

25 September 2026
To: Interested Parties

Invitation to tender
Provision of Graphic Design Services
PS/SRV/DSN/020/2026

The Permanent Secretariat of the Transport Community (hereinafter "the Secretariat") intends to award a framework contract as referenced above. Please find attached the tender specifications detailing the required documents for submission and the draft contract.

1. Submission of Tenders

If you wish to participate, please submit your tender via email to procurement@transport-community.org by **5 October 2026 at 23:59 CET**. Please ensure that the **financial identification form** is also completed and included.

The tender shall be submitted in two separate emails: Part 1 containing the administrative and technical documentation, and Part 2 containing the Financial Offer. The Financial Offer shall be submitted in a separate email from Part 1.

2. Tender Requirements

The tender must:

- Be signed by an authorized representative.
- Be clearly legible, ensuring there is no ambiguity regarding words or figures.
- Include a financial offer in EUR, exclusive of VAT, as the Secretariat is exempt under Article 10 of the Agreement between the Republic of Serbia and the Transport Community regarding the seat of the Secretariat.

The validity period of the tender is **three months** from the submission deadline, during which no modifications may be made.

3. Terms & Conditions

- Submission of a tender implies full acceptance of all terms and conditions stated in the invitation, tender specifications, and the draft contract.
- The awarded tenderer is legally bound by the contract terms for the full duration.
- A contract **will not be awarded** to tenderers who:
 - Have a conflict of interest.

- Misrepresent information or fail to provide required documentation.
- Are subject to any exclusion grounds listed in Annex 1 of the procurement procedure.

This invitation does not constitute a binding obligation on the Secretariat. The contract becomes effective only upon signature.

4. Requests for Clarifications

Before submission date indicated in point 1:

- All requests for additional information must be submitted in writing to procurement@transport-community.org.
- Such requests must be made at least six calendar days before the submission deadline.
- The Secretariat will respond no later than three calendar days before the deadline. If clarifications are provided later than this, the submission deadline may be extended.

5. Tender Evaluation & Negotiations

After submission:

- If clerical errors or technical clarifications are required, the Secretariat may contact the tenderer, provided no substantial modifications are made.
- The Secretariat reserves the right to negotiate submitted tenders to ensure compliance with procurement requirements. However, the minimum requirements outlined in the tender documents cannot be changed.
- The Secretariat may also opt not to negotiate and award the contract based on the initial tenders received.

6. Contract Award & Confidentiality

- The Secretariat reserves the right to cancel the procedure at any time before contract signature, without any obligation to compensate candidates or tenderers.
- Once opened, tenders become the property of the Secretariat and will be treated confidentially.
- The outcome of the procurement process will be communicated via email only. It is the tenderer's responsibility to provide a valid email address and regularly check for updates.

INSTRUCTIONS FOR THE TENDERERS

Transport Community
Permanent Secretariat
www.transport-community.org



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SECTION I: CONTRACTING AUTHORITY

I.1) Name and address

The Transport Community through Permanent Secretariat of of Transport Community
Address: Beogradjanka building, Masarikova 5/8, 11000, Belgrade, Serbia
Internet addresses:

Main address: <https://www.transport-community.org/>

Email address procurement@transport-community.org

All communications related to this procurement procedure must be addressed to the email address mentioned above and in the Contract Notice/invitation to tender.

TCT Secretariat shall not be held liable if the Tenderer does not comply with this instruction.

I.2) Communication

Deadline for submission of the **request for clarification is six (6) calendar days** before the latest date for submission of the tender.

Tenders shall be submitted electronically, by email to procurement@transport-community.org.

Tenderers are invited to examine all documents and notify the Contracting Authority of any conflicts, errors, discrepancies, etc. or to request clarifications that are considered necessary using the coordinates of the contact person(s) mentioned above.

I.2.1) Requests for additional information during preparation of tenders

The TCT Secretariat considers that the tender documentation provides potential tenderers with sufficient details on the requirements, criteria, rules and other guidance necessary to ensure complete, correct and explicit information on the procurement procedure, and on this to decide whether or not to submit a tender under this award procedure. However, economic operators have the right to request additional information regarding the tender documentation, according to the instructions below.

