

## Request for Proposal (RFP)

### Design, Printing & Communications Services

Helvetas invites interested parties to provide services as described below.

#### 1. Contract description

Helvetas in Kosovo is part of Helvetas Swiss Intercooperation, an international development organisation dedicated to promoting sustainable development and humanitarian response. In Kosovo, Helvetas works closely with local communities, institutions, and stakeholders to strengthen democratic governance, enhance public services, foster inclusive economic development and green transition. Through projects in areas like local government, agriculture, vocational training, community development, greening private enterprises, etc Helvetas has been helping over the years build stronger communities and create fair opportunities for everyone.

This Request for Proposal is divided into two Lots:

##### Lot 1 – Design and Printing Services

##### Lot 2 – Production of Communication Products & Event Management Services

Bidders are allowed to submit their offers for one or more Lots. The required services are listed in the Terms of References attached to this document.

#### 2. Timetable

	DATE	TIME - CET
Tender announcement	08.01.2026	-
Deadline for written enquiries to: <a href="mailto:procurement.kosovo@helvetas.org">procurement.kosovo@helvetas.org</a>	16.01.2026	16:00
Last date for Helvetas to issue clarifications (clarifications can be found in the same link where the tender dossier was posted in Helvetas website)	20.01.2026	16:00
Deadline for submitting offers to <a href="mailto:procurement.kosovo@helvetas.org">procurement.kosovo@helvetas.org</a> account <sup>1</sup>	28.01.2026	14:00

#### 3. Nature of the contract

Framework contract.

#### 4. Negotiations

Helvetas reserves the right to enter into negotiations with all or part of eligible bidders in order to amend and/or complete their original offers.

Negotiations may concern the technical, financial, legal and other aspects of the contract.

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<sup>1</sup> Any application received after this deadline will not be considered.

## **5. Eligibility**

Participation is open to all companies, excluding public authorities, registered in the Republic of Kosovo.

In case of services, consultants included in an offer cannot be part of other bidders' offer, in which case they will be excluded from the procedure without further evaluation.

Civil servants and persons elected or appointed in a public function are ineligible to participate as consultants in the tender procedure for this contract. Any offer containing any of such persons will be excluded from the procedure without further evaluation.

All eligible entities or groupings of such entities (consortia) may apply.

A consortium may be a permanent, legally-established grouping or a grouping which has been constituted informally for a specific tender procedure. All members of a consortium (i.e. the leader and all other members) are liable to Helvetas, while the leader takes the lead responsibility.

## **6. Costs for preparing offers**

No costs incurred by the bidder in preparing and submitting the offers are reimbursable. Such costs fall under the responsibility of the bidder, including the costs incurred during negotiating and interviewing process.

## **7. Sub-contracting**

Sub-contracting services to another legal person is not allowed.

## **8. Provisional commencement date of the contract**

February 2026.

## **9. Initial period of execution and possible extension of the contract**

Services are to be provided between February 2026 - February 2027, with possible annual extensions.

## **10. Evaluation of offers**

Each offer will be evaluated in accordance with the criteria and the weighting as detailed below. In the case of offers submitted by a consortium, these criteria will be applied to the consortium as a whole. The criteria for evaluation of goods/services or works will be examined in accordance with the requirements indicated in attachments.

*The entire evaluation procedure is confidential. The Purchasing Panel (PP) decisions are collective and its deliberations are held in evaluation session. The members of the PP are bound to confidentiality. The evaluation reports and written records are for official use only and may be communicated neither to the bidders nor to any party other than Helvetas.*

### **10.1 Eligibility criteria**

Only the companies/organisations that provide signed forms below will be processed for further evaluation:

- Eligibility Documentation Form (See ELIGIBILITY DOCUMENTATION part below) and
- Application Form (See PART 1 – APPLICATION PACKAGE part below)

