes deriving from appeal process and upon confirmation of availability the Contracting Authority will invite the successful tenderer to sign the contract.

Failure of the selected tenderer to comply with this requirement and/or availability may constitute grounds for annulling the decision to award the contract. In this event, the contracting authority may decide to award the contract to the second best tenderer or cancel the tender procedure.

Should the Contracting Authority learn that a tenderer has confirmed the availability and signed the contract although the tenderer has deliberately concealed the fact of unavailability for the start and the implementing of the contract, the Contracting Authority may decide to terminate the contract.

15. Cancellation of the tender procedure

In the event of cancellation of the tender procedure, the contracting authority will notify tenderers of the cancellation.

Cancellation may occur, for example, where:

- the tender procedure has been unsuccessful, i.e. no suitable, qualitatively or financially acceptable tender has been received or there is no valid response at all;

- there are fundamental changes to the economic or technical data of the project;
- exceptional circumstances or force majeure render normal performance of the contract impossible;
- all technically acceptable tenders exceed the financial resources available;
- there have been breach of obligations, irregularities or frauds in the procedure, in particular if they have prevented fair competition;
- the award is not in compliance with sound financial management, i.e. does not respect the principles of economy, efficiency and effectiveness (e.g. the price proposed by the tenderer to whom the contract is to be awarded is objectively disproportionate with regard to the price of the market).

In no event shall the contracting authority be liable for any damages whatsoever including, without limitation, damages for loss of profits, in any way connected with the cancellation of a tender procedure, even if the contracting authority has been advised of the possibility of damages. The publication of a contract notice does not commit the contracting authority to implement the programme or project announced.

16. Appeals

Tenderers believing that they have been harmed by an error or irregularity allegedly committed as part of a selection procedure or that the procedure was vitiated by any maladministration may file a complaint which should be sent electronically to the Contracting Authority in the same e mail address tenders were submitted *up to 3 working days after receiving evaluation results*. The Contractor Authority should respond to the tenderer by electronic means too at the latest 2 (two) days after receiving the compliant.

C: DRAFT CONTRACT

FOR

“THE PRODUCTION OF ONLINE CONTENT FOR THE PROJECT’S ACTIVITIES OF THE REGIONAL YOUTH COOPERATION OFFICE.”

This Service Contract the “Contract”, is signed on September 25th, 2023 by and between:

1. **The Regional Youth Cooperation Office (RYCO)**, duly established and organized under the laws of Albania, under registration number L71911452J having its registered address and Head Office at Rruga “Skenderbej”, 8/2/2 in Tirana, Albania, legally represented by the Secretary General, Mr. Albert Hani, adult, with full legal capacity to act, hereinafter referred to as the “*Contracting authority*” or “*RYCO*”.

of the one part,

and

2. *[insert the full name of the company]*, a company incorporated under the laws of *[insert the Contracting Party]*, having its registered office at: *[insert the exact address]* registered with the unique registration number (NUIS) *[insert the registration number]*, legally represented for the purposes of the signature of this Contract by *[insert the full name of the Legal Representative]*, *[insert the tittle]*, adult, with full legal capacity to act, referred to “*Service provider*” or “*the Contractor*”.

of the other part

Hereinafter each of them referred to as the “Party” and collectively as the “Parties”.

Preamble

This Contract is funded by the Regional Youth Cooperation Office funds.

Article 1 Object of the Contract

1. The main object of the Contract is the provision of services by the Service Provider on producing visual social media content and have paid promotion of it on the regional level, among target groups, as well as for conducting any other tasks and deliverables as described in the Terms of Reference, integrated and inseparable part of this Contract.

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- The Service Provider hereby states and warrants to RYCO that it is fully capable to provide the services as envisaged in this Contract and has no other commitments or engagements to other persons, organizations or entities which could prevent it from performing its obligations under the present Contract.

Article 2 Term of the Contract

This Contract shall enter into full force and effect on September 25th, 2023, and shall remain in full force and effect until December 25th, 2023.

Article 3 Deliverables and Services

- The Service Provider agrees to provide the following services:

I. Create an Online Raising Awareness Campaign and production of visual content about Youth Peace and Security Agenda for RYCO's social media.
II. Developing Subpage about “YPS,” on the RYCO website.
<i>The maximum available budget for the I and II segments is <u>8.000 (eight thousand) EUR</u></i>
III. Producing visual content about Regional Youth Culture Fund for RYCO Social Media.
<i>The maximum available budget for the III segment <u>1.700 (one thousand and seven hundred) EUR</u></i>

I. Creating an Online Raising Awareness Campaign and production of visual content about YPS for RYCO's social media;

- Raising Awareness Online Campaign about YPS for RYCO social media should explain what YPS Agenda is, in a youth-friendly and understandable way, adjusted to local context. It should start latest on 23rd of October and last a maximum of two months. The frequency of publication should be adjusted to RYCO's existing activity on social media and its need to promote other projects, too. On average, 2 posts about YPS per week would be an acceptable frequency. All the content, including visuals and captions, must be in English.