The requests for additional information shall be made solely for the purpose of clarifying the procurement documents.

Any interested economic operator has the right to request additional information regarding the Tender Documentation until the deadline mentioned above (paragraph I.2).

Any request for additional information shall be made in writing only and send at the email address procurement@transport-community.org

The requests for additional information received by the TCT Secretariat after the specified deadline will not be considered.

The TCT Secretariat shall respond to the timely received requests for additional information as soon as possible, and no later than **3 days before the last date for submitting the tenders**.

All the responses to requests for clarifications/additional information (if any) and all the modifications /corrigenda shall be communicated in the same way as the invitation to tender and will be part of the Tender Documentation.

The TCT Secretariat may, on its own initiative, inform interested parties of any error,

inaccuracy, omission, or any other type of clerical error in the text of the procurement documents.

I.2.2) Modifications of the tender documentation

Where appropriate, the TCT Secretariat may amend the content of the tender documentation by issuing a corrigendum which shall be communicated/published no later than 3 (three) days before the date set for the submission of tenders.

The TCT Secretariat shall allow sufficient time for the interested economic operators to prepare the Tenders. If necessary, the time for submission of the Tenders shall be extended considering the content of the information included in the corrigendum.

I.3) Type of contracting authority and main activity

The Transport Community is an international organisation in the field of mobility and transport, consisting of 33 participants – the EU and the Western Balkans regional partners, established by the Treaty establishing the Transport Community.

Permanent Secretariat of Transport Community (“TCT Secretariat”) is one of the institutions set up under the Treaty. TCT Secretariat provides administrative support to the other institutions of the Transport Community, acts as a Transport Observatory to monitor the performance of the indicative TEN-T extension of the comprehensive and core networks to the Western Balkans and supports the implementation of the Western Balkans Connectivity Agenda aiming to improve links within the Western Balkans as well as between the region and the European Union. It also reviews and monitors the implementation of the obligations under the Treaty.

SECTION II: OBJECT

II.1) Scope of the procurement

TITLE and reference number: Invitation to tender graphic design services with reference: PS/SRV/DSN/020/2026

Type of Contract: Service

Short description: Transport Community Permanent Secretariat intends to contract graphic design services for development of publication design for web and print, and conference design and its application to various materials (backwall, folders, notebooks, accreditations, PPT template, etc.).

Estimated total value without VAT is: 8000 EUR

The estimated value of the procurement represents the estimated total maximum value for the entire duration of the framework contract for its entire duration.

Currency EUR

II.2) Description

II.2.1 Place of performance

The services shall be delivered at the Transport Community Permanent Secretariat, Masarikova 5, floor 8, 11000 Belgrade.

II.2.2 Description of the procurement

Transport Community Permanent Secretariat intends to contract graphic design services for development of publication design for web and print, conference design and its application to various materials (backwall, folders, notebooks, accreditations, PPT template, etc.). Estimated maximum quantity of the framework contract shall be as specified in the financial offer.

II.2.3 Award criteria

The framework contract will be awarded based on the most economically advantageous tender, according to the **best price-quality ratio**.

Maximum total score: 100

Financial component

Weighting: 30%

Technical component:

Weighting: 70%

The technical proposal will be evaluated based on the criteria set in the following table. The maximum total quality score is 100 points.

Tenders must score a minimum number of points for each criterion, as indicated in the table below. The minimum no. of total points to be scored is 60. Tenders that do not reach the minimum threshold for each criterion or a total number of 60 points will be rejected and will not be ranked. The tenderers shall be requested to submit technical proposal which shall be scored based on number of incorporated requested elements in the proposal.

Nr	Criteria	Maximum points	Minimum threshold
1	Correlation with the Western Balkans	40	24
2	Correlation with various transport modes	50	30
3	All other elements incorporated in the technical proposal (logo, title, year)	10	6
	total	100	60

II.2.4 Ranking of tenders

The contract will be awarded to the most economically advantageous tender, i.e. the tender offering the best price-quality ratio determined in accordance with the formula below.

A weight of 70/30 is given to quality and price.