### 10.2 Evaluation criteria of eligible offers

#### Criteria for evaluation of the Technical offer for LoT 1

Requirements	Documentary evidence
1. Proposed Team as specified in ToR (Graphic Designer, Layout Specialist/ Publication Designer, Print & Production Coordinator)	CV(s) with documentary evidence proving the experience stated in the CV. <b>The evidence refers to reference letters, contracts or other documentary evidence issued by the contracting authority.</b>
2. The bidder has carried out in the course of the past 4 years at least 3 projects in fields specified in Terms of Reference.	A list of projects according to ToR, accompanied by documentary evidence for at least <b>3</b> projects relevant to the requirements of this tender. <b>By documentary evidence, this refers to reference letters, reports, or other documentary evidence. Only documentary evidence found to be relevant for the tender's thematic fields will be considered.</b>

#### Criteria for evaluation of the Technical offer for LoT 2

Requirements	Documentary evidence
1. Proposed Team as specified in ToR (Project Manager, Videographer/Cameraman, Video Editor/Motion Graphics Specialist, Photographer, Sound & Light Technician)	CV(s) with documentary evidence proving the experience stated in the CV. <b>The evidence refers to reference letters, contracts or other documentary evidence issued by the contracting authority.</b>
2. The bidder has carried out in the course of the past 4 years at least 3 projects in fields specified in Terms of Reference.	A list of projects according to ToR, accompanied by documentary evidence for at least <b>3</b> projects relevant to the requirements of this tender. <b>By documentary evidence, this refers to reference letters, reports, or other documentary evidence. Only documentary evidence found to be relevant for the tender's thematic fields will be considered.</b>

The bidders that pass the Technical evaluation (min 50% of technical evaluation scoring) will be processed for further evaluation.

#### Criteria for evaluation of the financial offer for LoT1 :

Requirements	Documentary evidence
Financial offer according to instructions in PART 2 Form 1 of this document	Financial offer in EUR

*Criteria for evaluation of the financial offer for LoT2 :*

Requirements	Documentary evidence
Financial offer according to instructions in PART 2 Form 2 of this document	Financial offer in EUR

The weighting of the criteria for evaluation of technical and financial offers are as follows:

Criteria	Max points
<b>Technical offer*</b>	<b>40</b>
Proposed Team (CVs)	18
Experience of the bidder	22
<b>Financial offer</b>	<b>60</b>
<b>Total maximum score</b>	<b>100</b>

\*Evaluation of the offers will be done progressively, namely lower quality of elements of the technical offer and higher financial offer will receive less points from the maximum points presented in the table.

After evaluation of offers, Helvetas reserves the right to enter into negotiations with all or part of eligible bidders in order to amend and/or complete their original offers.

Contract will be awarded to the economically most advantageous offer. The economically most advantageous offer is established by weighing technical quality against price on a 40/60 basis. Helvetas reserves the right to contract only part of required services or cancel this tender procedure should it not be satisfied with the quality of offers.

In case of services, having selected an offer partly on the basis of evaluation of consultants presented in the offer, Helvetas expects the contract to be executed by these specific consultants. However, additional consultants may be proposed/contracted during the implementation period.

## 11. Submission of offers

Offers must be submitted via email in electronic format only in two separate files using the standard forms provided by the Helvetas (PART 1 and PART 2).

**Technical offer for LoT 1 & LoT2** shall contain:

- Signed Eligibility Documentation Form<sup>2</sup>** – as per ELIGIBILITY DOCUMENTATION part below

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<sup>2</sup> Electronic copies of eligibility documentation should be provided only by the winning bidder prior to contract signing.

2. **Signed Application Form – as per PART 1 – APPLICATION PACKAGE** part below
3. Bidders have to supply the Technical offer, accompanied by the following documentation for the bidder:
  - Proposed Team and their CVs – Requirements specified in ToR
  - Experience of the bidder

The name of the file should have the bidder's name, Reference No: NT-0027-CST and the text 'Technical offer documents' (for example *My Company NT-0027-CST LOT X Technical offer documents*) and

**Financial offer** shall contain:

1. **Signed Financial Offer form for Lot1-** as per PART 2 Form 1 – Financial offer part below
2. **Signed Financial Offer form for Lot2-** as per PART 2 Form 2 – Financial offer part below

The Financial offer must be presented in Euros. The fees proposed in this offer should be all inclusive; the supplier/contractor will cover all costs to perform their tasks.

Helvetas Kosovo is exempt from VAT, thus the fees offered should be without VAT. The contractor is responsible for all other taxes and duties in compliance with the legislation of the Republic of Kosovo.

