SERVICE CONTRACT NOTICE

< Provision of Technical Support Services to the Saranda Municipality for the implementation of the project "Developing DIgital and Interactive Storytelling Experiences in Art Galleries and Museums'', with the Acronym '' DIVE IN ART''>

<Location – Municipality of Saranda / Albania **>**

1. Reference

< 279 >

2. Procedure

Simplified

3. Programme title

< Interreg VI-A IPA Greece Albania 2021-2027>

4. Financing

<External Expertise and Services / Interreg VI-A IPA Greece Albania 2021-2027/ MIS IDENTIFICATION CODE: 6010986>

5. Contracting authority

Municipality of Saranda / Albania

CONTRACT SPECIFICATION

6. Nature of contract

Global price

7. Contract description

The current contract is related to the provision of services for the following activities and deliverables as per the Approved Application Form for the PB3 – Municipality of Saranda. These services concern the following:



LOT1 – Project Management

Del.	Title	Description	Value (€)
1.3	Project Management Activities	Technical Assistance for the support to the project management, coordination of partners & monitoring of the project financial and physical object progress throughout the project implementation	9,500€

LOT2 – Event Organisation & Communication

Del.	Title	Description	Value (€)
1.2	Project Meetings	Organization of the 2nd PM meeting (2-days) in Saranda covering the costs for venue rent, interpretation services (if required), Agenda, logistics of the meeting, technical support, secretariat support, coffee break services.	1,800€
2.2	Media Content Development and Management	Communication services for the creation, implementation & management of media related content for the project (press releases, social media content, press conference, preparation of publicity articles/content for websites [Programme website-partners website], e-media, publicity relations management for the project) & monitoring - management of content creation by the other partners. It includes the costs for: a) Monitoring of Content Calendar and Editorial Planning for the regular publication of content on social media (including High-quality Images, typology for social media posts, Infographics, contribution/ administration of FB & insta pages of the project created by LB), posts for publicity of PBs activities on Programme website & partners website (including articles template) (duration until project end).	2,000€
2.3	Project Promotional material	Production of digital and printed promotional material for the dissemination of the project activities to be used during events & digital promotion of the project activities & results. 2 banners/ 4 Project Posters/20 stickers of the project for equipment, Project Web banner (horizontal & vertical/suitable for website & social media use) & Digital Infographics, Promotional event kit (100x eco-memo holders & 100x eco-bags &	3,420€



		100 fans & 100 x eco-coloured pencils package with logo)	
2.4	Project Info-Days & Final Event	Organization of the 1day Info-day of the project in Sarande for the presentation of the project results to local stakeholders. (Number of participants approx. 20 - open to public) / organization of venue, technical support and equipment (if required), catering services (coffee-break), photo & video coverage, media coverage, Agenda, Banner, Posters, notebooks & folders).	2,000€
5.1	Targeted cultural history events for students in the cross-border area	In the context of the cultural history event in Sarande. PB3 will host students from Corfu (approx.20) and local students (approx. 20). It will also cover the transportation costs for participation of the students from Sarande (approx.20) to the respective event in Corfu. The expertise assigned will be responsible for supporting the organization of the cultural event in Sarande and covering the expenses for the transpotation of the local students in Corfu. / Organization of Cultural History event (educational art experience) for students in Sarande including: a) costs for organization of event in Sarande (compensation of artists, catering services, event materials, secretarial support, technical support of the event) and b) trasportation cost for local students (approx.20) for participating in the respective event in Corfu (bus rental & ferry costs for a day trip from Sarande to Corfu [round trip]).	4,000€
5.2	Training seminars for cultural institutions	Expertise for the organization of an educational seminar in Sarande for the use and familiarization of applied technology and digital presentation in galleries and museums. The seminar will be addressed to the staff of the gallery & staff of other local cultural inistitutions of the area, including training in the new technolological means for digital presentation, the interactive exhibition experience and the accessibility aspects. (Number of participants approx. 12 persons, Hours of seminar: 3-4 hours direct training & 1-2 hours Q&A, discussion, informal interaction) / It includes: a) organization of the seminar (venue, technical & secretarial support, coffee-break), b) costs for the speakers of the seminar, c) design and printing of material for the seminar (folders, workig material, etc.).	4,000€