Score for tender X	=	cheapest price ----- price of tender X	*	100	*	30%	+	total technical proposal score (out of 100) for all criteria of tender X	*	70%
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Should the outcome of the formula lead to two or more tenders with the same result, the tenderer who has been awarded the highest marks for the technical proposal will be deemed to be the most economically advantageous tender.

The contract shall be awarded to the tender ranked first, which complies with the minimum requirements specified in the procurement documents and is submitted by a tenderer having access to procurement, not in an exclusion situation and fulfilling with the selection criteria.

II.2.5 Duration of the Framework Contract

The duration of the framework contract resulting from this award is until **31 December 2026**

This contract is not subject to renewal.

II.2.6 Information about the limits on the number of candidates to be invited

Minimum number of invited tenderers is 3.

II.2.7 Information about the funding budget

Procurement is financed from the Transport Community Budget and Grant NDICI-GEO-NEAR/2023/ 452-688.

II.2.8 Adjustment of the framework contract price

The price shall not be adjusted.

SECTION III: LEGAL, ECONOMIC, FINANCIAL AND TECHNICAL INFORMATION

III.1) Conditions for participation

This section includes information about:

- i. The minimum requirements for participation at this procedure
- ii. The exclusion grounds from participating to this procedure and the means of proof,
- iii. Selection criteria

Tenderers are responsible for carefully reviewing the Tender Documentation, including any corrigendum issued during the preparation of Tenders, as well as obtaining all information requested regarding any conditions or obligations applicable to the Tender by submitting a Tender under this procurement procedure.

III.1.1) Suitability to pursue professional activity, including requirements relating to enrolment on professional or trade registers

III.1.2) Requirements regarding the exclusion grounds

All economic operators involved in the procedure, regardless of their role (individual Tenderer, member of an group/joint venture, Subcontractor, Supporting Third Party) must demonstrate that it is not in any of the situations that could lead to its exclusion from the procedure, as described in Article 57 of Directive 2014/24/EU of the European Parliament and of the Council and art 136 of the Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council.

To verify that the economic operators (Individual Tenderers, members of a group/joint venture, Subcontractors, Supporting Third Parties) are not in any of the situations regarding the reasons for exclusion, the following information is applicable

Preliminary evidence - As preliminary evidence for the verification of the reasons for exclusion, the economic operators (Individual Tenderers, members of a group/joint venture) shall submit signed **Annex 1 - Declaration on honour that they are not in an exclusion situation signed by an authorised representative.**

The TCT Secretariat reserves the right to:

- a) request additional information for the purpose of evaluating the inclusion in the situations related to the exclusion grounds;
- b) directly request information from the competent authorities in case of uncertainty related to any of the reasons for exclusion.

At any time during the procedure, the TCT Secretariat may request tenderers to present updated declaration, or part of the supporting documents where this is necessary to ensure the proper conduct of the procurement procedure.

III.1.3) TECHNICAL AND PROFESSIONAL ABILITY

Criteria relating to tenderers:

Criterion 1 - List of the main services properly provided

- Tenderers shall prove that, during the last three (3) years prior to the deadline for submission of the Tender, they have provided at least three (3) examples of graphic design services, demonstrated through samples of products similar to those required in the specifications. The examples may relate to previously completed or ongoing projects. The samples must include a company/institution logo.

For the purpose of this procedure:

- "properly provided services" must be understood as services provided within the limits of the agreement between the tenderer and the beneficiary of said services.

III.1.4) LEGAL BASIS

The Treaty establishing the Transport Community (European Union, 2017) Official Journal of the European Union L 278/3 of 27.10.2017.

SECTION IV: PROCEDURE

IV.1) DESCRIPTION

IV.1.1) TYPE OF THE PROCEDURE

Type of the procedure: simplified tender procedure

IV.1.2) INFORMATION ABOUT FRAMEWORK CONTRACT

Framework contract shall be signed with a single contractor. Duration of the framework contract shall be until 31 December 2026

A framework contract establishes the terms under which services may be ordered, without imposing any obligation on the Contracting Authority to purchase the full scope or any minimum quantity of services.

IV.2) ADMINISTRATIVE INFORMATION

Language of Tender: the Tender and supporting documents shall be in English or translated into English.