The name of the file should have the bidder's name, Reference No: NT-0027-CST LOT X and the text 'Financial offer documents' (*My Company NT-0027-CST LOT X Financial offer documents*).

The **financial offers should be password protected**<sup>3</sup>. The bidders will be informed in advance once the evaluation date is confirmed so they can stay reachable on that date in order to provide the passwords. During the evaluation process the entitled purchasing panel member will call the bidder and ask for the passwords at the spot<sup>4</sup>.

All offers should be submitted by email. The subject of email should contain only the reference number "**NT-0027-CST**". The body of the email should contain bidder's official name, address and telephone number. Offers must be submitted in English language exclusively to the following email address: [procurement.kosovo@helvetas.org](mailto:procurement.kosovo@helvetas.org). Offers submitted after the deadline mentioned under section 2 Timetable of this RFP will not be considered. The counted official receipt time is the time showing on the email received from the bidder to [procurement.kosovo@helvetas.org](mailto:procurement.kosovo@helvetas.org).

## **12 Alteration or withdrawal of applications**

Candidates may alter or withdraw their offers by written notification prior to the deadline for submission of tenders. No offer may be altered after this deadline.

Helvetas retains ownership of all offers, which have not been withdrawn. Consequently, bidders do not have the right to have their offers returned to them.

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<sup>3</sup> Offers received without password will not be considered for evaluation

<sup>4</sup> If the bidder is not reachable on the phone during the evaluation process, the offers will not be considered for evaluation

### **13 Validity of offers**

Bidders are bound by their tenders for 90 days after the deadline for submitting offers. In exceptional cases, before the period of validity expires, the Helvetas may ask bidders to extend the period of validity for a specific number of days, which may not exceed 40.

### **14 Signature of the contract(s)**

Within 7 days of receipt of the purchase order/ contract already signed by the Helvetas, the selected bidder shall sign and date the contract. Failure of the selected bidder to comply with this requirement may constitute grounds for annulling the decision to award the contract. In this event, the Helvetas may award the tender to another bidder or cancel the tender procedure.

### **15 Terms of payments**

Helvetas is not a payer of value added tax (VAT). Prices in the application must be submitted, taking into account all expenses.

The payment will be made via bank account transfer to the winner of the tender in EUR within a maximum of 30 working days from the date of acceptance of goods or execution of services or works. Cases of non-performance of obligation and their legal consequences will be separately indicated in the contract.

### **16 Terms of cooperation**

In the case of a contracting, the parties will have to perform according to the established time and in accordance with Helvetas – Supplier purchase order or Helvetas – Service provider contract. Helvetas has the right to increase or decrease the number of ordered items. Helvetas has the right to choose a supplier/ implementer on the given offer according to its own discretion. Helvetas has the right to reformulate the Request for Quotation (RFQ), Invitation to Bid (ITB) or Request for Proposal (RFP) to its own discretion, if any additional items are needed. In case of failure or non-compliance with contractual obligations, Helvetas has a unilateral right to terminate the contract without incurring any legal obligation.

The Applicant has to be familiar with all instructions, forms and requirements mentioned in the RFQ, ITB or RFP documents. The responsibility for the submission of the offer in accordance to these requirements lies entirely with the Applicant.

Helvetas signs a purchase order/contract with the winning bidder. The contract will come into force upon signature by both parties.

### **17 Ethics clauses/Corruptive practices**

Bidders making false declarations may be subject to financial penalties representing 10% of the total value of the purchase order/contract being awarded. This rate may be increased to 20% in the event of a repeated offence.

Any attempt by a company/organisation to obtain confidential information, enter into unlawful

agreements with competitors or influence the PP or the Helvetas during the process of examining, clarifying, evaluating and comparing offers will lead to the rejection of its offer and may result in penalties as described above.

Companies/organisations must not be affected by any conflict of interest with other bidders or parties involved in the project. Helvetas reserves the right to suspend or cancel the RFP procedure and/or purchase order/contract if corrupt practices of any kind are discovered at any stage of the award process or during the execution of a contract.

Companies/organisations will be rejected or purchase order/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 or not stemming from a properly concluded contract referring to the main contract, commissions not paid in return for any actual and legitimate service, commissions remitted to a tax haven, commissions paid to a payee who is not clearly identified or commissions paid to a company/organisation which has every appearance of being a front company/organisation.