The Service provider shall deliver in English the following deliverables:

Deliverable	Explanation	Date of delivery
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Final Social Media Campaign Proposal	An edited version of the Brief Social Media Campaign Proposal, delivered through the application, upon receiving feedback from RYCO.	2 nd of October, 2023
Social Media Action Plan	Plan with dates and frequency of publication that includes a description of the visuals/scenarios for videos before they are produced and captions for suggested visuals, etc.	6 th of October, 2023
Final General Visual	Edited example of general visual for social media, delivered through the application, upon receiving feedback from RYCO.	6 th of October, 2023
Social Media Visual Content	Up to 12 different visuals: 2 animated videos, at least 5 static posts, at least 2 carousels, at least 1 (one) template; This quantity and formats can be adjusted in a later phase if needed for the success of the campaign.	The first package of weekly visuals – 16 th of October, 2023. <i>Content should be delivered on weekly bases, at the latest one week before the planned date of publication.</i>
List with links and short profile descriptions for at least 12 social media influencers, two from each CP	RYCO will choose 6, one from each CP.	18 th of October 2023
Brief for social media influencers on how to promote YPS and RYCO	Based on the inputs from RYCO.	18 th of October 2023
Paid engagement of 6 chosen influencers based on RYCO feedback	They should be paid from the budget foreseen for segments I and II.	23 rd of October – 23 rd of November 2023
Report from Social Media Influencers	With statistics and the narrative part explanation of	After they finish the promotion.

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	the results and made influence.	
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II Developing Subpage about YPS on the RYCO website.

Service provider is expected to create a new Subpage about YPS on the RYCO website that aligns with our brand identity and provides an engaging user experience. The purpose of this new page is to provide knowledge HUB dedicated to YPS, with sections like Info, News, REL Hub (presenting experts and documents), Opportunities, and Contact (and not limited just to these if the need for different content occurs during the process). Subpage.

The Service Provider shall deliver the following:

Deliverable	Explanation	Date
Low-fidelity design mockup	Based on inputs from this ToR and in line with the RYCO website.	23 rd of October, 2023
High-fidelity design mockup	Based on the approved low fidelity wireframe and feedback from RYCO.	TBD
Develop design	Creating/Publishing the Subpage on the RYCO website.	TBD

III Producing visual content about Regional Youth Culture Fund for RYCO social media.

The Regional Youth Culture Fund is a new grant scheme for culture practitioners in the region, aiming to promote cultural activism, regional cooperation and intercultural learning, peacebuilding, and reconciliation among them. The key activities until the end of the year are Open Call for small grants for cultural practitioner's/art activists/civil society organizations, 1 Regional Kick-off event, workshops in 6 CPs, 1 regional training, and Info sessions in 6 CPs. RYCO plan to promote regionally Open Call and listed activities on its social media. The idea is to produce **visual social media content**, based on visual identity that will be provided by RYCO once the contract is signed.

The Service Provider shall deliver the following:

Deliverable	Explanation	Date
Action Plan	Plan with a description of the visuals/scenarios for videos before they are produced and captions in English for suggested	2 nd of October, 2023.

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	visuals, etc.	
General visual	As a reference for other visuals.	9 th of October, 2023.
Animate video 1	Announcing the Open Call.	11 th of October, 2023.
Animated video 2	Explaining the application process or similar.	During the campaign.
At least 5 static social media visuals, all adjusted to different formats.	Different formats - website banner, FB post, IG post, TW, IG Story...	The first package of weekly visuals – 11 th of October, 2023. Content should be delivered on weekly bases, at the latest one week before the planned date of publication.
At least 1 carousel	of Facts about Open Call or culture practitioners in the region.	Content should be delivered on weekly bases, at the latest one week before the planned date of publication.
Template Visual	Visual that can be adjusted for the announcement of workshops and info sessions.	16 th of October, 2023.
Simple design of the presentation	RYCO will provide content for the presentation that should be designed based on the Visual Identity of Culture Fund.	2 (two) days after receiving the draft presentation from RYCO.

- The Service provider will report to RYCO. RYCO's person in charge or the Contract Manager, will regularly communicate with the contractor and provide feedback and guidance on its performance and all other necessary support to achieve the objectives of the assignment, as well as remain aware of any upcoming issues related to the contractor's performance and quality of work. All activities and deliverables undertaken by the contractor shall be discussed and planned in concert with RYCO.

