



eurodad
european network on
debt and development

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TERMS OF REFERENCE & INVITATION TO TENDER FOR:

Framework Agreement for Design Services

Tender reference: 2022-13

Date of publication: 29/11/2022

Deadline for submission: 13/12/2022, 23:59 CET

Eurodad is a network of 60 NGOs across Europe, working on development finance advocacy. Our focus is on strengthening the power of European CSOs, working as part of a global movement to push governments and powerful institutions to adopt transformative changes to the global economic and financial system. More information can be found on our [website](http://www.eurodad.org).

Within the framework of our grants from the European Union and other funders, we are looking for a designer to help us to deliver the highest quality outputs to our European and global audiences.

For an overview of our publications, see <https://eurodad.org/reports/index>

Objectives of the contract

Eurodad is looking for highly qualified designers with experience in designing print and online publications to provide design services for Eurodad's production of reports, briefings, and other written materials.

Outputs for this contract

The estimated annual number of publications for design will be around 15 to 20, including on average 5 large reports (+/- 24-40 pages) and 10 to 15 briefings (+/- 4-20 pages) and other shorter or longer materials. However, the amount of work can vary depending on Eurodad commitments to donors.

The selected designer will produce:

- Reports and publications including cover design and a varying number of graphs/charts.
- Design of accompanying translations (on average 5-10 a year).
- Ensure outputs are clear, engaging, contemporary and unified according to our house style and any specific stylistic requirements Eurodad might have for a particular report
- Review publications and ensure they are ready for print if required

Eurodad would have the right to request a revision for correction of deliverables, should it not be considered in line with requirements, with no extra costs to be charged to Eurodad.

Contract timeline

The contract will be a framework agreement for as-needed services to be provided between 1 January 2023 and 31 December 2024 (or until the upper budget limit of 30,000€ has been reached – whichever comes first). Within this period, Eurodad will always aim to give as much notice as possible for design requests. Each time, the deadline will be given by Eurodad upon request for design.

During office hours of working days, we would hope to allow for the following timeframes:

- More than four (4) pages: The target text should be submitted according to separate agreement with Eurodad.
- In case of a tight deadline: More than half page (1/2) and up to four (4) pages: 2 days.

Technical specifications

The consultant should have an excellent understanding of Adobe CS design programmes and how to ensure files are ready for print.

Practical arrangements

- Documents for design will be exchanged by email
- Any request for design will be made and agreed by both parties by email under the conditions laid out in a framework contract signed with the selected designer
- The consultant must be available throughout the entire period of the framework agreement

Selection criteria

Eurodad selects suppliers/consultants to be awarded for a contract based on best value for money. For this tender, the following criteria will be considered:

1. **Cost**
2. **A minimum of 3 years of experience designing for CSOs, non-profit organisations, etc**
3. **A demonstrated understanding of:** Adobe CS design programmes and how to ensure files are ready for print
4. **Evidence of capacity and reliability:** based on Eurodad's past positive experience with bidder, references from other organisations or evidence of similar contracts in the past.
5. **Commitment to Eurodad's values:** a demonstrated commitment to disability inclusive training / fair tax practices / promotion of social justice, etc (as relevant)
6. **Quality of design:** bidders are requested to provide three examples of previous work.

Exclusion criteria¹

If any of the following are true for the bidder at the time of submitting their tender or at any time during the procurement process, they will be excluded from consideration for winning a contract with Eurodad. The bidder may also be blacklisted for participation in future Eurodad procurements. By submitting a tender, the bidder declares that they are not in one of the following situations:

- a) *They are bankrupt, subject to insolvency, or being wound up, are having their assets administered by a liquidator or by a court, have entered into an arrangement with creditors, have suspended business activities, or are in any such situation arising from a similar procedure provided for in national (or EU) legislation or regulations;*

¹ These exclusion criteria are in compliance with the 1 Aug 2020 PRAG (the Practical Guide on contract procedures for European Union external action), Section 2.6.10.1.

- b) *They have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with applicable laws;*
- c) *It has been established by a court's final judgment or by a final administrative decision that the bidder is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the bidder belongs, or by having engaged in any wrongful conduct which has an impact on its professional credibility where such conduct denotes a wrongful intent or gross negligence. This includes:*
 - i. *misrepresenting the information required as part of this procurement procedure*
 - ii. *entering into agreement with other persons with the aim of distorting competition*
 - iii. *violating intellectual property rights*
 - iv. *attempting to influence the decision-making process during this procurement procedure*
 - v. *attempting to get confidential information that might give an unfair advantage in the procurement procedure*
- d) *It has been established by a court's final judgment that the bidder is guilty of any of the following:*
 - i. *fraud*
 - ii. *corruption*
 - iii. *relations with a criminal organisation*
 - iv. *money laundering or terrorist financing*
 - v. *terrorist offences or offences linked to terrorist activities, or inciting, aiding, abetting or attempting to commit such offences*
 - vi. *child labour or other offences related to trafficking of human beings*
- e) *In the past, the bidder has shown significant failures in complying with the main obligations of a procurement contract with the client or financed by the European Union, which led to early termination or other contractual penalties, or which was discovered during checks or audits.*
- f) *It has been established by a court's final judgment or by a final administrative decision that the bidder has committed an irregularity.²*
- g) *It has been established by a court's final judgment or by a final administrative decision that the bidder has created an entity under a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations in the jurisdiction of its registered office, central administration or principal place of business.*
- h) *It has been established by a court's final judgment or final administrative decision that the bidder has been created with the intent described in point (g)*