Contractors found to have paid unusual commercial expenses related to this project are liable, depending on the seriousness of the facts observed, to have their contracts terminated and/or be penalised.

The Helvetas reserves the right to suspend or cancel the procedure, where the award procedure proves to have been subject to substantial errors, irregularities or fraud. If substantial errors, irregularities or fraud are discovered after the award of the purchase order/ contract, Helvetas may refrain from concluding the purchase order/contract and/or terminate the purchase order/ contract.

## **18 Operational language**

All written communications for this tender procedure and purchase order/ contract must be in English.

## **19 Additional information**

The conclusion of the tender and the award of any purchase order/contract are subject to the availability of funds.

Helvetas reserves the right to annul this tender procedure at any time, without any liability on its side.

**ELIGIBILITY DOCUMENTATION FORM**
**LIST OF REQUIRED DOCUMENTS**
**Eligibility criteria**

Requirements	Documentary evidence
The bidder is registered	The full Registration certificate
VAT number	VAT certificate (for businesses only)
The total turnover of the company/organisation over the past 3 years (2023, 2024 and 2025) must be equal to or exceed € 100,000.00	Financial statements
The bidder has no open case of a dispute, an execution procedure, reorganisation, bankruptcy or insolvency procedure	A valid proof issued by a competent judicial or administrative authority ( not older than 6 month)
All taxes paid	A valid tax administration certificate or a valid agreement signed with the Tax Administration to repay the outstanding debts

**STATEMENT<sup>5</sup>**

I, the undersigned (for consortiums, **every consortium member should sign a separate statement as part of this application**) hereby declare that we have in possession all documents listed above. All documents are valid as requested in the table above and hard copies or electronic copies can be distributed as/when needed.

Signed on behalf of the bidder

<b>Name</b>	
<b>Signature</b>	
<b>Date</b>	

<sup>5</sup> Statement should be signed by each member of consortium, if a consortium.

**PART 1 – APPLICATION PACKAGE**
**APPLICATION FORM**

 1000 **SUBMITTED by (i.e. the identity of the bidder)**

	Name(s) of entity(ies) making this application	Nationality
<b>Leader</b>		
<b>Member 2<sup>6</sup></b>		
<b>Member 3 ...</b>		

**2 CONTACT PERSON (for this application)**

<b>Name</b>	
<b>Organisation</b>	
<b>Address</b>	
<b>Telephone</b>	
<b>e-mail</b>	

**3 STATEMENT<sup>7</sup>**

I, the undersigned, the 9pprox.9e9 signatory of the above bidder (for consortiums, **every consortium member should sign a separate statement as part of this application**), hereby declare that we have examined the tender dossier for the contract referred to above. We hereby accept its provisions in their entirety, without reservation or restriction.

We agree to become one of the parties of the framework contract and to submit an offer whenever requested by the Helvetas in accordance with the terms of the tender dossier and the conditions laid down, without reservation or restriction.

We are making this application for this tender in our own right. We confirm that we are not tendering for the same contract in any other form. We understand that our consultants may be excluded if we propose consultants who have been involved in offers of other bidders.

We are fully aware that, for consortiums, the composition of the consortium cannot be changed in the course of the tender procedure, unless Helvetas has given its prior approval in writing. We are also aware

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<sup>6</sup> Add/delete additional rows as appropriate

<sup>7</sup> Statement should be signed by each member of consortium, if a consortium.



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that the consortium members have joint and several liabilities towards Helvetas concerning participation in the above tender procedure and any contract awarded to us as a result of it.

We will inform Helvetas immediately if there is any change in the above circumstances at any stage during the implementation of the contract. We also fully 10pprox.10e and accept that any inaccurate or incomplete information deliberately provided in this application may result in our exclusion from this and other contracts funded and/or managed by Helvetas and that penalties may be applied as specified in the tender dossier.

We note that the Helvetas is not bound to proceed with this tender and that it reserves the right to award only part of the contract and that it will incur no liability towards us should it do so.