5.3	Organization of cross-border exhibitions and events for the public	organization of the joint cross-border exhibition in Sarande with the aim of jointly promoting cultural exchange, understanding the cultural background and experientially engaging visitors to the exhibitions through interactive storytelling experiences. A cooperative initiative between the branch of the National Gallery in Corfu and the Municipality of Sarande will be promoted through the event. (Number of participants approx. 50 persons- open to public) / It includes :a) cooperation with PB2 expert for the joint curation of the exhibition, focusing on interactive storytelling techniques for presenting common cultural themes of the two areas Corfu & Sarande) (art & painting). b) event logistics & material for Corfu (organization of event space, set-up of exhibition material/ technical means, creation of informational brochures) c) event promotion (posters, Banner, social media campaign, invitations), d) costs for transferring & insurance of art copies from Corfu to Sarande for the exhibition to be presented there.	5,000€

LOT3 – Technical activities / Interventions

Del.	Title	Description	Value (€)
3.2	Selection of exhibits and processing of content for digitization	Provision of external expertise services for the specialized in Cultural Heritage Digitization or Museum/Art Curation for identification of exhibits for the gallery in Sarande and proposal of the themes for the interactive exhibition to be developed for the gallery, including : a) Identification of exhibition themes, b) development of proposal for the digital interactive exhibition for Sarande and the type of material/content required for digitalization.	2,000€
3.3	Digitization of exhibits according to common practices/guidelines	Provision of external expertise services specialized in Cultural Heritage Digitization or Museum/Art Curation for photographing, scanning, and digital processing of exhibits/paintings for the Municipal Gallery in Sarande, including: a) Photographing and scanning of exhibits, including on-site setup, use of high-resolution professional equipment, and lighting; b) Digital post-	9,000€

		processing and optimization, involving color correction, image enhancement, file formatting, and metadata tagging in line with project standards; c) Delivery and archival preparation of digital files, ensuring files are transferred in standardized formats suitable for digital platforms and long-term storage	
3.4	Identification and development of accessibility tools for people with disabilities	Provision of external expertise services specialized in Cultural Heritage Digitization and Accessibility expert for assessment of accessibility needs of the Gallery in Sarande and identification of required tools for accessibility, including: a) initial assessment of digital accessibility needs of the Gallery, b) identification of required tools such as subtitles, alt text, and audio descriptions based on the identified content for digitalization, c) accessibility report for improving the experience of people with disability in the gallery.	3,000€
4.1	Study and definition of interactive exhibitions content	Provision of external expertise services in Museum or Art Curation for contribution to the study on the digital exhibition concept for the Gallery in Sarande. The expert will coordinate with PB4 that will implement the study to ensure the exhibition aligns with the historical value of the area and the permanent collection of the gallery, as well as with its educational programmes, ensuring also accessibility aspects. Required services: Collection of data (art & historical data) for the report on the digital exhibition concept for the Gallery in Saranda, b) Definition of the interactive storytelling elements, digital displays, and multimedia content models, c) Cooperation with experts of in archaeology, history, and digital exhibitions for definition of themes for the interactive exhibition in the Gallery of Saranda.	3,500€
4.2a	Development of interactive storytelling experiences	Assignment of experts in history, artists and storytellers for the development of narratives for the interactive exhibition in the Gallery of Saranda. The experts will contuct the research on the selected artifacts and artworks, structuring immersive narratives based on the historical context. Development of the scripts in Albanian and English. Required services: a) research and development of the narratives of the interactive exhibition with the drafting of the scripts suitable for audio and video production content, b) artistic review of the scripts and translation in English.	8,000€



4.2b		Assignment of experts in audio & video production and multimedia content creation for the development of the audio stories, animations and digitals illustrations for the interactive exhibition in Sarande. The development of the multimedia content of the interactive exhibition will be based on the themes and scripts developed for the exhibition. Required services: a) audio & video production, digital illustrations development, b) formatting of content (scripts) for digital use, c) creation of soundscape content (music & sounds) based on the theme of the interactive exhibition, d) production of video with sign language or subtitles.	12,000€
4.3	Pilot Actions- Development of Interactive Exhibitions	Assignment of experts (museum curators or designer and interactive technology consultants) for the development of the spatial layout for digital and interactive exhibition, planning & implementation of digital installations and creation of immersive environment through synchronized lighting and sound. Required services: a) technical plans for the interactive installations, b) lighting and sound integration design for an engaging atmosphere, c) projection mapping set-up, d) implementation of testing of the application of the interactive exhibition & improvements based on the feedback collected by participants/ visitors.	6,000€
4.4a	Development of Exhibition Guide& Catalogue	Provision of external expertise services (exhibition content writers, translator, graphic designer & braille translator and printing specialist) assigned for the development of: a) guide of the interactive exhibition (Digital & print in AL & EN) & b) Accessibility version of the catalogue (Braille-compatible text & audio). Required services: a) Standard Exhibition Guide (Digital & Print, GR & EN (max. 50 pages) including content writing & translation, graphic design and layout, printing & b) Braille Printing (Tactile Map + Key Exhibit Descriptions) & QR printing	9,500€
4.4b		Provision of external expertise services (IT expert & accessibility expert) for the development of website for the Gallery & a digital application including accessibility features for the disabled in order to enhance accessibility to the collection of the gallery in Sarande. The website and application will integrate the guide of the exhibition, digitalized material &	6,000€

		multimedia content including also accessibility features (audio description of the guide & video in sign language) in EN & AL. Required services: a) development of website of the gallery, b) digital application development incorporating content of the permanent & interactive exhibition of the gallery.	

