

TERMS OF REFERENCE & INVITATION TO TENDER FOR:

Framework Agreement for Printing Services

Tender reference: 2022-14

Date of publication: 29/11/2022, second update: 16/12/2022

Extended deadline for submission: 06/01/2023, 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 will be producing a range of new advocacy, communications and policy materials for print.

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

Objectives of the contract

Eurodad is looking for a printing company with experience in printing high quality publications.

Outputs for this contract

The estimated annual number of publications for print will be around 10 reports (+/- 24-40 pages) or briefings (+/- 4-20 pages). However, the amount of work can vary depending on Eurodad's commitments to donors.

The selected printer will send a proof of the publication and then print, package and deliver them to our office in Brussels.

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 printing requests. The deadline will be given by Eurodad upon request for printing.

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

- Prints delivered within a maximum of five business days.

Method of work

Eurodad is committed to sustainable practices and expects the same from its suppliers/consultants.

Technical specifications

Our current Publications have the following characteristics:

REPORT (different type of paper cover and inner pages)

- Dimensions: Closed: A4. Open: A3.
- Colors: Quadri recto/verso

- Pages: 24-36 + cover/back-cover
- Versions: 1
- Grammage & material:
 - Cover/back-cover: Cyclus Print (100% recycled) > 200 g or equivalent
 - Inner pages: Cyclus Print (100% recycled) > 150 g or equivalent
- Finishing: Cutting & stapling

SHORT BRIEFING (same type of paper for all pages, no stapling)

- Dimensions: Closed: A4. Open: A3.
- Colors: Quadri recto/verso
- Pages: 4 pages
- Versions: 1
- Grammage & material:
 - All pages: Cyclus Print (100% recycled) > 200 g or equivalent
- Finishing: Cutting

LONG BRIEFING (same type of paper, stapling)

- Dimensions: Closed: A4. Open: A3.
- Colors: Quadri recto/verso
- Pages: 8-20 pages
- Versions: 1
- Grammage & material:
 - All pages: Cyclus Print (100% recycled) > 200 g or equivalent
- Finishing: Cutting & stapling

Practical arrangements

- Documents for printing will be exchanged by email.
- Any request for printing will be made and agreed by both parties by email under the conditions laid out in a framework contract signed with the selected printer.
- 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 5 years of experience**
- 3. Commitment to sustainable practices:** source of papers, ink, etc.
- 4. Commitment to Eurodad's values:** a demonstrated commitment to disability inclusive training / fair tax practices / promotion of social justice, etc (as relevant)

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;*
- 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.*

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.

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)

- 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.

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 print product, and following submission of an invoice. Please note that the contract will include agreed delivery dates and penalties may be applied for late delivery.

Specific requirements for tenders

Prices should be given in EUR, exclusive of VAT

Please provide us with

- a price per 500 copies and per 100 copies more
- a price per 1.000 copies

You are allowed to break up the number of pages if more versions than the above are required.

Package deals will be considered.

³ In compliance with 1 Aug 2020 PRAG, Section 2.4

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 lhoffmeister@eurodad.org with the subject "Tender" and the tender reference: 2022-14

Language of tenders: The tenders must be in English. Supporting documents can be provided by the bidder in French or Flemish.

The submitted tender package must include:

- The complete offer with total prices and relevant details, including
 - *provide a proposal outlining:*
 - Price
 - References
 - *at least two previous clients' references*
- 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 short explanation on how the company is committed to sustainable practices

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	



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.

(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.)

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