



Call for Tenders – Framework contract : External communications services & event management

Post title: **Framework contract _ external communications services & event management**

Location: EU

Starting date: As Soon as possible and for a period of 2 years

ABOUT THE ORGANISATION

The Institute of European Democrats (IED) - ASBL, is a non-profit association based in Brussels and has been established in September 2007 as an independent Research Institute. The Institute of European Democrats is an innovative European political and cultural Research Institute that offers fresh political ideas as well as a strong and respected cultural background to the European Democratic Party (EDP) to which it is formally affiliated.

ABOUT THE CALL FOR TENDERS

The IED is seeking to engage in a long-term partnership for **providing Communication support to IED**, including Graphic & content design, publication, campaign & event management, video production.

A framework contract establishes a mechanism for future repetitive purchases by the IED to be awarded in the form of specific contracts. The signature of a framework contract does not impose an obligation on the IED to conclude specific contracts with a framework contractor and to purchase up to the established following ceiling. The framework contract will be concluded with one contractor.

The framework contract concerns up to, yearly:

- Graphic design : event posters, social media posts, illustrations for the IED website, conception of publications & brochures
- video production
- Provide dedicated illustrations (website, Social media, Campaigns)
- Printing and mailing
- Conception & planning of social media campaigns
- Conception & planning of physical events

The offer is for a framework contract. Based on this contract, specific contracts will define precisely quantities and times for deliveries when required. IED will contact the contractor at least two weeks before the event/project.

The IED is funded by the European Parliament and is being regulated under the Regulation (EU, Euratom) No 1141/2014.



This call is also regulated under Article II.9 of the Funding Agreement between political parties and foundations and the European Parliament.

TENDER REQUIREMENTS

- branded communication in line with the IED corporate identity & EU Parliament regulation
- strategic planning
- in-contract coverage for support, analytics and timely responsiveness

EVALUATION CRITERIA

The elements we will consider determining the best value for money are:

1. Contractor's references
2. Technical and professional capacity
3. Contractor's availability and technical capacity to react timely to requests
4. Ability to communicate using different languages, especially English and French
5. Time needed to provide requested deliverables
6. Legal and regulatory capacity (Proof of enrolment in a relevant trade or professional register)

TENDERING PROCESS

Interested contractors/suppliers should submit their offer, together with their portfolio to show eligibility to the tender requirements and its Annex, no later than midnight (CET) on 31 March 2021 to:

procurements@iedonline.eu

with the subject line "**Proposal_IED Call for tenders Communications**".

Your personal data will be processed solely by IED and only for the purpose specified in this call. It will be stored safely and securely following the GDPR laws. To ensure GDPR compliance please include the following sentence to the body of your email confirming your consent: "I agree to the IED processing my data for the purpose of the Call for Tenders procedure".

Review of the offers and tenders is scheduled to take place during the first week of April 2021.