8. Number and titles of lots

This contract is divided into lots: [yes]

Tenders may be submitted for:
[all lots]

LOT1 – Project Management – 9,500€

LOT2 – Event Organisation & Communication – 22,220

€ LOT3 – Technical activities / Interventions – 59,000€

9. Maximum budget

Value excluding VAT:<90,720> [EUR]

CONDITIONS OF PARTICIPATION

10. Legal basis, eligibility and rules of origin

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The legal basis of this procedure is Regulation (EU) No 2021/1529 establishing the Instrument for Pre-accession Assistance (IPA III). See Annex a2a1 of the practical guide.
For this contract award procedure, participation is open to all natural persons who are nationals of and legal persons (participating either individually or in a grouping – consortium – of candidates/tenderers) which are effectively established in a Member State of the European Union or in an eligible country or territory as defined under Article 11 of Regulation (EU) No 2021/1529 establishing the Instrument for Pre-accession Assistance (IPA III).

Participation is also open to international and regional organisations.]

11. Number of tenders

No more than one tender can be submitted by a natural or legal person whatever the form of participation (as an individual legal entity or as leader or member of a consortium submitting a tender). In the event that a natural or legal person submits more than one tender, all tenders in which that person has participated will be excluded.

No restrictions may be made in the number of lots a tenderer can be awarded.

The tenderer may submit a tender for one lot only, several lots or all of the lots, but only one tender per lot. Contracts will be awarded lot by lot and each lot will form a separate contract. If the tenderer is awarded more than one lot, a single contract may be concluded covering all those lots.

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 exclusion situations listed in Section 2.4.2.1. of the practical guide. Where the tenderer intends to rely on capacity providing entities or subcontractor(s), he/she must provide the same declaration signed by this/these entity(ies).

Tenderer included in the lists of EU restrictive measures[1] (see Section 2.4. of the PRAG) at the moment of the award decision cannot be awarded the contract.

13. Sub-contracting

Subcontracting is allowed.

PROVISIONAL TIMETABLE

14. Provisional commencement date of the contract

< 3/10/2026 >

15. Implementation period of the tasks

From the signature date from both parties until 13th October 2027 or until the official end of the project in case of extension.

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[1] Please note that the EU Official Journal contains the official list of entities subject to restrictive measures and, in case of conflict, it prevails over the list of the *EU Sanctions Map*.

SELECTION AND AWARD CRITERIA

16. Selection criteria

Capacity-providing entities

An economic operator (i.e. candidate or tenderer) may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. If the economic operator relies on other entities, it must in that case prove to the contracting authority that it will have at its disposal the resources necessary for the performance of the contract by producing a commitment by those entities to place those resources at its disposal. Such entities, for instance the parent company of the economic operator, must respect the same rules of eligibility and notably that of nationality as the economic operator relying on them and must fulfil the selection criteria for which the economic operator relies on them. **Furthermore, the data for this third entity for the relevant selection criterion should not be included in the tender form but in a separate document**. Proof of the capacity will also have to be provided when requested by the contracting authority.

With regard to technical and professional criteria, an economic operator may only rely on the capacities of other entities where the latter will perform the tasks for which these capacities are required.

With regard to economic and financial criteria, the entities upon whose capacity the economic operator relies, become jointly and severally liable for the performance of the contract.

The following selection criteria will be applied to the tenderers. **In the case of tenders submitted by a consortium, these selection criteria will be applied to the consortium as a whole if not specified otherwise.** The selection criteria will not be applied to natural persons and single-member companies when they are sub-contractors.

The tenderer shall not use previous experience which caused breach of contract and termination by a contracting authority as a reference for selection criteria. This is also applicable concerning the previous experience of experts required under a fee-based service contract.

The selection criteria for each tenderer are as follows:

LOT1:

1) **Economic and financial capacity of the tenderer** (based on item 3 of the tender form). In case of tenderer being a public body, equivalent information should be provided. The reference period which will be taken into account will be the **last five financial years for which accounts have been closed**.