Signed on behalf of the bidder

<b>Name</b>	
<b>Signature</b>	
<b>Date</b>	

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## **TERMS OF REFERENCE**

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### **1. Background**

Helvetas Kosovo is part of Helvetas Swiss Intercooperation, an international NGO working in more than 30 countries to promote good governance, inclusive growth, and sustainable development. In Kosovo, Helvetas has been operating for over two decades, partnering with municipalities, civil society, central public institutions, and communities to strengthen local governance, improve public services, and support citizen participation.

This framework contract will serve the communication and visibility needs of Helvetas Kosovo programmes, including DEMOS, GPEK, and other regional or country initiatives as required.

The purpose of this tender is to establish a framework contract for the provision of design, printing, audiovisual production and event management services that support programme communication, visibility, citizen engagement, and public information efforts.

The tender is divided into two lots:

- **Lot 1: Design and Printing Services**
- **Lot 2: Production of Communication Products & Event Management Services**

Service providers may apply for one or both Lots. All services must comply with Helvetas branding guidelines and donor visibility requirements. Bidders are expected to integrate sustainability considerations throughout the printing process, including the use of environmentally friendly materials.

### **2. Objective(s) of the mission (or consultancy)**

The overall objectives of this consultancy are to:

- Provide professional design, printing, multimedia production and event support services to Helvetas Kosovo programmes.
- Ensure inclusive public communication that promotes citizen participation, local governance improvements, green transition, private sector development and other thematic priorities of Helvetas Kosovo.
- Ensure compliance with Helvetas branding rules and donor visibility requirements.
- Produce communication products in three languages (Albanian, Serbian, English) when required.
- Support the inclusion and representation of marginalized groups (women, ethnic minorities, people with disabilities, youth, etc.) in communication products.

### **3. Expected results (or Output)**

#### **Lot 1: Design and Printing Services**

Design and printing of, but not limited to:

- Business cards
- A4 folders (trainings, workshops, conferences, ceremonies)

- A5 notebooks
- A3 posters
- Conference / Project banners
- Rollups / Banners
- Folded A4 brochures
- Folded A3 newsletters
- Publication design & cover layout
- Layout and printing of manuals and training programmes
- Folded leaflets (A4)
- Fact sheets (A4)
- Infographics (A4)
- Flyers
- Invitations
- Interactive posters/documents
- Social media design
- Certificates (participation, training, recognition)
- Plaques/trophies/glass awards
- Event name badges / ID cards
- Table name plates / tent cards
- Press/media walls
- Envelopes and letterheads
- Branded stickers/labels
- PowerPoint Presentation
- Editable design in Word
- Editable design in Canva
- Photo Booth Frame design
- Totebag
- Umbrella
- Reusable water bottles

## **Lot 2: Multimedia Production and Event Management**

- Production of communication products (videos, photos, animations, scripts, storyboards, social media reels, GIF's, infographics and articles).
- Full execution of content production including creative direction, writing, filming, editing, casting, location negotiation, and multilingual adaptation.
- Event management support including branding, sound, lighting, staging, logistics, LED screen, and preparation of event checklists.

All deliverables will be defined per assignment and regulated by a **Request for Services (RfS)** outlining:

- Creative concepts
- Activity and implementation plan for the selected concept
- Detailed budget outline based on the reference fees as stipulated in the Price list (Financial offer)

Upon acceptance of the proposal and budget, a separate request for services (RfS) will be established by the contracting authority to regulate the specific details, end products and delivery dates.

#### 4. Main Tasks and Activities of the Assignee (or consultant)

- Develop creative and technical concepts for communication products.
- Provide design, multimedia production and event support per Helvetas requests.
- Ensure compliance with Helvetas and donor visibility standards.
- Produce SRT subtitles in Albanian, Serbian and English when needed.
- Coordinate with Helvetas focal points for production approvals.

#### 5. Mission Team / (Responsibilities of the members of the mission team)

The Service Provider must ensure a qualified team corresponding to the Lot(s) applied for. Teams must be available throughout the duration of the framework contract. CVs and proof of qualifications are mandatory for all key personnel.

