***Annex № 3.1.***

***Form***

##### TECHNICAL OFFER

##### For participation in a public procurement through collection of offers by announcement under art. 187 and the following of PPA with the following subject

**“Elaboration and delivery of information materials and elements for visualization, creation of a photo and video material in relation to the progress of the activities under the IGB project and for the needs of "ICGB" AD**

**Lot № 1:** Elaboration, delivery and assembly of elements for visualization and information and representative materials for the needs of "ICGB" AD

from ...........................................................................................................................................,

*(name of the participant*)

with UIC/BULSTAT........................., with seat and registered address...................................... represented by ….....……………………...........…..

*(Full names)*

In my capacity of ...............................................................................................................

*(it has to be specified the position and/or the capacity, in which the person has a right to represent)*

**DEAR LADIES AND GENTLEMEN**

Hereby I submit to You our offer for implementation of the public procurement, announced by You, in its part under **Lot** **№ 1:** Elaboration, delivery and assembly of elements for visualization and information and representative materials for the needs of "ICGB" AD:

1. After getting familiar with all documents and forms under the present public procurement, the receipt of which I confirm, by the present (statement) I certify and confirm that the participant, represented by me, meets the requirements and conditions, specified in the announcement for the public procurement and its annexes.

2. We declare that we shall implement the procurement by the time limits and in accordance with all normative requirements for this type of activity as well as in accordance with the requirements of the Contracting entity, specified in the technical specification, as well as the requirements of OPIC 2014-2020 or other operational programme, co-financed by the European Union (when applicable) and the good practices in the field of the procurement.

3. We guarantee that we are able to implement the procurement in a qualitative way, in full compliance with the present offer, the requirements of the Contracting entity, the effective legislation and the draft contract.

4. We are aware that the term for implementation of the procurement shall be twelve months as considered from the date of execution of the contact or until exhaustion of the estimated (maximum admissible) value– whichever of the events occurs earlier.

5. The term for implementation of the individual orders shall be as follows:

5.1. The term for development of draft design of the materials (for which is applicable) and their submission to the Contracting entity for approval shall be up to …… (……….) working days *(not more than four)* as of the date of award from the Contracting entity.

5.2. The term for development and delivery on (particular) place at the Contracting entity shall be up to …… (……….) working days *(not more than six)* as of the date of approval of the design (when applicable) and receipt of a letter of award in the required circulation.

*Note: Offering longer terms than the above-stated shall lead to exclusion of the participant.*

6. We offer to elaborate and deliver to the Contracting entity the articles and services in accordance with the requirements, stated in the Technical specification.

7. We hereby undertake, if our offer is accepted and we are selected for a contractor, to implement the subject of the procurement according to the terms and conditions, envisaged in the announcement with its annexes and the draft contract.

We declare that we are aware and we agree that upon implementation of the procurement:

**-** the Contracting entity shall reserve the right **for the period of validity of the contract or until reaching the maximum admissible value under the contract,** to assign the procurement by parts, upon order, which depends on the particular needs, as it shall have the right not to assign /exhaust completely the envisaged/indicative quantities

- the stated numbers and types of articles are indicative and the Contracting entity shall have right to order numbers, different from those, specified in the Technical specification or not to order some of the articles/services;

- the assignment of the particular activity shall be made in written, electronically (by email). If (this is) not possible, the order shall be made by a letter (sent to the correspondence address, specified by the Contractor in the contract) or in another way, agreed between the parties.

- in the course of the implementation of the activities the Contracting entity shall provide the Contractor with the requirements for the design and contents of the advertising and information materials (including elaboration of maps, graphics etc.). Prior to elaboration of the above-stated materials their final design shall be approved by the Contracting entity or by a person, designated by it. The communication shall be made in written, electronically and/or in another way, agreed between the parties.

- We guarantee that the text contents of the materials shall be provided to the Contracting entity in advance as we shall also envisage and make translation in English.

The photo and/or video material, used by us in production of the materials/services (except if explicitly provided by the Contracting entity, upon its request) shall be with settled copyrights, at our expense.

In case of exhaustion of particular type of advertising/information material or if its production is stopped, we shall offer to replace it by identical one (with better characteristics) in the Technical offer, on the same price and after approval by the Contracting entity.