   - the average annual turnover of the tenderer must exceed the 50% of the maximum budget stated in the contract notice; and
   - Current ratio (current assets/current liabilities) in the last year for which accounts have

been closed must be at least 1. In case of a consortium, this criterion must be fulfilled by each member.

2) Professional capacity of the tenderer (based on items 4 of the tender form).

The reference period which will be taken into account will be the **last five years preceding the submission deadline**.

- has at least one Permanent Expert with experience in EU Project Management.

3) Technical capacity of tenderer (based on items 5 and 6 of the tender form). The reference period which will be taken into account will be **the last five years preceding the submission deadline**.

- The tenderer is specialized in the EU Project Management.
- the tendered has provided at least two similar contracts with EU Project Management.

LOT2:

1) Economic and financial capacity of the tenderer (based on item 3 of the tender form). In case of tenderer being a public body, equivalent information should be provided. The reference period which will be taken into account will be the **last three financial years for which accounts have been closed**.

- the average annual turnover of the tenderer must exceed the 50% of the maximum budget stated in the contract notice; and
- Current ratio (current assets/current liabilities) in the last year for which accounts have been closed must be at least 1. In case of a consortium, this criterion must be fulfilled by each member.

2) Professional capacity of the tenderer (based on items 4 of the tender form).

The reference period which will be taken into account will be the **last five years preceding the submission deadline**.

- has at least two Permanent staff with experience in Event Organization and training in EU projects.

3) Technical capacity of tenderer (based on items 5 and 6 of the tender form). The reference period which will be taken into account will be **the last five years preceding the submission deadline**.

- The tenderer is specialized in the Event Organization and production of communication and training material for EU projects.



- the tendered has provided at least two similar contracts with Event Organization and communication - training material for EU projects.

LOT3:

1) **Economic and financial capacity of the tenderer** (based on item 3 of the tender form). In case of tenderer being a public body, equivalent information should be provided. The reference period which will be taken into account will be **the last three years for which accounts have been closed.**

   - the average annual turnover of the tenderer must exceed the 50% of the maximum budget stated in the contract notice; and
   - Current ratio (current assets/current liabilities) in the last year for which accounts have been closed must be at least 1. In case of a consortium, this criterion must be fulfilled by each member.

2) **Professional capacity of the tenderer** (based on items 4 and 5 of the tender form). The reference period which will be taken into account will be **the last five years preceding the submission deadline**.

   - has at least two Permanent staff with experience in enhance and valorisation of cultural / historic tradition in EU projects.

3) **Technical capacity of tenderer** (based on items 5 and 6 of the tender form). The reference period which will be taken into account will be **the last five years preceding the submission deadline**.

   - the tendered has provided at least one similar contract with enhance and valorisation of cultural / historic tradition for EU projects

17. Award criteria

Best price-quality ratio.

TENDERING

18. Deadline for submission of tenders

The deadline for submission of tenders is specified in point 8 of the instruction to tenderers.

19. Tender format and details to be provided

Tenders must be submitted using the standard tender form for simplified procedures, the format and instructions of which must be strictly observed. The tender form is available from the following internet address:

https://wikis.ec.europa.eu/display/ExactExternalWiki/Annexes#Annexes-AnnexesB(Ch.3):Servicecontracts, under the zip file called Simplified Tender dossier.

The tender must be accompanied by a declaration on honour on exclusion and selection criteria using the template available from the following Internet address:

https://wikis.ec.europa.eu/display/ExactExternalWiki/Annexes#Annexes-AnnexesA(Ch.2):General

Any additional documentation (brochure, letter, etc.) sent with a tender will not be taken into consideration.

20. How tenders may be submitted

Tenders must be submitted in English exclusively to the contracting authority, using the means specified in point 8 of the instructions to tenderers.

Tenders submitted by any other means will not be considered.

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

21. Alteration or withdrawal of tenders

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

Any such notification of alteration or withdrawal shall be prepared and submitted in accordance with point 9 of the instructions to tenderers.

22. Operational language

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

23. Additional information

Financial data to be provided by the candidate in the standard application form must be expressed in [EUR]. If applicable, where a candidate refers to amounts originally expressed in a different currency, the conversion to [EUR] shall be made in accordance with the InforEuro exchange rate of [<**January 2026 >** of the applicable InforEuro exchange rate, which can either correspond to the month and year of the publication of the present contract notice or the month and year corresponding to the deadline for submitting applications], which can be found at the following address: http://ec.europa.eu/budget/graphs/inforeuro.html.

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