IV.3) TENDER

IV.3.1) TECHNICAL PROPOSAL

Tenderers must provide one proposal for scenario below:

The Transport Community is publishing its 2026 annual report on Development of indicative Trans- European Transport Network (TEN-T) extensions of the Comprehensive and Core Network in Western Balkans. This report covers the progress made by the governments in the region on the development of their road, rail, and waterborne transport networks, as well as the compliance of their airports to the TEN-T standards.

Technical proposal: *The Transport Community wants to design and promote this report. Please propose the cover page which should include the report's name, the Transport Community logo, and year. The design should reflect various modes of transport covered by the report, the idea of the Western Balkans as a region, as well as its connection to the European Union. The cover page should be A4 in size.*

The technical document shall not contain any aspects related to prices.

IV.3.2) FINANCIAL PROPOSAL

Financial proposal shall be submitted in the template attached and shall be duly signed.

IV.3.3) TENDER PRESENTATION

Tenderer Identification

Tender must include the **Financial Identification Form (Annex 2)** to be completed and signed. The Tenderer must provide the following information in its Tender:

- For legal persons, a legible copy of the notice of appointment of the persons authorised to represent the tenderer in dealings with third parties and in legal proceedings, or a copy of the publication of such appointment if the legislation applicable to the legal person requires such publication. Any delegation of this authorisation to another representative not indicated in the official appointment must be evidenced.
- For natural persons, if required under applicable law, proof of registration in a professional or trade register or any other official document showing the registration number.

Tenderers that are already registered in the Contracting Authority's accounting system (i.e. they have already been direct contractors) are not obliged to provide such evidence.

The tenderer (or the leader in case of joint tender) must provide a Financial Identification Form with its supporting documents. Only one form per tender should be submitted. No form is needed for subcontractors and other members of the group in case of joint tender.

Tender Presentation

Part 1:

- A. Declaration of impartiality and absence of conflict of interest;
- B. Tenderer Financial Identification Form;
- C. Identification of tenderer
- D. Technical proposal;
- E. At least three (3) examples of graphic design work from the last three years
- F. Proof of enrolment in a relevant trade or professional register;

shall be submitted in one email, whereas

Part 2:

- G. Financial Offer

shall be submitted in a separate email.

In the email subject line, the part that is submitted should be clearly stated and the subject matter of the procurement indicated in the invitation to tender.

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.

IV.3.4) REQUIREMENTS REGARDING THE TENDER PRESENTATION

Documents requested from Tenderers

- A. Declaration of impartiality and absence of conflict of interest;
- B. Tenderer Financial Identification Form;
- C. Identification of the tenderer;

- D. Technical proposal;
- E. At least three (3) examples of graphic design work from the last three years;
- F. Proof of enrolment in a relevant trade or professional register;
- G. Financial Offer.

For submission of the Tender, the tenderers shall use the forms attached to the invitation to tender.

IV.4) TENDER EVALUATION

IV.4.1. Confidentiality of tenders

Once the TCT Secretariat has opened a Tender, it becomes its property and shall be treated confidentially, subject to the following:

- For the purposes of evaluating the tender and, if applicable, implementing the contract, performing audits, benchmarking, etc., the TCT Secretariat is entitled to make available (any part of) the tender to its staff as well to other persons and entities working for the Contracting Authority or cooperating with it, including Contractors or subcontractors and their staff provided that they are bound by an obligation of confidentiality.
- The TCT Secretariat may disclose the submitted tender in the context of a request for public access to documents, or in other cases where the applicable law requires its disclosure. Unless there is an overriding public interest in disclosure, the TCT Secretariat may refuse to provide full access to the submitted tender, redacting the parts (if any) that contain confidential information, the disclosure of which would undermine the protection of commercial interests of the tenderer, including intellectual property.

The TCT Secretariat will disregard general statements that the whole tender or substantial parts of it contain confidential information. Tenderers need to mark clearly the information they consider confidential and explain why it may not be disclosed. The TCT Secretariat reserves the right to make its own assessment of the confidential nature of any information contained in the tender.

IV.4.2. Assessment of the minimum qualification requirements

Each Tender shall be assessed in accordance with the requirements stated in point III.1.