##### Mission Team for Lot 1 – Design and Printing Services

<i>Role</i>	<i>Profile &amp; Minimum Requirements</i>
Lead Graphic Designer (Mandatory)	Bachelor's degree in Graphic Design or similar; minimum 8 years of professional experience in communication/public relations design; advanced proficiency in design software (InDesign, Photoshop, Illustrator, Quark Xpress, etc.); experience with donor-funded/public sector projects; fluency in Albanian and English (Serbian is an asset).
Layout Specialist / Publication Designer	Minimum 3 years of experience in designing manuals, reports, publications and infographics; ability to prepare print-ready files using professional standards (CMYK, bleed, high-res exports).
Print & Production Coordinator	Minimum 3 years of experience coordinating printing houses and production suppliers; knowledge of paper specifications, finishing techniques, colour proofing and large-format printing.

##### Mission Team for Lot 2 – Multimedia Production & Event Management

<i>Role</i>	<i>Profile &amp; Minimum Requirements</i>
Producer / Project Manager (Mandatory)	Minimum 5 years of experience managing multimedia productions; coordination of film crews, event logistics and approval processes; experience with donor-funded communication preferred.
Videographer / Cameraman (Mandatory)	Minimum 5 years of experience in documentary, interview filming and event coverage; experience using professional cameras, lighting and stabilization equipment.
Video Editor / Motion Graphics Specialist	Minimum 3 years of experience; proficiency in Adobe Premiere, Final Cut, DaVinci Resolve; capability to produce animated graphics and subtitling in Albanian, Serbian, English.

<i>Role</i>	<i>Profile &amp; Minimum Requirements</i>
Photographer	Minimum 3 years of event and documentary photography experience; ability to deliver edited high-resolution photos.
Sound & Light Technician	Required especially for events; ability to manage microphones, audio mixers, speakers, projectors, stage lighting, LED walls, etc.

## **6. Logistics**

All logistical expenses related to production and events, including staff costs, transport, accommodation, meals, equipment, permits, actors, models, voice-over, makeup, security, insurance, and other production-related costs, must be fully included in the Service Provider's financial offer (price list).

## **7. Reporting / Debriefing**

- Deliverables must be submitted electronically.
- Reports/products must comply with branding and donor visibility rules.
- Debriefing meetings will be scheduled where required by Helvetas.

## **8. Documents**

The Consultant will receive access to:

- Helvetas Branding Guidelines.
- Donor Visibility Guidelines.
- Templates, logos and legal disclaimers for use.
- Any other related information.

**PART 2 Form 1 – FINANCIAL OFFER**
**Financial offer**

Helvetas is exempt from VAT, thus the cost should be without VAT. The contractor is responsible for all other taxes and duties in compliance with the Law of the country.

**Lot 1: Design and Printing Services**

Description for Design	Price unit (per page) / Euro
Business cards	
A4 folders (trainings, workshops, conferences, ceremonies)	
A5 notebooks	
A3 posters	
Conference / Project banners	
Rollups / Banners	
Folded A4 brochures	
Folded A3 newsletters	
Publication design & cover layout	
Layout and printing of manuals and training programmes <b>Price for first language, price for second and third language ALB, ENG, SRB</b>	
Folded leaflets (A4)	
Fact sheets (A4)	
Infographics (A4)	
Flyers	
Invitations	
Interactive posters/documents	
Social media design	
Certificates (participation, training, recognition)	
Plaques/trophies/glass awards	
Event name badges / ID cards	
Table name plates / tent cards	
Press/media walls	
Envelopes and letterheads	

Branded stickers/labels	
PowerPoint Presentation	
Editable design in Word	
Editable design in Canva	
Photo Booth Frame design	
Totebag	
Umbrella	
Reusable water bottles	
<b>Total cost (sum of units)</b>	

Signed on behalf of the bidder

<b>Name</b>	
<b>Signature</b>	
<b>Date</b>	

Requirements for Printing							
Requirements	Price unit in Euro without VAT for every range of copies <sup>2</sup>						Total cost (sum of units)
Leaflet / folded A4 paper 135 gr (ECO recycled / colour print on 2 sides)	1-49	50-99	100-299	300-499	500-999	> 1000	
Brochure / folded A4 paper 150 gr (ECO recycled / colour print on 2 sides)	1-49	50-99	100-299	300-499	500-999	> 1000	
Poster / size A3 / paper 135 gr / colour print (ECO recycled)	1-49	50-99	100-299	300-499	500-999	> 1000	
	1-49	50-99	100-299	> 300	-	-	