We declare that we shall ensure the elaboration of the design of the advertising-information materials, ordered by the Contracting entity in pursuance of projects under operational programmes, as well as that we shall make branding of the advertising –information articles in accordance with the identification of the respective project/program.

We guarantee that we shall ensure the processed of printing delivery and if necessary – assembly, upon request on behalf of the Contracting entity;

We declare that we shall observe and respect the requirements for awareness and publicity under operational programmes as we shall observe the identification of the respective project, including for publicity and visualization (when applicable);

**I declare that:**

* We have received the announcement for participation in the public procurement and its annexes through the „Buyer‘s profile”, we are aware of the instructions and conditions for participation in the announced public procurement, we agree with the conditions, established by You and we accept them with no objections;
* Upon drawing the offer have been observed the obligations related to taxes and social security contributions, environment protection, employment protection and labor conditions protection.
* We engage to ensure the implementation of the subject of the procurement, according to all requirements of the Contracting entity, specified in the technical specification to the announcement and the annexes to them.
* By submitting the offer we agree with all requirements of the Contracting entity, incl. with the term of validity, determined by it and with the draft contract.

**Annexes:**

**1.** ………………………………………………

**2.** /there have to be described the annexes, if any/.

I am aware of the liability under art. 313 of the Criminal code for stating untrue data.

**Date:** …………………… **SIGNATURE and STAMP**

[name and surname]

[capacity of the participant’s representatives]

***Annex № 4.1.***

***Form***

**PRICE OFFER**

For participation in a public procurement through collection of offers with announcement under chapter twenty sixth, art. 187 and next of PPA with the following subject:

**“Elaboration and delivery of information materials and elements for visualization, creation of a photo and video material in relation to the progress of the activities under the IGB project and for the needs of "ICGB" AD**

**Lot № 1:** Elaboration, delivery and assembly of elements for visualization and information and representative materials for the needs of "ICGB" AD

from ...........................................................................................................................................,

*(name of the participant*)

with UIC/BULSTAT........................., with seat and registered address...................................... represented by ….....……………………...........…..

*(full name)*

in my capacity of ...............................................................................................................

*(it has to be stated the position and/or the capacity, in which the person has the right to represent)*

**DEAR LADIES AND GENTLEMEN,**

After getting familiar with the requirements in relation to a public procurement through collection of offers with announcement under chapter twenty sixth, art. 187 and the next of the Public procurement act with the above-mentioned subject, we would like to offer the implementation of the procurement under the following price conditions:

**1. Offered total price for implementation of the procurement:** BGN……………….. (*in words: ……………….……*) exclusive VAT or BGN ...................................... (*in words: ........…....……*) inclusive VAT.