The minimum selection criteria shall be verified for each of the economic operators involved in the tenders received, irrespective of their role (Individual Tenderer, member of a group/ joint venture, Subcontracting, Supporting Third Party) based on the submitted preliminary evidence.

IV.4.3. Evaluation of the Technical Proposals

The Tender Evaluation Committee shall verify if the Technical Offer:

- was submitted using the requested form;
- refers to the entire subject matter of the description above in IV.3.1;

If necessary, the Tender Evaluation Committee shall formulate request for clarifications or

additional information to which the Tenderers are bound to answer within the indicated period.

The result of the evaluation establishes what Tenders are admissible, and which are unacceptable or not-compliant.

IV.4.4. Evaluation of the Financial Offers

The opening and evaluation of the Financial Offers found acceptable shall take place after the evaluation of the Technical Proposals.

The Tender Evaluation Committee shall verify if the Financial Offer:

- was submitted using the requested form;
- refers to the entire subject matter of the framework contract. Financial Offers that refer only to part of the subject matter of the framework contract are not accepted;

If necessary, the Tender Evaluation Committee shall formulate request for clarifications or additional information to which the Tenderers are bound to answer within the indicated period. When the financial offer of a tender seems to be abnormally low, the Tender Evaluation Committee shall require the Tenderer to clarify in writing that the offer is economically sustainable and it can be carried out properly. TCT Secretariat may reject abnormally low tenders, in particular if it established that the tenderer or a subcontractor does not comply with applicable obligations in the fields of environmental, social and labour law.

IV.4.5. Application of the award criteria

The Evaluation Tender Committee shall apply award criteria and shall establish the winner following the application of the algorithm stated in the Tender Documents.

IV.4.6. Clarifications and additional information

The Evaluation Tender Committee may request clarifications and additional information. Both the request and the answers shall be in writing. The answers shall not have as effect substantial modification of the Tender.

The request for clarifications / additional information and the Tenderers' answers shall become part of the Tender Documents.

IV.5. PROCEDURES FOR REVIEW

IV.5.1) Right to object

An economic operator who considers himself injured by an act or decision issued during the procurement procedure may refer the matter to the Director of the TCT Secretariat for:

- annulment of the respective act,
- ordering a remedial action, and
- recognition of the claimed right or legitimate interest. The request for review shall be submitted within a maximum period of 7 days, starting from the day following the notification of the challenged act or decision, to procurement@transport-community.org.

Objection shall include:

- identification of the procurement procedure

- identification of the contested act or decision
- sender's identification data;
- proof of interest;
- remedy sought;
- grounds or evidence supporting the objection.

The objection submitted after the deadline or at the wrong address shall be rejected. A challenge or objection based on any other ground shall be inadmissible.

Objections shall be decided upon by a review panel to be appointed by the Director of the TCT Secretariat.

The review panel shall have an odd number and at least one of the members shall have a higher education degree (preferable legal) or specialisations in procurement.

The review panel shall analyse the objection and provide written and reasoned decision on the case within 5 days from their appointment.

When there are 3 (three) or more members, the decision shall be taken with 2/3 votes of the members. The decision of the review panel shall be final and binding for the TCT Secretariat and for the challenging interested person and for all other tenderers or possible tenderers.

The TCT Secretariat shall communicate/publish the reply to the objection received from rejected or unsuccessful tenderers within 10 calendar days from the day of the receipt of such request.

The review panel may:

- confirm (fully or in part) or
- reject the objection

When the objection is confirmed the panel shall decide:

- to annul the challenged decision
- to resume the tender procedure for the challenger from the moment of the annulled decision to award damages if the challenger suffered any harm.

IV.5.2) Dispute resolution

Disputes arising out of the Contracting Authority's decision on an objection shall be settled by final and binding arbitration by the Permanent Court of Arbitration in The Hague in accordance with the Permanent Court of Arbitration Optional Rules for Arbitration Involving International Organizations and States, as in effect on the date of launching the tender, by one arbitrator appointed in accordance with these Rules by the Secretary General of the Permanent Court of Arbitration.

The arbitration proceedings shall take place in the Hague and the language used in the arbitral proceedings will be English. The arbitrator's decision shall be binding on all parties and there shall be no appeal.