



Invitation to Tender: Design & Printing Services

Terms of Reference

June 2019

1. **Introduction:** The EU-LAC Foundation is an international organization based in Hamburg, Germany. It is launching a call for tenders for the conclusion of several framework contracts with individual contractors for the provision of custom graphic design and/or printing services. **Due Date for applications: June 30th, 2019, end of day CEST (Central European Summer Time)** - see also point #11.

2. **Background:** The EU-LAC Foundation has 62 members: the 28 members of the European Union, the 33 states of Latin America and the Caribbean, and the European Union itself. Its object is to encourage further mutual knowledge and understanding between EU and Latin America and Caribbean regions and its peoples, and it was conceived as a useful tool for strengthening the biregional partnership. Its working languages are English and Spanish.

3. **Subject of the contracts:** The purpose is to entrust to multiple entrepreneurs and/or companies the graphic design and printing of the EU-LAC Foundation's technical and promotional materials (e.g. self-published books, brochures, posters, etc.) according to the specifications that will be defined for each specific order. Various three-year (3) framework contracts will be concluded with multiple contractors. The number of orders may fluctuate over time in response to the needs of the EU-LAC Foundation, but the price bracket proposed in the tenderers' offers will be adhered to.

4. **Services to be provided:** The contractor must therefore provide the human and material resources necessary to provide the services/products in the indicative and non-exhaustive list below:

Business cards

- Top-quality printing 100 or 200 pieces
 - Full-colour
 - Double-sided (English / Spanish)
 - Size 5,5 x 7,3 cm
 - 15-pt. velvet finish
 - Delivered at Hamburg, Germany
- Example attached (Annex 1)

Invitations

- Modify / update current design and layout
- Closed size 99 x 210 mm
- Top-quality printing 50 to 100 pieces
- Envelopes included
- Delivered at Hamburg, Germany
- Example attached (annex 2)



EU-LAC Foundation
Fundación EU-LAC

Logos

- Create customised graphic design and layout
- Delivered by e-mail
- Example attached (annex 3)

Typesetting and formatting of books

- Create a printer-ready book layout from a text document, including book cover
- Manuscript formatting, ensuring that font, character style, line spacing, paragraph style, pages numbers, margins, and layout all meet an editor's expectations
- It must include title page, copyright page, table of contents, photos, charts, tables, bibliographies, etc.
- Top-quality printing of 100 books or more: normally size 170x240 mm, print 4/4-colour (CMYK), paper inside »Claro Bulk« 115g, envelop »Chromosulfatkarton extra zäh« 250g.
- Delivered at Hamburg, Germany
- Example of book cover attached (annex 4) & <https://eulacfoundation.org/en/documents/why-should-european-union-have-any-relevance-latin-america-and-caribbean>
(copy and paste the complete link into your browser)

Newsletter Design

The Foundation publishes 3 newsletter editions per year in two languages via the Mailchimp platform (in total 6 per year). The contractor will receive for each edition the raw material (pictures, texts and structure required) and will make the whole design and layout process under the Foundation's instructions. The contractor has approximately one week to create the final product in the two languages, in coordination with the Foundation. The work involves:

- Adjust profile pictures for each opinion article
- Adjust the template according to particular requirements of each edition and language variation (html code)
- Resolve any misformatting issues that may emerge
- Adapt the final product, as well as each opinion paper (depending on the edition, it can range from 6 to 14 papers with approx. 900 words length each) to a print-friendly format. The number of opinion papers that should feature in the print-friendly version refers to those featured under the section "Topic of the Quarter".

See example of a Newsletter online version by copying and pasting the complete link below into your browser: <http://us4.campaign-archive1.com/?u=ff018e5d48206d90c38bcf278&id=9f306917ef&e=8b18a6617d>

5. **Duration:** These framework contracts will be concluded for a period of three years from the date on which they enter into force (expected start date is August 1st, 2019). This contractual period and all other periods specified in the Contracts are calculated in calendar days unless otherwise indicated.



6. **Estimated Budget:** The maximum cumulative value of all specific orders to be placed during the above-mentioned period is EUR 70.000 (seventy thousand Euros). Signature of the framework contract imposes no obligation on the EU-LAC Foundation to purchase for the estimated budget. Only performance of the framework contract through specific orders is binding on the EU-LAC Foundation.

7. **Prices (Service Fees):**

- a) The contract currency is the euro (EUR);
- b) As an international organisation, the Foundation will be exempted from German VAT, once the Headquarters Agreement with the Federal Republic of Germany is signed and effective. Therefore, at that point in time and after confirmation by the Foundation, all invoices shall show no VAT.
- c) Cross border services within the EU shall be invoiced without VAT to the EU-LAC Foundation (reverse taxation);
- d) Services from outside the EU shall be invoiced according to their local fiscal practice for services electronically supplied abroad.
- e) Prices must be firm and not subject to revision during the duration of the contract;

The tenderers must submit as part of their tender, the “Proposal Template” duly filled and signed (Annex 5).