Note: The offered total price shall be calculated for the purposes of the evaluation. The planned materials/services under the public procurement shall be realized after receipt of individual orders by letter of award from the Contracting entity, upon observance of the executed contract. The activities shall be awarded until expiration of the executed contract or till exhaustion of the indicative value under it.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| № | Article | Technical parameters | Indicative circulation (number) | Single price per article in BGN exclusive VAT | Total price for indicative quantity in BGN exclusive VAT | Total price for indicative quantity in BGN inclusive VAT |
| 1 | Business cards | size 85 х 55 mm. Rives Tradition Bright White paper 250 gr. Chromaticity 4+4 | 100 |   |   |   |
| 2 | Blanks А4 | size А4 paper offset 80 gr. chromaticity 4+0 | 100 |   |   |   |
| 3 | Block notes | size А5 paper offset 80 gr. chromaticity 4+0 volume 50 pages, cardboard pad | 50 |   |   |   |
| 4 | Portfolio | size А4, with pocket, 300 gr. chrome matte, 4+0 + laminate matte one-sided + partial UV varnish | 50 |   |   |   |
| 5 | Brochure | size А5volume 8 р.paper 100 gr. chrome glosschromaticity 4+4, stitching with 2 wires• language – separately in Bulgarian and in English | 100 items (Bulgarian)100 items (English) |   |   |   |
| 6 | Leaflet | size А4 with 2paper folds 150 gr. Chrome mattechromaticity 4+4 | 4 types х 100 items |   |   |   |
| 7 | Flyer | size А5paper 150 gr. chrome mattechromaticity 4+4 | 100 |   |   |   |
| 8 | Prospect | size А4volume 12 р.Body 8 р., paper 200 gr. chrome matte,chromaticity 4+4, overprint varnish two-sided matte, cover 4 р., paper 250 gr. chrome matte,chromaticity 4+4, laminate, two-sided matte, partial UV varnish two-sided gloss, stitching with 2 wires | 100 |   |   |   |
| 9 | Poster А3 | size 30 х 42 cm. paper 170 chrome matte chromaticity 4+0 | 1 |   |   |   |
| 10 | Pen – ordinary, writing in blue, detachable, solid plastic, clicking mechanism pocket attachment mechanism | inscription 1 color - 4 logos | 100 |   |   |   |
| 11 | Pen – business class, writing in blue  | in a box, inscription 1 color or engraving - 4 logos | 10 |   |   |   |
| 12 | Pen– luxury | in a box, engraving - 4 logos | 10 |   |   |   |
| 13 | Portfolio – leather, luxury | А4, with branding - 4 logos | 1 |   |   |   |
| 14 | USB - flash memory | 32 GB, in a box, inscription 1 color or engraving - 4 logos | 50 |   |   |   |
| 15 | Phone batteries Power-bank | 10 000 mAh, in a box, inscription 1 color or engraving - 4 logos | 20 |   |   |   |
| 16 | Key holder | in a box, metal, inscription engraving - 4 logos | 50 |   |   |   |
| 17 | Umbrella FARE | folding, inscription 1 color - 4 logos | 10 |   |   |   |
| 18 | Cup 300 ml | Blue, inscription 1 color Silver - 4 logos | 10 |   |   |   |
| 19 | Thermos flask | 500 ml, inscription 1 color - 4 logos | 10 |   |   |   |
| 20 | Plackets | crystal disc with 3D engraving, 127 mm., base 30 mm., design, in a box | 10 |   |   |   |
| 21 | Paper bag | color, matte, size 24х36х9, inscription 1 color - 4 logos | 50 |   |   |   |
| 22 | Paper bag for wine | color, matte, size 10х36х10, inscription 1 color - 4 logos | 50 |   |   |   |
| 23 | Paper bag | color, matte, size 55х38х12, inscription 1 color - 4 logos | 50 |   |   |   |
| 24 | paper bag luxury | color, with laminate, size 24х36х9, inscription 1 color - 4 logos | 20 |   |   |   |
| 25 | Banner-stand for hanging vinyl + print vinyl (Horizontal) | size 100 х 200 cm. with a bag, vinyl size 100 х 70 cm. | 1 |   |   |   |
| 26 | roll-banner - metal construction + print vinyl | size 80 х 200 cm. with a bag | 1 |   |   |   |
| 27 | roll-banner - metal construction + print vinyl | size 200 х 200 cm, with a bag | 1 |   |   |   |
| 28 | Poster vinyl (for roll banner) - additional visions | size 80 х 200 cm | 1 |   |   |   |
| 29 | Poster vinyl (for roll banner) - additional visions | size 200 х 200 cm. | 1 |   |   |   |
| 30 | Sign board 50х70 | size 50 х 70 cm. Base 5mm PVC chromaticity 4+0, assembly on a wall | 1 |   |   |   |
| 31 | Stickers | size 300х300 mm. Material white PVC folio chromaticity 4+0 laminate matte | 20 |   |   |   |
| 32 | Information sign board – construction + printing | size 1,50x1 m.independently standing, with opportunity for assembly in an open space (on the field), able to resist unfavorable atmosphere conditions, vision - one-sided, full color, without assembly | 1 |   |   |   |
| 33 | Information sign board – construction + printing | size 2x1 m.independently standing, with opportunity for assembly in an open space (on the field), able to resist unfavorable atmosphere conditions, vision - one-sided, full color, without assembly | 1 |   |   |   |
| 34 | Assembly of information / (guide) sign board | assembly on a place, determined by the Contracting entity, along the gas pipeline route - without water and electricity  | 1 |   |   |   |
| 35 | Billboard 4х3 m | one-sided billboard with sizes 4х3 m, construction, print vinyl, assembly on a place, determined by the Contracting entity, along the gas pipeline route - without water and electricity | 1 |   |   |   |
| 36 | Replacement of a billboard with permanent explanatory sign board | de-assembly of a billboard and transportation for recycling and assembly of a permanent sign board | 1 |   |   |   |
| 37 | Information sign board (permanent, explanatory) – construction + printing | size 2x1 m.independently standing, with opportunity for assembly on the open (on the field), able to resist unfavorable atmosphere conditions, vision - one-sided, full color, without assembly | 1 |   |   |   |
| 38 | Name-plates for events | size 1х0,50 m., PVC base, inscriptions from PVC folio, with an opportunity for assembly in an open space (on the field) | 1 |   |   |   |
| 39 | Power point presentation | design and graphic layout of a presentation - approximately 15 slides, text, photos, maps, schemes, graphics, starting video | 1 |   |   |   |
| 40 | Vision for LinkedIn post |   | 1 |   |   |   |
| 41 | Website vision |   | 1 |   |   |   |
| 42 | Working calendar | 4-sectional, with dates in blue or green, Bulgarian and international holidays,design and printing of a head | 50 |   |   |   |
| 43 | Desk calendar of type "pyramid" | body - format 170х140 mm, volume 12 pages, paper 170 gr. matte, chromaticity 4+0, base - format 170х150/(90) mm, paper 300 gr. Pack, cardboard with white back, without print, scoring of 3 scores, knitting with spiral of 170 mm to the body | 50 |   |   |   |
| 44 | Calendar-note book | size А5 body - stitched, paper 80 gr. offset, volume - not less than 192 р., with lines or calendar with weeks, chromaticity 1+1; cover - stiff, under individual design, chromaticity 4+0, laminate matte | 50 |   |   |   |
| 45 | Calendar-note book with spiral | size А5 body - paper 80 gr. offset, volume - not less than 192 р., with lines or calendar with weeks, chromaticity 1+1; cover - stiff, under individual design, chromaticity 4+0, laminate matte, knitted by spiral | 50 |   |   |   |
| 46 | Calendar-note book with a cord | size А5 body - paper 80 gr. offset, volume - not less than 192 р., with lines or calendar with weeks, chromaticity 1+1; cover - stiff, branding - 4 logos | 50 |   |   |   |
| 47 | Calendar-note book, luxury | size А5, thermo-leather, with dates, branding - 4 logos | 20 |   |   |   |
| 48 | Greeting cards + envelope | size folded 21 х 15 cm. size unfolded 21 х 30 cm. paper 250 matte, chromaticity 4+1, 1 score | 20 |   |   |   |
| 49 | Luxury set, for ladies  | set of a key holder -USB 4GB, wallet and roller  | 1 |   |   |   |
| 50 | Luxury set, for men Cerruti | set of a pen, leather wallet and key holder  | 1 |   |   |   |