Article 4

Price and Payment modality

- The total Price for the design, production and delivery of the visibility materials including any works or tasks under this Contract is *[insert the total amount in digits and letters]* EUR, VAT included.

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2. Upon delivery by the Service Provider and formal acceptance of the deliverables and reports as thoroughly stipulated in the Terms of Reference, integrated and inseparable part of this Service contract, by RYCO, the Service Provider shall submit to RYCO the respective invoices (*signed original*).
3. Within 30 (thirty) days upon reception of the invoices by The Service Provider, RYCO shall execute the payment in EUR, in 2 (two) equal instalments, to the following bank account:
 - i. *Bank account holder name:* **[insert the bank account holder]**
 - ii. *Bank name:* **[insert the designation of the bank]**
 - iii. *Address of the bank:* **[insert the exact address of the bank]**
 - iv. *IBAN/Account number:* **[insert IBAN]**
 - v. *SWIFT:* **[insert SWIFT]**
 - vi. *Currency:* **EUR**
4. RYCO shall consider the payment as executed when it submits from its Bank account the transfer order for the payments to the bank account of The Service Provider.
5. The Price specified in the provision 4 point 1, is the total charge to RYCO. The Service Provider shall be responsible for the payment of all taxes, duties, and charges assessed on it in connection with this Contract, in accordance with the applicable Laws.
6. The Contracting authority may at any point suspend the payment deadline if a request for payment cannot be processed because it does not comply with the Contract's provisions. The Contracting authority must formally notify the Service provider of the suspension and the reasons for it.
7. The suspension takes effect on the day the notification is sent by the Contracting authority. If the condition for suspending the payment deadline as referred to is no longer met, the suspension will be lifted and the remaining period will resume.
8. If the payment deadline has been suspended due to the non-compliance of the reports or deliverables and the revised report or deliverables is not submitted or was submitted but is also rejected, the Contracting authority may also terminate the Contract.
9. The Contracting authority may reject (parts of) or reduce the fees if they do not fulfil the conditions or if the Service provider is in breach of any of the obligations under this Contract.
10. RYCO shall be entitled, without derogating from any other right it may have, to defer payment of part or all of the price until The Service Provider has completed, to the satisfaction of RYCO, the delivery of the respective deliverables as foreseen in this Contract and the Terms of Reference, integrated and inseparable part of this Contract.

Article 5

Suspension of the Contract

1. The Contracting authority may suspend the implementation of the Contract or any part of it, if the Contractor is not able to fulfil its obligation to carry out the work required.
2. The Contracting authority must formally notify the Contractor of its intention, include the

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reasons why and invite it to submit any observations within 5 (five) days of receiving notification. If the Contracting authority does not accept these observations, it will formally notify confirmation of the suspension.

3. The suspension will take effect on the date the notification is sent by the Contracting authority.
4. If the reasons for suspending the implementation of the Contract are no longer valid, the suspension may be lifted and implementation may be resumed.

Article 6 **Obligations of the Service Provider**

1. The Contractor is responsible for supplying all necessary equipment, materials and other resources required for the execution of this Contract.
2. The Contractor has to devote its full working capacity in the performance of the duties and tasks under this Contract and must abstain from anything which may jeopardize RYCO's interests or reputation.
3. The Contractor is liable for any damage that may be caused due to the quality of Services provided to RYCO during the term of the present Contract.
4. Violation of the provisions set in this Article by the Contractor shall be deemed severe violation of the service commitment and might result in the immediate dissolution of the Contract and/or indemnification as designated by RYCO.

Article 7 **Obligations of RYCO**

1. RYCO shall:
 - i. Provide the necessary support to the Service Provider for the performance of all required services and to achieve the objective of this Contract;
 - ii. Undertake the final control and acceptance of the deliverables;
 - iii. Sign every acceptance act of the work processes, or make any remarks or suggestions;
 - iv. Provide feedback and guidance; and
 - v. Communicate on a regular basis with the Service Provider.
2. In case deliverables do not fulfill RYCO's expectations as per Terms of Reference, RYCO reserves the right to request new proposals and improvement of deliverables.

Article 8 **Termination of the Contract**

1. The Contracting authority may at any moment terminate the Contract if The Service Provider:
 - a) is performing its obligations poorly,
 - b) is not performing; or
 - c) has committed substantial errors, irregularities or fraud.

