



Call for tender

CEMR-EPSU joint project “Localising the European Semester”

About CEMR

The Council of European Municipalities and Regions (CEMR) is the broadest organisation of local and regional authorities in Europe. Its members are over 60 national associations of municipalities and regions from 42 European countries. Together these associations represent some 150 000 local and regional authorities. CEMR’s objectives are twofold: to influence European legislation on behalf of local and regional authorities and to provide a platform for exchange of information and knowledge between its member associations and their elected officials and experts.

1. Purpose of the Contract

The work is part of a project supported by the European Commission, DG Employment, Social Affairs and Inclusion, under budget line 04.03.01.08, VP/2017/001 “Support for Social Dialogue”, introduced by CEMR (Council of European Municipalities and Regions) and its partner EPSU (European Federation of Public Service Unions) in the European Sectoral Social Dialogue Committee on Local and Regional Governments.

2. Tender Specifications for “Localising the European Semester”

Tender specification to provide layout and pdf versions of 3 documents produced in the context of the project indicated at point 5 of the present call. Printed versions are also requested for 2 of these documents, as indicated below.

3. Publication of the tender specifications

Date of publication on the CEMR website: 06 December 2019. In order to ensure a large visibility to this tender, CEMR and EPSU (European Federation of Public Service Unions) will publish it on their websites. CEMR will keep this tender on line until 17 December 2019 (midday).

4. Language of the tender

The offers must be written in English.

5. Deadline

The deadline for the submission of the tender is on Tuesday 17 December 2019 (midday).

6. Tasks to be performed by the Contractor

The Contractor will for the following three documents will:

- 1) **Document 1**, titled “Localising the European Semester. Joint CEMR-EPSU project. Final report 2018-2020”, consisting of 41 pages in English; additional versions translated into 10 languages will also be provided:
 - a) Provide design and layout of the cover and back-cover with an ad-hoc illustration for the front page, also indicating the cost for the same in any additional language;
- 2) **Document 2**, titled “Handbook”, consisting of a maximum of 10 pages in English; additional versions translated into 10 languages will also be provided:
 - a) Provide design and layout of the text of the document and of the cover and back-cover uniformly with Document 1 (point 1.a) for the English version, also indicating the cost for the same in any additional language,
 - b) Print 150 copies of the English version, also indicating the optional cost for the printing of 15 copies of any additional language, applying the following requirements:
 - Colour printing,
 - Paper cover: 300g, uncoated paper,
 - Inner paper: ±135g, uncoated paper,
 - Open format: A3 (297x420mm),
 - Closed format: A4 (297x210mm);
- 3) **Document 3**, titled “Final joint declaration”, consisting of 4 pages comprising cover, back-cover, and 2 pages of text; additional versions translated into 23 languages will also be provided:
 - a) Provide design and layout of the document in the English version, also indicating the cost for the same in any additional language, applying the following requirements:
 - An ad-hoc illustration for the front page in line with point 1.a and 2.a,
 - b) Print 150 of the English version, also indicating the optional cost for the printing of 15 copies of any additional language, applying the following requirements:
 - Brochure four pages,
 - Open format: A4,
 - Closed format: A5,
 - Paper: ±135g, uncoated paper,
 - Printing recto/verso, four colours printing,
 - Matte paper recto/verso.

7. Expertise required

The Contractor would be expected to demonstrate experience of editing and printing publications.

8. Time schedule

All documents in English will be provided to the Contractor on 20 December 2019. All documents in other languages will be provided on 13 January 2020. The deadline for the complete delivery of documents by the Contractor to CEMR is 28 January 2020.

A meeting to discuss the graphic identity of the documents is to take place in Brussels on 6 January at 14:00. The deadline for the Contractor to submit to CEMR the final proposal for the graphic identity is 10 January 2020.

9. Payments and standard contract

The contract will be drawn up between CEMR and the Contractor. The payment will be in 2 phases after acceptance by CEMR: first payment of 50% upon delivery of the graphic identity; the remaining balance payment of 50% upon delivery of all documents both in digital and hardcopy versions.

10. Selection criteria

The Contractor will be expected to demonstrate the expertise as listed in section 7 of the present document. The contract will be awarded to the tenderer whose offer represents the best value for money, taking into account the above-mentioned criteria.

11. Content of the bids

The tenderer will provide information about the capacity to carry out the work under this contract. Tenderers will provide with their offer:

- a) A cover letter containing the following information: organisation name/name of the tenderer if self-employed, contact person and contact details, the VAT, and the registration number;
- b) A financial proposal: the price offer must be quoted in euros and indicate the cost per document outside VAT.

12. Process

The offers will be reviewed on 18 December. The final decision will be communicated to all applicants. The contract will be signed no later than 20 December 2019.

How to apply

If you wish to express your interest, please submit a tender electronically no later than Tuesday 17 December 2019 (midday) to the following email address: louise.eischorn@ccre-cemr.org. Any questions may be sent to Louise Eischorn. Additional information is available on the [CEMR website](#) and [EPSU website](#).