

Call for Tenders – Framework contract:  
Content & Graphic Design

Post title: **Framework contract \_ Content & Graphic Design**

Location: EU

Starting date: As Soon as possible and for a period of 3 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 actively seeking a long-term partnership to provide comprehensive graphic and content design support. This includes services such as graphic design, publication and brochure creation, as well as video production.

By establishing a framework contract, the IED aims to establish a structured mechanism for future purchases. This contract does not impose an obligation on the IED to enter into specific contracts with the framework contractor, nor does it require them to make purchases up to a predefined limit. Instead, it serves as a framework for potential future contracts.

The framework contract will be awarded to a single contractor, and it covers various aspects of design and production. Specifically, it includes:

- **Graphic design:** This entails creating event posters, the IED Annual Report, illustrations for the IED website, and the conception of publications and brochures.
- **Video production:** This involves producing high-quality videos for the IED's various needs.
- **Dedicated illustrations:** The contractor will be responsible for creating illustrations specifically for the IED's website, social media platforms, and campaigns.
- **Printing and mailing:** The contractor will also handle printing and mailing services as required.

The framework contract is intended to provide a solid foundation for ongoing collaboration and mutually beneficial partnerships.

The offer is for a framework contract. Based on this contract, specific contracts will precisely define 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 25 August 2023 to:

**procurements@iedonline.eu**

with the subject line "**Proposal\_IED Call for tenders Content & Graphic Design**".

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 between 26 and 31 August 2023.