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2. The Contracting authority must formally notify The Service Provider of its intention, include the reasons why and invite it to submit any observations within 5 (five) days of receiving notification. If the Contracting authority does not accept these observations, it will formally notify confirmation of the termination. The termination will take effect on the date the notification is sent by the Contracting authority.
3. The Service Provider may at any moment terminate the Contract if it is not able to fulfil its obligations in carrying out the work required. The Service Provider must formally notify the Contracting authority and include the reasons by giving 15 (fifteen) days' notice. The termination will take effect on the date the Contracting authority will formally notify confirmation of the termination.
4. The Service Provider can submit to RYCO a payment request for the tasks already executed on the date of termination, within 30 (thirty) days from the date of termination.

Article 9 Ownership and Use of the Results

1. RYCO must fully and irrevocably acquire the ownership of the results under this Contract including any rights in any of the results listed in this Contract, including copyright and other intellectual or property rights and information contained therein, produced in performance of the Contract. RYCO shall acquire all the rights from the moment the results are delivered by the Service provider and accepted by RYCO. Such delivery and acceptance are considered to constitute an effective assignment of the rights from The Service Provider to RYCO.
2. RYCO may use, publish, assign or transfer these results as it sees fit, without any limitations (geographical or other), unless intellectual property rights already exist.

Article 10 Records and Supporting Documentation

1. The Service provider must keep records and other supporting documentation (original supporting documents) as evidence that the Contract is performed correctly and the expenses were actually incurred. These must be available for review upon the Contracting authority's request.
2. The Service provider must keep all records and supporting documentation for 5 (five) years starting from the date of the last payment. If there are on-going checks, audits, investigations, appeals, litigation or pursuit of claims, the Contractor must keep the records and supporting documents until these procedures end.

Article 11 Notices

1. Any written communication or notice related to this Contract shall be made in writing using electronic means.
2. All communication by and between RYCO and the Service provider concerning the execution of this Contract shall be directed to Ms. Jelena Kulidžan, RYCO Communications and Visibility Manager, via e-mail: jelena.kulidzan@rycowb.org and to *[insert the full name of*

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the contact point from the Service provider], to the following email address: *[insert the email address]*.

3. Both Parties undertake the obligation to notify immediately one another of any change in their registration such as residence or contact details, which may have an impact on the execution of present Contract and on their professional relationship.

Article 12 Independent Contractor

The Service Provider shall provide the deliverables under this Contract as an independent contractor and not as an employee, partner, or agent of RYCO.

Article 13 Dispute Resolution

1. This contract is construed and governed by the laws of Albania.
2. Any dispute, controversy or claim arising out of or in connection to this Contract, or the breach, termination or invalidity thereof, shall be settled amicably by negotiation between the Parties.
3. If an amicable solution to a dispute arising from the application of this Contract with regard to its interpretation or application has not been reached within 30 (thirty) days from the commencement of such negotiations, the complaining party may appeal to the competent court in Albania.

Article 14 Confidentiality

1. All information which comes into The Service Provider 's possession or knowledge in connection with this Contract is to be treated as strictly confidential. The Service Provider should not communicate such information to any third party without the prior written approval of RYCO. These obligations shall survive the expiration or termination of this Contract.
2. The Parties hereby, commit on regulating their contractual relationship and all the related terms for the provision of the respective services as envisaged in this Contract, in conformity with the requirements under the applicable data protection legislation, "The Convention for the Protection of Individuals with regard to Automatic Processing of Personal Data (CETS No. 108)", GDPR Regulations and other respective International Standards applied for the collection and processing of the Personal Data.

Article 15 Status of RYCO

Nothing in this Contract affects the privileges and immunities enjoyed by RYCO as an Intergovernmental Organization vested with a Diplomatic Mission Status. The official logo and name of RYCO may only be used by The Service Provider in connection with this Contract and with the prior written approval of RYCO.

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Article 16 Amendments

Amendments to this Contract may be done only in written by consent from both parties. The party receiving the request must formally notify its agreement or disagreement, within 5 (five) days of receiving notification.

Article 17 Severability

If any part of this Contract is found to be invalid or unenforceable, that part will be severed from this Contract and the remainder of the Contract shall remain in full force and effect.

Article 18 Entirety

1. The Contract shall be interpreted by considering its terms and conditions as an entirety. Any clause or wording that may create uncertainty must be viewed in the context of the entire Contract and in the view of the purposes that caused both Parties to enter into this Contract.
2. This Contract covers all arrangement between the Parties, related to the object herein and substitutes all and any previous agreements and understandings between the Parties, whether written or verbal.

Article 19 Governing Language

The language of this Contract is English. All correspondence and other documents pertaining to this Contract, which are exchanged by the parties, shall be written in the same language.

Article 20 Final Clauses

The entire Agreement between the Parties is composed of the:

- i) Contract,
- ii) Terms of reference, and
- iii) Financial offer.