8. **Invoicing and Payments:**

- a) The service provider shall invoice the EU-LAC Foundation for its services only after delivery and formal approval by the EU-LAC Foundation staff;
- b) Payments shall be made in Euros (EUR);
- c) The EU-LAC Foundation shall pay the contractor by electronic bank transfer, within fifteen working days of successful work acceptance and invoice submission.

9. **Subcontracting:** The contractor shall not subcontract without prior written authorisation from the EU-LAC Foundation nor cause the contract to be de facto performed by third parties.

10. **Criteria:** There are three types of criteria under this call for tenders: (i) exclusion criteria, (ii) selection criteria, and (iii) award criteria:

Exclusion criteria

In order to demonstrate their eligibility, tenderers must submit as part of their tender, the “Declaration of honour on exclusion criteria and absence of conflict of interest” duly filled and signed (Annex 6).

Selection criteria

Tenderers should have the technical and professional capacity to perform its obligations under the contract. In particular, the tenderer must:



- a) Be a company or entrepreneur duly established either in the EU or LAC region, under the laws of the country of its incorporation. This can be evidenced by inclusion in a trade or professional register, a sworn declaration or certificate, membership of a specific organisation, express authorisation, or entry in the value added tax (VAT) register;
- b) At least two-year experience in providing the services required to small/medium organisations. This can be evidenced by listing the names of former/current clients as well as the services/products provided to them;
- c) Have the capacity and skillset to provide the services/products listed under numeral 4 above; CVs, certificates, examples of work products or other relevant documents must be included.

Award criteria

The tenders determined to be consistent with the requirements laid down in the exclusion criteria and selection criteria above will be evaluated according to the following scores:

Technical Award Criteria	Weighting (out of 100)
Overall proposed quality of services/products	60
Similar services experience	30
Delivery time (in working days)	10

11. Submission: Tenders should be submitted in either English or Spanish by post or e-mail not later than June 30th, 2019, end of day CEST (Central European Summer Time)

CALL FOR TENDERS Design and/or Printing services

EU-LAC Foundation

Grosse Bleichen 35 20354 Hamburg

Germany

jetchart@eulacfoundation.org

The period of validity of the tender, during which tenderers may not modify the terms of their tenders in any respect, is (2) two months from the final date for submission.

Submission of a tender implies acceptance of all the terms and conditions set out in this tender specification, where appropriate, waiver of the tenderer's own general or specific terms and conditions. Submission of a tender is binding on the tenderer to whom the contract is awarded for the duration of the contract.

All costs incurred during the preparation and submission of tenders are to be borne by the tenderers and will not be reimbursed.



Contacts between the EU-LAC Foundation and tenderers are prohibited throughout the procedure save in exceptional circumstances and under the following conditions only:

- Before the final date for submission of tenders:
 - * At the request of the tenderer, the EU-LAC Foundation may provide additional information solely for the purpose of clarifying the nature of the contract. Any requests for additional information must be made in writing only to jetchart@eulacfoundation.org. Requests for additional information received less than (5) five working days before the final date for submission of tenders will not be processed.
 - * The EU-LAC Foundation may, on its own initiative, inform interested parties of any error, inaccuracy, omission or any other clerical error in the text of the call for tenders.

- After the opening of tenders
 - * If clarification is required or in case obvious clerical errors in the tender need to be corrected, the EU-LAC Foundation may contact the tenderer provided the terms of the tender are not modified as a result.
 - * The EU-LAC Foundation may negotiate with tenderers the tenders they have submitted, in order to adapt them to the requirements set out in the contract notice, tender specifications or any additional document and in order to find the tender offering best value for money. During negotiations equal treatment of all tenderers will be ensured.

This invitation to tender is in no way binding on the EU-LAC Foundation, whose contractual obligation commences only upon signature of the contract with the successful tenderer(s). Up to the point of signature, the EU-LAC Foundation may either abandon the procurement or cancel the award procedure, without the candidates or tenderers being entitled to claim any compensation.

You will be informed of the outcome of this procurement procedure by e-mail. It is your responsibility to provide a valid e-mail address together with your contact details in your tender and to check it regularly.

Data protection

Any personal data collected for the Foundation's during this tender will only be used for the purposes of these procedures and will in no case be transmitted to any third party. Any data provided will be treated in the strictest confidence and with high standards of security.

All documents provided to the Foundation during the tender will be kept in the Foundation's files and will not be returned. Tender documents will only be kept for as long as it is mandatory to fulfil the requirements of existing auditing/control procedures applicable to the Foundation.