If Eurodad has any reason to be concerned that the bidder may be in one of these situations, Eurodad may request appropriate evidence. Additionally, if the bidder is selected for a contract, Eurodad will confirm that the contractor is not included in the list of EU restrictive measures (sanctions list)³.

How will Eurodad decide who wins the contract?

Eurodad has a Tender Committee made up of at least four members who will open and evaluate all tenders received. We will first check that all tenders are complete and submitted on time. Incomplete or late tenders will be rejected. We will then evaluate the tenders against the Selection Criteria listed above and select the supplier which offers the lowest price and best matches all the other Selection Criteria. Any supplier who matches one of the Exclusion Criteria will be rejected.

² The European Union defines 'irregularity' as "any infringement of a provision of Community law resulting from an act or omission by an economic operator, which has, or would have, the effect of prejudicing the general budget of the Communities or budgets managed by them, either by reducing or losing revenue accruing from own resources collected directly on behalf of the Communities, or by an unjustified item of expenditure." (Article 1(2) of Council Regulation (EC, Euratom) No 2988/95)

³ In compliance with 1 Aug 2020 PRAG, Section 2.4

Anti-fraud policy

Eurodad has a zero-tolerance approach towards corruption and fraud in all its forms. Eurodad aims to prevent fraudulent activities and to respond to any allegations or potential fraud swiftly and effectively. If the bidder or any member of staff is aware of any corrupt or fraudulent activities in relation to this procurement process, they are requested to report it to Eurodad's Director (jsaldanha@eurodad.org) immediately.

Privacy policy

If you decide to submit a tender to this call, please note that Eurodad will keep your information and offer for at least 10 years as it is legally required as supporting documentation for our donors even if you are not selected for the contract. For more information about our privacy practices please visit Eurodad's website.

Payment

Bidders should be aware that if they are selected for this contract, payment will be made on the following terms: payment only after delivery of each design product, and following submission of an invoice.

Specific requirements for tenders

Prices should be given in EUR (€), exclusive of VAT

The quote based on

- the hourly rate or daily rate

or

- price per page (with and without graphs). If you opt for this payment scheme, please specify if you charge extra for correction rounds.

Please separate out the cost of stock photography if we ask to purchase any.

Instructions for submitting tenders

Deadline: Tenders must be submitted no later than **13/12/2022, 23:59 CET**. Tenders submitted after this time will not be considered.

Where and how to submit tenders: Tenders should be submitted via email to Tenders should be submitted via email to lhoffmeister@eurodad.org with the subject "Tender" and the tender reference: 2022-13

Language of tenders: The tenders must be in English.

The submitted tender package must include:

- The complete offer with total prices and relevant details, including
 - *the hourly rate*

or

- *price per page (with and without graphs)*

- The signed declaration on honour at the end of this document confirming that the bidder does not match any of the exclusion criteria
- Companies must provide a copy of their company's registration document, as proof of their nationality in compliance with the European Union's Rules of Nationality. (Freelance consultants are exempt from this requirement).
- a CV
- *if the bidder has not previously worked with Eurodad before, they should provide at least two previous employers' references.*
- *2-3 examples of previous work if they have not worked with Eurodad before.*

Tenders which are incomplete or not submitted as described above will be excluded.

Contact Person

If you have questions about the terms of reference or invitation to tender requirements, please send these in writing to Lena Hoffmeister at lhoffmeister@eurodad.org.

Bidder information

Name of bidder	
Legal status of bidder	
Nationality/country of registration	
Legal registration number of bidder (or ID or passport number, if an individual)	
VAT registration number	
Full legal address of bidder	
<p>Does the representative or any member of the company have any personal or business relationship with Eurodad staff, its members, partners or its donors? Please declare any known relationships.</p> <p><i>(Eurodad will then determine if there is a conflict of interest for the supplier to participate in this procurement, or take extra measures to avoid a conflict of interest. Failure to disclose any known relationships may result in exclusion from participation in this or future procurements if such relationships are later discovered.)</i></p>	

Declaration on honour

By signing this document, the bidder certifies that that they have read and understood this Invitation to Tender and that they are not in one of the situations listed above under *Exclusion criteria*. The bidder also certifies that all the information provided about the company under *Bidder information*, and any documents submitted with the tender are truthful and correct at time of signature.

Name of legal representative

Location

Signature

Date