Done in English in 3 (three) originals: 2 (two) originals being for the Contracting authority; and 1 (one) original being for The Service Provider.

For the Contracting Authority:

Mr. Albert Hani

Secretary General
Regional Youth Cooperation Office

For The Service Provider:

[insert full name of The Service Provider]

[insert the title]
[insert the company]

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D: TERMS OF REFERENCE

“Creative Agency services for production of online content for the project's activities of Regional Youth Cooperation Office”

General information

Organization: Regional Youth Cooperation Office (RYCO)

Duration: 30 September – 25 December 2023

Starting date of the contract: 30 September 2023

Maximum available budget: 9.700 EUR

Background

The Regional Youth Cooperation Office (RYCO) is an intergovernmental organization dealing with peacebuilding, reconciliation, and cooperation in the Western Balkans (WB6) through youth exchange programs. It was established by the governments of Albania, Bosnia and Herzegovina, Kosovo*, Montenegro, North Macedonia, and Serbia (jointly called – Contracting Parties or shortly CPs), in July 2016 within the Berlin Process. Read more about it on the website www.rycowb.org.

RYCO is currently preparing for the implementation of two regional projects called RYCOGNIZED and Regional Youth Culture Fund, supported by the German Government. For the purpose of promoting activities of two projects. In this regard RYCO is looking for a service provider who can create a concept for raising an awareness campaign for social media, create visual social media content, and create an online platform on the existing RYCO website, all in English.

RYCOGNIZED project is, among other topics, dedicated to the promotion of the Youth Peace and Security (YPS) Agenda, adopted by the United Nations in 2015. You can read more about it on [UN website](#), [Youth4Peace website](#), and [Progress Study on Youth, Peace, and Security](#). The idea is to develop and implement a **small-scale promotional campaign** on RYCO social media platforms, to raise awareness about the Youth Peace and Security Agenda in the region, to explain it, and translate it to the local context. Additionally, RYCO plans to create a **special page/tab dedicated to YPS on its own website**, that can serve as the knowledge HUB, where we can present news about YPS activities in the region, experts from the field, upload different types of documents like studies, research and policy papers, opportunities for youth, etc.

Regional Youth Culture Fund is a new grant scheme for the WB6 cultural practitioners with the aim to promote cultural activism, by enhancing regional cooperation and intercultural learning, peacebuilding, and reconciliation among the youth in the region. The project will contribute towards fostering positive social changes on the pressing issues in Western Balkan.

RYCO plans to regionally promote Open Call and other project activities on its social media. The idea is to produce **visual social media content** and have **paid promotion** of it on the regional level, among target groups.

Required Services

I Creating an Online Raising Awareness Campaign and production of visual content about YPS for RYCO's social media
II Developing Subpage about YPS on the RYCO website
<i>The maximum available budget for the I and II segments <u>8.000 EUR</u></i>
III Producing visual content about Regional Youth Culture Fund for RYCO social media
<i>The maximum available budget for the III segment <u>1.700 EUR</u></i>

I Creating an Online Raising Awareness Campaign and production of visual content about YPS for RYCO's social media

Raising Awareness Online Campaign about YPS for RYCO social media should explain what YPS Agenda is, in a youth-friendly and understandable way, adjusted to local context. It should start latest on 23 October and last a maximum of two months. The frequency of publication should be adjusted to RYCO's existing activity on social media and its need to promote other projects, too. On average, 2 posts about YPS per week would be an acceptable frequency. All the content, including visuals and captions, have to be in English.

In the Application process, the applicant needs to deliver in English:

- **Brief Social Media Campaign Proposal** (not more than 400 words) - this proposal should answer what is your main idea of the campaign, how do you plan to organize it, and with what objectives, what would be visual and communication style, justification of chosen style, etc.
- **Scenario for video and 2 different examples of general visual for social media** - two different visuals for social media that can serve as examples of the campaign visual identity and one short scenario for animated video.
- **Proposal and profile description for at least 1 social media influencer** - links and short profile description of at least two social media influencers from different CPs, that you would suggest to be engaged to promote this campaign.

