

**INECO**

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**INNOVATIVE ECONOMIC ECOSYSTEM - INECO**



**Studies and Development Center**

Studies and Development Center  
Rruga “Gjin Bue Shpata” Pall. Aviacioni i Vjeter

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## **INECO**

February 10, 2019

**ToR for Services for implementing the Project “INECO:  
Innovation Economic Ecosystems, INECO a project approved by the GREECE-  
ALBANIA IPA CROSS BORDER PROGRAMME 2014-2020**

**The deadline for receipt of the applications is 28<sup>th</sup> of February, 2019.**

Posted by the Study Development Centre

Currently, Study and Development Center is implementing as a partner the project titled: **“INECO: “Innovative Economic Ecosystems”**, which was approved by the Community Initiative: *GREECE-ALBANIA IPA CROSS BORDER PROGRAMME 2014-2020*. The project activities will be implemented during the period: July 2018 - July 2020.

## **INECO**

Study and Development Center is looking for services in order to implement an activity of the “INECO:” **INNOVATIVE ECOSYSTEMS** project.

### **A. Services**

#### **Part A. Scope of the work**

The company / publishing house in cooperation with Study and Development Center are expected to contribute in carrying out the following activities:

<b>WP 2</b>	Communication and Dissemination
<b>Deliverable 2.5.3</b>	Designing and Publishing of brochures and leaflets (in GR,AL, ENG),

The Studies and Development Center” is seeking for an legal entity to design and publish brochures and leaflets for INECO project. More specifically, the successful applicant will design a Brochure and an leaflets of the project INECO based on the concept of the project. The project Brochure and Leaflet will be developed in three languages: GR, EL, ENG based on the following suggested outline:

Studies and Development Center needs to create:

#### **1000 Brochures on the amount of 1500 € (VAT excluded)**

Specific technical specifics for a brochure will be:

Brochures should contain at least the following;

- The Interreg project logo
- Textual reference to the sources of financing with the flags of EU and the two participating countries
- Disclaimer that “The views expressed in this publication do not necessarily reflect the views of the European Union, the participating countries and the Managing Authority”.

Type of paper: Plain

The dimensions of design: 8.75" x 11.25"

The final **trim size** will be: 8.5" x 11"

## **INECO**

**Inner Margin** (design area): 0.25" within the trim line

- As trim lines may vary slightly, keep any text or graphics that you want to preserve within design area.

**Bleed:** 0.125" beyond trim edge

**1000 Leaflets on the amount of 1500 € (VAT excluded)**

Specific technical specifics for a Leaflet will be;

Leaflets should contain at least the following;

- The Interreg project logo
- Textual reference to the sources of financing with the flags of EU and the two participating countries
- Disclaimer that “The views expressed in this publication do not necessarily reflect the views of the European Union, the participating countries and the Managing Authority”.

Type of paper: Plain

The dimensions of design: 11.25" x 8.75"

The final **trim size** will be: 11" x 8.5"

The final **folded size** will be: 3.67" x 8.5"

**Inner Margin** (design area): 0.25" within the trim line

- As trim lines may vary slightly, keep any text or graphics that you want to preserve within design area.

**Bleed:** 0.125" beyond trim edge

## **Required Skills and Experience**

### **Experience**

- Previous experience in brochure and leaflets designing and publishing.
- Previous experience with national or international development agencies will be a strong advantage.
- Previous experience in designing and publishing brochures and leaflets of IPA CBC projects' will be a strong advantage

## **INECO**

### **Other Requirements:**

- Ability to work effectively.
- Correctness

### **Equal Opportunities**

Equal opportunity policy without distinction on the grounds of sex, racial or ethnic origin, religion or belief, disability, age or sexual orientation will be applied.

### **Location and duration**

The services by the successful applicant will be executed under the guidance and coordination of the Study and Development Centre. The services listed above, will take place across the Albania Project Territory.

### **Contract**

There will be a fixed term contract for the period March 2019. The total amount of money available in order to complete the above activities comes 3,000 Euro, VAT excluded.

### **1. Evaluation Criteria**

- Adequacy (40 points)
- Company Profile (20)
- Professional Experience in the field (40 points)

### **2. Procedure of applying**

All candidates for such service (legal entities) must send the expression of interest together with all supporting documents **by hand not later than 28<sup>th</sup> of February 2019**, to the following address:

**Study and Development Center**

**Office of INECO Project**

**Mrs Vjollca Backa**

Studies and Development Center

Rruga “Gjin Bue Shpata” Pall. Aviacioni i Vjeter;Shk.6 Ap.29

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Required documentation for legal entities:

## **INECO**

- Company Profile
- VAT registration number.
- Applicants' offer