



GRAPHIC DESIGN – CALL FOR TENDER

FEPS – GENERAL INFORMATION

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 of 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 a Graphic Design agency to provide services in the fields of graphic design for the Foundation of European Progressive Studies.

Building on FEPS' visual identity and furthering it, the objective of this tender is, (with systematically 3 sets of corrections) to procure the provision of design services:

- For the produce magazines, books, leaflets, activity reports and/or conference programmes (e.g.: [The progressive Post](#), [FEPS Books series](#), [FEPS activy report](#))
- For the production of the first edition of *The Progressive Yearbook* and *The Progressive Guide*
- For the creation of logos, flyers, roll ups, banners, greeting cards and other promotional material
- For the production of online newsletters, social media banners as well as business cards' ready-to-use Adobe Photoshop and/or Indesign templates
- For the production of infographics

FEPS offers the possibility of a one year contract (01/01/2020 – 31/12/2020) with 6 months trial period.

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 13/12/2019
2. Meetings/phone calls to discuss the offers: 18/12/2019 – 19/12/2019
3. Graphic design company selection: 20/12/2019 at the latest
4. Start of contract: 01/01/2020

The offer must contain the hourly rate cost VAT included. 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). Providing some samples of its graphic design portfolio is highly recommended.

Tender qualitative evaluation criteria

Qualitative criteria 1: A cost proposal - Most economically advantageous tender for a maximum annual budget of up to 60.000€, VAT included.

Qualitative criteria 2: A list of references - Quality of the technical and professional capacity proposed by the tenderer in terms of graphic design and layout. The tenderer is requested to provide at least three examples of graphic design and layout done for other clients that are similar to FEPS's request.

Qualitative criteria 3: Quality of the assurance mechanisms proposed by the tenderer to ensure the production of high quality products (number of artwork proposals, round of corrections, etc.).

Applicants must be able to work in both French and English languages.

Contacts

If the above request is of interest to your company, we invite you to liaise with alain.bloedt@feps-europe.eu (FEPS senior communication advisor) to request further information and submit your application.

All written offers must be submitted to roberto.paredes@feps-europe.eu (FEPS Financial advisor) and put in copy to johan.robberrecht@feps-europe.eu (FEPS Director of Operations) as well as alain.bloedt@feps-europe.eu (FEPS Senior communication advisor).

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' senior communication advisor should this status change

TERMS AND CONDITIONS

FEPS reserve 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

Foundation of european Progressive Studies (FEPS)

Rue Montoyer 40

1000 Brussels

EUPF 4 BE0896.230.213

www.feps-europe.eu