The selected service provider should deliver in English:

Deliverable	Explanation	Date of delivery
Final Social Media Campaign Proposal	An edited version of the Brief Social Media Campaign Proposal, delivered through the application, upon receiving feedback from RYCO	2 October

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Social Media Action Plan	Plan with dates and frequency of publication that include a description of the visuals/scenarios for videos before they are produced and captions for suggested visuals, etc.	6 October
Final General Visual	Edited example of general visual for social media, delivered through the application, upon receiving feedback from RYCO	6 October
Social Media Visual Content	Up to 12 different visuals: 2 animated videos, at least 5 static posts, at least 2 carousels, at least one template; This quantity and formats can be adjusted in a later phase if needed for the success of the campaign	The first package of weekly visuals - 16 October. <i>Content should be delivered on weekly bases, at the latest one week before the planned date of publication.</i>
List with links and short profile descriptions for at least 12 social media influencers, two from each CP	RYCO will choose 6, one from each CP	18 October
Brief for social media influencers on how to promote YPS and RYCO	Based on the inputs from RYCO	18 October
Paid engagement of 6 chosen influencers based on RYCO feedback	They should be paid from the budget foreseen for segments I and II.	23 October - 23 November
Report from Social Media Influencers	With statistics and the narrative part explanation of the results and made influence	After they finish the promotion

II Developing Subpage about YPS on the RYCO website

Service provider is expected to create a new Subpage about YPS on the RYCO website that aligns with our brand identity and provides an engaging user experience. The purpose of this new page is to provide knowledge HUB dedicated to YPS, with sections like Info, News, REL Hub (presenting

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experts and documents), Opportunities, and Contact (and not limited just to these if the need for different content occurs during the process). Subpage

The selected service provider should deliver:

Deliverable	Explanation	Date
Low-fidelity design mockup	Based on inputs from this ToR and in line with the RYCO website	23 October
High-fidelity design mockup	Based on the approved low fidelity wireframe and feedback from RYCO	TBD
Develop design	Creating/Publishing the Subpage on the RYCO website	TBD

III Producing visual content about Regional Youth Culture Fund for RYCO social media

The Regional Youth Culture Fund is a new grant scheme for culture practitioners in the region, aiming to promote cultural activism, regional cooperation and intercultural learning, peacebuilding, and reconciliation among them. The key activities until the end of the year are Open Call for small grants for cultural practitioners/art activists/civil society organizations, 1 Regional Kick-off event, workshops in 6 CPs, 1 regional training, and Info sessions in 6 CPs. RYCO plan to promote regionally Open Call and listed activities on its social media. The idea is to produce **visual social media content**, based on visual identity that will be provided by RYCO once the contract is signed.

In the Application process, the applicant needs to deliver in English:

- Two brief ideas on how to attract the target group on social media for this Open Call.

The selected service provider should deliver:

Deliverable	Explanation	Date
Action Plan	Plan with a description of the visuals/scenarios for videos before they are produced and captions in English for suggested visuals, etc.	2 October
General visual	as a reference for other visuals	9 October
Animate video 1	Announcing the Open Call	11 October

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Animated video 2	Explaining the application process or similar	During the campaign
At least 5 static social media visuals, all adjusted to different formats	Different formats - website banner, FB post, IG post, TW, IG Story...	The first package of weekly visuals - 11 October. Content should be delivered on weekly bases, at the latest one week before the planned date of publication.
At least 1 carousel	of Facts about Open Call or culture practitioners in the region	Content should be delivered on weekly bases, at the latest one week before the planned date of publication.
Template Visual	Visual that can be adjusted for the announcement of workshops and info sessions	16 October
Simple design of the presentation	RYCO will provide content for the presentation that should be designed based on the Visual Identity of Culture Fund	Two days after receiving the draft presentation from RYCO

Price of contract

Applicants should indicate the prices for segments I and II, and for segment III separately, as well as the total price of the contract. Prices must be expressed in EUR, with VAT included.

Reporting Requirements

The service provider will report to RYCO. RYCO's person in charge will regularly communicate with the contractor and provide feedback and guidance on its performance and all other necessary support to achieve the objectives of the assignment, as well as remain aware of any upcoming issues related to the contractor's performance and quality of work. In case deliverables do not fulfill RYCO's expectations as per ToRs, RYCO reserves the right to request new proposals and improvement of deliverables.

Payment

The awarded service provider will be invited to sign a service contract with RYCO. The Contract will be realized in EUR and the Payment will be conducted in two equal installments, upon receiving the reports from the service provider about the successful delivery of the following:

Report about deliverables until 25 October:

1. Final Social Media Campaign Proposal for YPS

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2. Social Media Action Plan for YPS
3. Final General Visual for YPS
4. The first package of weekly visuals for YPS
5. The first package of weekly visuals for the Regional Youth Culture Fund
6. List with links and short profile descriptions for at least 12 social media influencers, two from each CP for YPS
7. Brief for social media influencers on how to promote YPS and RYCO
8. Action Plan for Regional Youth Culture Fund
9. General visual for Regional Youth Culture Fund
10. Animate video 1 for Regional Youth Culture Fund
11. The first package of weekly visuals for the Regional Youth Culture Fund
12. Template Visual for Regional Youth Culture Fund

Report about deliverables until 18 December:

1. Design of the presentation for the Regional Youth Culture Fund
2. Animated video 2 for Regional Youth Culture Fund
3. Social media Content for YPS
4. Social media visuals for Regional Youth Culture Fund
5. Report from Social Media Influencers
6. Low-fidelity design mockup
7. High-fidelity design mockup
8. Develop design

Payment will be done within 30 days from the submission of invoices.

