

YOUNG RESEARCHERS OF SERBIA OPENS CALL FOR SUBMITTING OFFERS
for graphic design of the „Shadow report on Chapter 27“

In the period from **25.08.2023 to 15.09.2023** Young researchers of Serbia will be collecting offers for service of graphic design of the “Shadow report on Chapter 27”) by Coalition 27 within the project: “ECO SYSTEM - Environmental reforms supporting programme” supported by Sweden.

Coalition 27 was established by civil society organizations in 2014 with the aim of monitoring and contributing to the process of harmonization and implementation of the policies and regulations of the Republic of Serbia with the EU acquis in the field of environment and climate change (Chapter 27 in the EU accession negotiations). Previous designs of the Shadow Reports can be found on link <https://www.koalicija27.org/en/shadow-reports/>

After collecting all the received offers, the most favorable service provider will be selected according to the criteria “**best price of cost**”.

Provided service refers to September 2023, with possibility of moving preparations based on situation which shall be communicated in time with the selected graphic designer, with possibility of continuation of the cooperation for upcoming years.

WORK DESCRIPTION

- Design of the Report in Serbian and English version (web and printing version).
- Design text breaks of Serbian and English version.
- Prepare press ready files of versions in Serbian and English.
- Design and press ready files of „Green cards“ that are part of the Shadow Report in Serbian and English language (pdf and printing version). Enclosure 1 of this Call are examples of Green Cards for years 2020 and 2021.
- Prepare design of data tables in Serbian and English (simple and complex).
- Design of the infographics for the Report in Serbian and English version.
- Design of the following materials for the purpose of the Report promotion.

Offer should include:

- **Unit price in RSD or EUR for services** (designing and setting up report designs; mockup of the report; design of cover page; text break per page; design of infographics as part of the report; design of infographics for social networks; design of simple tables; design of complex tables; preparation of web versions of reports; design of visuals such as invitations, announcements on networks and similar; preparation for further application of the files)
- **Unit price in RSD or EUR** for all additional work on suggested/adopted design
- **Portfolio of the graphic designer**

****in case natural person gives offer, gross amount has to be presented for asked services.***

INSTRUCTIONS FOR PREPARING OFFER

- The offer must be in written in one copy, must be clear and unequivocally.
- The offer and following documentation shall be submitted to email tijana@mis.org.rs with subject "Offer for procurement within the project Eco-system".
- The contact person regarding this procurement is Tijana Ljubenić, tijana@mis.org.rs. All questions regarding the procurement can be asked only in writing.

Note:

- *Incomplete and untimely offers will not be considered;*
- *Candidate may submit only one offer;*
- *After the final decision on the selection of the service provider, all candidates will be informed of the status of the call/tender;*
- *Candidate accepts that the Young Researchers of Serbia, by personal insight and a visit to the Bidder's business premises, check the expertise and capacity of the service to be provided before the cooperation begins;*
- *All questions and concerns regarding the request for services / tender must be submitted in writing via e-mail.*

All information regarding this Call must be considered strictly confidential. Breach of the confidentiality of the information of this document by the service provider leads to exclusion from the procurement procedure.

In Belgrade, 25.08.2023

Tijana Ljubenić
Project coordinator