|  |
| --- |
| **TOTAL VALUE: BGN .......................................... (in words and in figures) exclusive VAT and BGN .................................................................................. (in words and in figures) inclusive VAT.** |

NOTE: the quantities above are indicative and serve to form the total price for the purposes of valuation. The contracting authority may also order different quantities, subject to the proposed unit quantities within the estimated value applicable to this type of procedure.

**2.** The prices, offered by us, are determined in full compliance with the conditions of the announced public procurement and include all costs for the complete, accurate, qualitative and timely implementation of the procurement, in accordance with the norms and the legislation, effective in the Republic of Bulgaria. The prices are in Bulgarian leva.

We agree the payment of the price for performance of the contract to be made under the conditions of the announcement and its annexes, including the conditions of the contract on award of public procurement.

**Until drawing up of the official contract, the present offer together with the confirmation by You on award of the contract shall form a binding agreement between both parties.**

**I am aware of the liability under art.313 of the Criminal code for stating false data.**

*Note: The offered price must be indicated in BGN, rounded till the second figure after the decimal point and must include all costs related to qualitative implementation of the procurement, in the specified volume and scope, according to the technical specification and the announcement.. If the participant has not observed the above-mentioned requirement, it shall be excluded from participation in the public procurement.*

**Date:** …………………… **SIGNATURE and STAMP**

[name and surname]

[capacity of the participant’s representative]