The copyrights

The service provider will provide RYCO with open files of produced visual content. The copyrights of the work conducted during the assignment shall remain as property of RYCO.

Required Qualifications and Experience of Applicant

- Not less than 3 years of experience in the production of digital content and web development, demonstrated in the company portfolio, including the list of clients and examples of previous work.
- Very good knowledge of written and spoken English of the dedicated staff for this contract
- The legal entity must be duly registered for this kind of activity.
- The overall annual turnover for the past two years must not be less than twice the estimated value of the contract specifically: 19.400 EUR

10. Award criterion

The best price-quality ratio.

- 70 % quality of submitted suggestions and content
- 30% Financial offer

11. Evidence and Quality of the Technical proposals for segment I & III

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8. Portfolio of the service provider (I.e.: demonstration of previous work in the relevant fields)
9. The technical proposals for segment I & III as per the description provided above
10. CV of the employees who are going to be engaged in this contract on the company's behalf, with proof of very good knowledge of written and spoken English
11. Two reference letters from previous clients
12. Copy of legal registration
13. The Company's annual turnover for the last 2 financial years
14. Agreement of entering into a consortium (if applicable)

E: ANNEX I

TENDER SUBMISSION FORM

Contract title: “Production of online content for the project's activities of Regional Youth Cooperation Office (RYCO)”

Financed by : German Ministry of Foreign Affairs

Please supply one signed and stamped tender including completed signed and stamped statement, declaration on honour on exclusion criteria, and financial identification form. All data included in this application must concern only the legal entity making the tender.

1 SUBMITTED by (i.e. the identity of the tenderer)

Insert: Full official name of legal entity/Company	
State the official legal form of entity	
Insert: Name of the representative of Entity	
Insert: Full official name of leader and members (In case of consortium)	
Insert: Name of the representatives of the Members (In case of consortium)	

Insert: Full official address of Entity	
Insert: Full official address of Members (in case of consortium)	

In case of a consortium (If applicable)

[We are making this application, for this tender as partner in the consortium led by [insert name of the leader]. We confirm that we are not tendering for the same contract in any other form. We confirm, as a partner in the consortium, that all partners are jointly and severally liable by law for the performance of the contract, that the lead partner is authorized to bind, and receive instructions for and on behalf of, each member, that the performance of the contract, including payments, is the responsibility of the lead partner, and that all partners in the joint venture/consortium are bound to remain in the joint venture/consortium for the entire period of the contract's performance].

Name of the members (in case of consortium)	1	2	3
Signature & Stamp			
Date			

1.1 CONTACT PERSON/s (for this tender)

Name	
Address	
Telephone	
e-mail	

Name	
Signature & Stamp	
Date	

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2. TENDERER'S STATEMENT

As part of their tender, the Legal Entity identified under point 1 of this form, must submit a completed and signed statement form using the following format.

STATEMENT

I, the undersigned, hereby declare that I have examined and accept without reserve or restriction the entire contents of the tender dossier for the tender procedure referred to above.

1. I offer to provide the services requested in the tender dossier in accordance with Terms of reference and other conditions and requirements stated in the tender dossier without reserve or restriction.
2. I present this tender on the basis of the following documents, submitted attached to this form, in response to your requirements stated in "Instructions to Tenderers" and "Terms of Reference", which comprise my technical offer, and financial offer,

List the documents submitted attached:

- _____
- _____
- _____
- _____

1. a) The price of my tender is (insert total value in numbers and words) (in EUR):

In my offer, VAT, and all applicable taxes are included.

