



ProCredit Bank

Macedonia

From:	ProCredit Bank, Marketing Department
Tender Title:	Procurement note no: 03/2005 – Tender for printing house
Date:	14.11.2005
Contact Person:	Biljana Severinova – Head of Marketing Department Hristijan Trajcevski – Marketing Officer Tel. ++389/ 2 / 321 99 17

1. Brief description

According the internal procedures for purchases and supplies, ProCredit Bank Macedonia on regular basis will review suppliers, producers, service providers, agency intermediaries on quality – cost driven principle, in order to maintain a competitive edge in the market. The selection of the contractor is based on the price, quality of the work, experience of the company in similar assignments and reputation of the company, and other relevant indicators.

Together with tender documents suppliers are provided with the banks anti-corruption statement.

2. General data for ProCredit Bank:

- International Bank, member of the biggest bank network in Southeastern Europe, owned by reliable and sound shareholders, among which: ProCredit Holding-Frankfurt; EBRD-London, KfW-Frankfurt, IFC-Washington; FMO-den Haag and managed by the IPC- German consulting company;
- Operating in the field of microfinance, lending to small and medium enterprises and offering complete banking services;
- Head Quarter in Skopje and 16 branches at the moment /last update - November 2005 /, having most dynamic expansion plan.

Skopje I	Tetovo
Skopje Aerodrom	Business Center
Skopje Bit Pazar	Ohrid
Skopje Karpos	
Skopje Center	
Skopje Butel	
Gostivar	
Kumanovo 1 and 2	
Bitola	
Strumica	
Struga	
Stip	

ProCredit Bank
Jane Sandanski, 109a
1000 Skopje, Macedonia
S.W.I.F.T.: PRBUMK22

Phone +389 /02/ 321 99 00
Fax +389 /02/ 321 99 01
www.procreditbank.com.mk
info@procreditbank.com.mk

General Manager
Borislav Kostadinov
Deputy General Manager
Jovanka Joleska Popovska





ProCredit Bank

Macedonia

3. Objective of the tender

As the most dynamic bank, ProCredit Bank Macedonia is looking for a type of supplier/service that will:

- Maximize the potential of budgets at every opportunity;
- Demonstrate a clear and efficient buying process;
- Demonstrate transparency in all areas of purchasing including provision of contracts, back-up invoicing, and disclosure of third party agreements as they affect ProCredit Bank;
- Execute services efficiently, at a competitive yet fair remuneration fee
- Service ProCredit Bank's orders with highest quality, promptly and efficiently

4. Timing and Appointment

The tenders with the full description will be regularly published on the www.procreditbank.com.mk and additionally in any public media if necessary. The request on tender participation will be sent to all the relevant companies dealing with the issue.

The key dates for the completion of the tender and appointment of centralized suppliers, producers, service providers, and agency intermediaries are as follows:

- Decision and announcement 14.11.2005 /dd/mm/yy/ in ProCredit Bank's web site;
- Document sent directly to suppliers on 14.11.2005 /dd/mm/yy/;
- Bidders proposals in English (by mail, or sealed envelope or CD or Hard Copy) to be returned latest till 21.11.2005 /dd/mm/yy/;
- Presentation of the bidders proposals in English (ProCredit Bank's premises) – _NO_ /dd/mm/yy/ (to be discussed).

5. Suppliers Credentials & Resources

Supplier should provide a short company profile and to include, but not be limited to the following areas:

- Length of presence and history in the market and ownership structure;
- Number of employees, experience and short job description;
- Description of the indoor machines, technique and equipment;
- Speed of execution;
- Terms of delivery;
- Previous experience (and references, if available) of the company by executing similar tasks



6. Remuneration

Suppliers, producers, service providers, agency intermediaries are invited to submit cost per item, amount discounts or remuneration proposals using the attached specification of goods and services. (to be additionally developed for the relevant purchases, including the detailed technical description to serve as unique sample to compare prices).

7. Supplier Issues

Suppliers are free to present any other information considered relevant to ProCredit Bank Macedonia.

Procurement note no: 03/2005

Selection of printing house for all printed material (leaflets, brochures, memo and banking documents). *I zbor nape~at ni ca za sevkupni ot pe~at en mat erial (lif let i, brof uri, memorandumi i ost anat i bankarski dokument i)*

:

DESCRIPTION (detailed)	PI S (det al en):
<p>1. Please supply us with all the prices for the following materials:</p> <ul style="list-style-type: none"> • 115 Kunstdruck paper matt, 4/4 color, A4 format, folded in two. Please give the prices for quantity ranges: 2.000 - 3.000 - 4.000 10.000 - 20.000 - 30.000 • 150 gr Offset paper, 4/0, A4 format. Please give the prices for quantity ranges: 2.500 - 5.000. • Brochure, 250 gr Kd matt cover page, 160 gr. Kd insider pages, A5, hefted. Quantity: 2.500 pieces. • Production period • Delivery terms • Transportation terms • Possibility of extra included service for pre-print, pre-press, preparation of the material of word texts in Corel, Photoshop, Illustrator, and terms. 	<p>Mol i me da dost avi t e ceni , za sl edni ve mat er i jal i :</p> <ul style="list-style-type: none"> ➤ 115 Kd, ??? ??????, ????? 4/4, A4 ??????, ??????? ?? ???. ? ????? ?? ?? ?????? ?????? ?? : 2.000 - 3.000 - 4.000?? ?? ?? 10.000 - 20.000 - 30.000 ➤ 150 gr Offset ??????, 4/0, A4 ??????. ? ????? ?? ?? ??????? ?????? ?? ???????: 2.500 - 5.000. ➤ ???????, 250 gr Kd ??? ??????, 160 gr. Kd ????????? ??????, A5, ??????????. ?????: 2.500 pieces. ➤ Vr eme na r eal i zaci ja ➤ Rok na i spor aka ➤ Na~i n na di str i buc i ja ➤ Ekst r a vkl u~en ser vi s za pr e-pr i nt , pr e-pr es, podgot ovka na mat er i jal od vor dt ekst vo Kor el , F ot o[op, I l l ustr at or ? ??????.





ProCredit Bank

Macedonia

*(Filled out by MARKETING DEPARTMENT (a Relevant Department that initiate the Tender)
(popolnet o od Marketing Oddel koj ja izvršiva nabavkata):*

Request No. / Broj na barawe **Procurement note no: 03/2005**

Date of submission / Datum na ispravae **14.11.2005**

Signature / Podpis _____ (Representative from the Department that initiates the Tender)

_____ (Representative from the Financial Controlling Department)