Poster / size B2 (50x70 cm) / paper 135 gr							
Poster / size B3 (35x50 cm) / paper 135 gr	1-49	50-99	100-299	> 300	-	-	
Memorandum / letterhead / paper 80 gr / (ECO recycled / colour print)	1-499	500-999	1000- 2999	> 3000	-	-	
Conference folder/ size A4/ paper 300 gr/ colour printed first page	1-99	100-299	300-499	501-999	1000- 2999	> 3000	
Notebook / A5 /Cover 300 gr /pages 80 gr / 40 sheets /hot glue bind (ECO recycled)	1-99	100-299	300-499	501-999	1000- 2999	> 3000	
Banner 4m x 1m	1	-	-	-	-	-	
Rolling / folding banner 2m x 1m	5	-	-	-	-	-	
Business Cards/ paper 300 gr/colour / printed on one side (ECO recycled)	1-99	100-499	> 500	-	-	-	
Click pens with HELVETAS logo	1-99	100-299	300-499	501-999	1000- 2999	> 3000	
Printing of booklets/manuals (cover page 250 gr + inside pages 135 gr / ECO recycled colour print) up to 16 pages	1-49	50-99	100-299	> 300	-	-	
Printing of booklets/manuals (cover page 250 gr +135 gr / ECO recycled colour print) up to 24 pages	1-49	50-99	100-299	> 300	-	-	

Newsletter / folded A3 / paper 135 gr / colour print on both sides (ECO recycled)	1-49	50-99	100-299	300-499	500-999	> 1000	
Fact sheet / A4 / paper 135 gr / colour print on both sides (ECO recycled)	1-49	50-99	100-299	300-499	500-999	> 1000	
Infographic / A4 / paper 170 gr / colour print (ECO recycled)	1-49	50-99	100-299	300-499	500-999	> 1000	
Press / media wall / PVC banner with structure (18pprox. 3x2 m)	Per unit						
Tote bag / high quality cotton / colour print	1-49	50-99	100-299	300-499	500-999	> 1000	
Umbrella / branded / colour print	1-49	50-99	100-299	300-499	500-999	> 1000	
Reusable water bottle / branded	1-49	50-99	100-299	300-499	500-999	> 1000	
Plaques / trophies / glass awards (engraved or printed)	1-49	50-99	100-299	300-499	500-999	> 1000	
Printing of booklets/manuals (cover page 250 gr +135 gr / ECO recycled colour print) up to 32 pages	1-49	50-99	100-299	> 300	-	-	
Printing of booklets/manuals (cover page 250 gr +135 gr / ECO recycled colour print) up to 40 pages	1-49	50-99	100-299	> 300	-	-	
Printing documents (photocopy) – black and white both side/page ECO recycled paper	1-499	501-999	1000-2999	> 3000	-	-	

Printing documents (photocopy) – black and white both side/page regular paper	1-499	501-999	1000- 2999	> 3000	-	-	

Signed on behalf of the bidder

<b>Name</b>	
<b>Signature</b>	
<b>Date</b>	

**PART 2 Form 2 – FINANCIAL OFFER**
**Financial offer**

Helvetas is exempt from VAT, thus the cost should be without VAT. The contractor is responsible for all other taxes and duties in compliance with the Law of the country.

**Lot 2: Multimedia Production and Event Management**

Description	Unit	Unit Price
Scriptwriter		
Communication expert		
Producer		
Narrator/voice actor		
Actor per video		
Sound engineer		
Cameraman (including equipment)		
Photographer (including equipment)		
Interactive infographics		
Video animator <ul style="list-style-type: none"> <li>• Illustrations in the videos</li> <li>• Video-graphics</li> <li>• Video animations</li> <li>• GIF's</li> </ul>		
Social media reels		
Subtitles		
Music copyrights		
Short video edits for social media		
Live streaming of the event on social media		
Led screen projection		
Stage lighting equipment		
Sound system		
Event manager		
Journalist per video		
<b>Total cost (sum of units)</b>		

Signed on behalf of the bidder

<b>Name</b>	
<b>Signature</b>	
<b>Date</b>	