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2. I am making this tender in my own right. I confirm, to be jointly and severally bound in respect of the obligations under the contract.
3. I state that I have the technical and professional capacity referring to this call of tender for performing the contract according to the Terms of Reference and other conditions set for this tender by the Contracting Authority.
4. I understand that if I fail to comply with contract obligations the award may be considered null and void.
5. I agree to abide accordingly to the Terms of Reference and instructions to tenderers requirements and conditions.
6. In particular, I fully agree to abide to the stipulations settled in point 12: Ethic Clauses/Corruptive practices and I have no conflict of interests or any equivalent relation which may distort competition with other tenderers or other parties in the tender procedure at the time of the submission of this tender. Furthermore, I have not been involved in the preparation of the project which is the subject of this tender procedure.
7. I will inform the contracting authority immediately if there is any change in the above circumstances at any stage during the implementation of the tasks. I also fully recognize and accept that any inaccurate or incomplete information deliberately provided in this application may result in our exclusion from this and other potential contracts.
8. I note that the contracting authority is not bound to proceed with this invitation to tender and that it reserves the right to award only part of the contract. It will incur no liability towards us should it do so.
9. I declare that I am not in a situation of unavailability and I am able and willing to work for the whole period scheduled to implement the contract as per the requirements set in the Terms of Reference. if this tender is successful.
10. I acknowledge that I have no contractual relations with the Contracting Authority and in case of dispute concerning my contract with the Contractor I shall address myself to the latter and/or to the competent jurisdictions.



Name	
Signature	
Stamp	
Date	

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3. TENDERER DECLARATION ON HONOUR ON EXCLUSION CRITERIA

As part of their tender, each Legal Entity, (each member in case of consortium), identified under point 1 of this form, must submit a signed declaration on honour on exclusion criteria stating that they are not in any of the exclusion situations using the following format:

DECLARATION ON HONOUR ON EXCLUSION CRITERIA

I, the undersigned, hereby declare that I am are not in any of the exclusion situations listed below:

SITUATION OF EXCLUSION

- a. it is bankrupt, subject to insolvency or winding-up procedures, where its assets are being administered by a liquidator or by a court, where it is in an arrangement with creditors, where its business activities are suspended, or where it is in any analogous situation arising from a similar procedure provided for under national laws or regulations;
- b. it has been established by a final judgment or a final administrative decision that the economic operator is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the applicable law;
- c. it has been established by a final judgment or a final administrative decision that the economic operator is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the economic operator belongs, or by having engaged in any wrongful conduct which has an impact on its professional credibility where such conduct denotes a wrongful intent or gross negligence, including, in particular, any of the following:
 - i) fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of selection criteria or in the performance of a contract;
 - ii) entering into agreement with other economic operators with the aim of distorting competition;
 - iii) violating intellectual property rights;
 - iv) attempting to influence the decision-making process of the contracting authority during the procurement procedure;
 - v) attempting to obtain confidential information that may confer upon it undue advantages in the procurement procedure;
- d. it has been established by a final judgment that the economic operator is guilty of any of the following: i) fraud; ii) corruption; iii) conduct related to a criminal organization; iv) money laundering or terrorist financing; v) terrorist-related offences or offences linked to terrorist activities; vi) child labour or other forms of trafficking in human beings;
- e. the economic operator has shown significant deficiencies in complying with main obligations in the performance of a contract;

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- f. it has been established by a final judgment or final administrative decision that the person or entity has created an entity under a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations of mandatory application in the jurisdiction of its registered office, central administration or principal place of business
- g. has misrepresented the information required by RYCO as a condition for participating in the procedure or has failed to supply that information;
- h. was previously involved in the preparation of procurement documents used in the award procedure where this entails a breach of the principle of equality of treatment, including distortion of competition that cannot be remedied otherwise.

Name	
Signature and stamp	
Date	

Note: *In any case The Contractor Authority has the right to further investigate and request evidences to support the declarations if it has reasonable ground to doubt the content of such information.*



4. TENDERER FINANCIAL IDENTIFICATION FORM

As part of their tender, each Legal Entity identified under point 1 of this form, must submit a signed form to indicate the bank account into which payments should be made if the tender is successful using the following format.

BANKING DETAILS

ACCOUNT NAME	
IBAN/ACCOUNT NUMBER	
CURRENCY	
SWIFT CODE	
BANK NAME	
FULL OFFICIAL ADREESS OF BANK BRANCH	

ACCOUNT HOLDER'S DATA

ACCOUNT HOLDER'S NAME	
ACCOUNT HOLDER'S ADRESS	

Name	
Signature	
Stamp	
Date	

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F: ANNEX II

FINANCIAL OFFER

Contract title: “Production of online content for the project's activities of Regional Youth Cooperation Office (RYCO)”

I Creating an Online Raising Awareness Campaign and production of visual content about YPS for RYCO's social media
II Developing Subpage about YPS on the RYCO website
My financial offer for segment I&II is: (insert offer in number and words)
III Producing visual content about Regional Youth Culture Fund for RYCO social media
My financial offer for segment III is: (insert offer in number and words)

Total value in numbers and words: _____ EUR, VAT, and all applicable taxes included.

Name	
Signature and stamp	
Date	

Regional Youth Cooperation Office – RYCO