



## **Media services – Call for Tender** **13.07.2022**

### **FEPS – GENERAL INFORMATION**

The Foundation for European Progressive Studies (FEPS) is the leading think tank of the European centre left political family. It works with almost 50 Member political Foundations and think tanks across Europe. It embodies a new way of thinking on the social democratic, socialist and progressive scene in Europe. It seeks to serve as a platform for innovative research, policy advice, training and debates to tackle the long- and short-term challenges that Europe and European integration faces today. It strives for more and better-quality democracy in Europe.

To do so, it forges connections and coherence among stakeholders from local, regional, national, European and global levels, and fosters dialogue between diverse stakeholders from the world of politics, academia and civil society.

FEPS' work is in most cases carried out in the form of projects with its members and partners. The outputs of said projects feed into the work of the broader progressive family – starting with the Party of European Socialists (PES), the Group of the Progressive Alliance of Socialists and Democrats (S&D), their constituents and Member parties, as well as in the broader public debate.

### **PURPOSE OF THE PRESENT TENDER**

The purpose of this tender is to select media platforms to support the promotion of the Foundation for European Progressive Studies' work, including publications, events and training.

If selected through the present call for tender, FEPS offers the possibility of signing a five-year contract with no exclusivity and no minimum billing amount between September 2022 and August 2027 for media services with a 6-month trial period.

### **MAIN NEEDS AND PLANNING**

A non-exhaustive list of indicative needs and preferences would be the following:

- Promote or/and produce content (e.g. op-eds, editorial contributions, interviews, events' coverage...) in various formats (written, audiovisual, infographic....) prepared by FEPS contributors or your platform through your website, newsletter, social networks and/or printed material that ensures visibility of FEPS' work and raises awareness around FEPS' priorities;
- Publishing of press releases, event invitations, and job ads;
- Sponsoring options;

## **PARTICIPATION IN THE TENDERING PROCEDURE**

### **Tender Process**

FEPS reserves the right to conduct the tender process and select the successful tender. FEPS is not bound contractually or in any way to a bidder to this request for tender until FEPS and the successful winner have entered into a written contract.

The key dates of this call for tender are the following:

1. Deadline for the submission of applications: receive the offer in writing via email by 23/08/2022
2. Candidate(s) selection: 09/09/2022
3. Start of the contract: as soon as possible once selected

The offer must contain the relevant costs VAT included, cost per kind of services or products offered and any other relevant benchmark enabling us to compare candidates on equal conditions. Any other costs or additional fees that may be charged in exceptional situations should be detailed and include applicable conditions (e.g. premium fee for urgency, etc.).

### **Tender qualitative evaluation criteria**

In non-preferential order, the evaluation criteria used to assess the quality of the applications is the following:

Qualitative criteria 1: A cost proposal – value per money offered by the applicant

Qualitative criteria 2: Quality of the service – e.g. end to end solutions, target audiences, flexibility to accommodate short-term deadlines, etc.

Quantitative criteria: Outreach

Applicants must be able to work in English language.

### **Contacts**

If the above request is of interest to your company, we invite you to liaise with [euleane.omez@feps-europe.eu](mailto:euleane.omez@feps-europe.eu) (FEPS Project management coordinator) and [ainara.bascunana@feps-europe.eu](mailto:ainara.bascunana@feps-europe.eu) (Head of Communication) to request further information and submit your application.

All written offers must be submitted to [ainara.bascunana@feps-europe.eu](mailto:ainara.bascunana@feps-europe.eu) (Head of Communication), [catherine.dubois@feps-europe.eu](mailto:catherine.dubois@feps-europe.eu) (Head of accountancy) and put in copy to [johan.robberecht@feps-europe.eu](mailto:johan.robberecht@feps-europe.eu) (FEPS Director of Operations).

Offers not provided in writing via email will not be considered.

## **TERMS OF PAYMENT**

Prices must be fixed amounts in Euro.

The amount of VAT should be shown separately on the price offer and invoice.

Costs incurred in preparing and submitting tenders are borne by the tenderers and cannot be reimbursed

## **QUALITY ISSUES**

In delivering the service the tenderer shall ensure the highest quality standards of which FEPS shall be the sole judge.

## **CONFIDENTIALITY AND CONFLICT OF INTEREST**

The tenderer undertakes that they will not at any time, either before or after the termination of this service, use or disclose or communicate to any person confidential information relating to the affairs of FEPS. This restriction shall continue to apply after the termination of the service without limit in point of time.

To ensure the independence of terms of their contract, the winning tenderer will sign a declaration certifying that they have no conflict of interests in relation to the tasks to be undertaken and undertake to inform FEPS' Director of Operations should this status change

## **TERMS AND CONDITIONS**

FEPS reserves the right to reject any and all proposals, in whole or in part, to advertise for new proposals, to abandon the need for services, and to cancel or amend this call for tender at any time prior to the execution of the written contract. FEPS reserves the right to waive any formalities in the call for tender process. FEPS may respond to questions or provide information from tenderers, and is under no obligation to provide such responses or information to all other tenderers.

By submitting a proposal, the tenderer agrees that:

- FEPS may copy the proposal for purposes of facilitating the evaluation of the proposal and agrees that such copying will not violate the rights of any third party
- It will not bring any claim or have any cause of action against FEPS based in any misunderstanding concerning the information provided or concerning FEPS' failure, neglect or otherwise, to provide the bidder with pertinent information as intended by this call for tender

The accomplishment of a tendering procedure imposes no obligation on the FEPS to award the contract. Should the invitation to tender cover several items or lots, FEPS reserves the right to award a contract for only some of them. FEPS shall not be liable for any compensation with respect to tenderers whose tenders have not been accepted. Nor shall it be so liable if it decides not to award the contract

**CONTRACTING AUTHORITY**

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