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](#).

As part of its efforts to engage with relevant audiences, Eurodad seeks to renew its contract for media monitoring and media database and outreach service. This service will specifically contribute to effective monitoring and reporting of media coverage as well as outreach to relevant journalists and outlets.

**Objectives of the contract**
To enable Eurodad to more accurately monitor its media coverage, learn from media monitoring data to inform its outreach strategy, and more effectively reach relevant journalists.

**Contract timeline**
The contract has been scoped for a period of 1 year. If your company offers contracts on a different timescale, including discounts for longer contract periods, please note this in your offer. It is envisaged that the contract will start at the end of June/beginning of July 2024.

**Technical specifications**
Please see the Annex for a table outlining Eurodad’s technical requirements. Bidders are requested to complete the table to demonstrate their fit with the requirements and to clarify pricing.

Bidders may be selected for all or part of the components included in their tender. Bidders who are only able to offer part of the package, are still encouraged to apply.

**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. **Best fit with the technical requirements**
3. **Demonstrated professional competence and reliability**: based on examples of clients, similar contracts in the past, references and/or Eurodad’s past positive experience with bidder.
4. **Level of technical support provided**
5. **Registration in a country considered eligible by the European Union under the grants that will contribute to this contract**: (including EU Member States, in the European Economic Area, a developing country or territory, or an Overseas Country or Territory associated with the EU).
6. **Commitment to Eurodad’s values**: If the supplier can demonstrate a commitment to fair tax practices, (see for example the standards listed here) this will be taken into consideration and improve the chances of selection.
7. **Provision of a demo**: Shortlisted applicants may also be requested to provide a demo of their services to further demonstrate fit with Eurodad’s needs.
Please be aware that if you do not possess a valid registration in an eligible country in compliance with the European Union’s Rules of Nationality, you will be automatically excluded during the first step of the evaluation process. **Exceptions are not possible due to our grant’s requirements.**

**Exclusion criteria**

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.  

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)
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.

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.

Specific requirements for tenders
Prices should be given in EUR, exclusive of VAT, for a 1-year contract. Offers must be valid until the start of the contract (end of June/beginning of July 2024)

Instructions for submitting tenders

Deadline: Tenders must be submitted no later than 03/04/2024 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 mcannone@eurodad.org with the subject “Tender” and the tender reference: 2024-04

Language of tenders: The tenders must be in English.

The submitted tender package must include:
- The complete offer with all relevant details, including:
  - Match with the technical requirements and unit prices for each component that the bidder is able to offer (using the “Bidding Table” provided as an Annex to this document)

³ In compliance with 1 Aug 2020 PRAG, Section 2.4
- The total price of the offer (in EUR, exclusive of VAT, for a 1-year contract)
- If the bidder has other bundle deals that would meet some or all of Eurodad’s requirements (or more), please also provide your most competitive bundle offer that would best fit with Eurodad’s specified needs.
- Description/evidence of how you comply with Eurodad’s selection criteria
- Period of validity of the bid

- 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 state their registration below and provide a copy of their company’s registration document, as proof of their nationality in compliance with the European Union’s Rules of Nationality.
- If relevant, other documents that demonstrate how the bidder fits with the selection criteria may also be included.

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 Chloë Blave at cblave@eurodad.org. Please do **not** send tenders to this address. It is forbidden to discuss price with this contact person and this person will not be involved in the decision-making for this contract.

Annexes

- **Technical Requirements and Bidding Table**

**Bidder information**

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<thead>
<tr>
<th>Name of bidder</th>
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<tbody>
<tr>
<td>Legal status of bidder</td>
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<tr>
<td>Nationality/country of registration</td>
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<tr>
<td>Legal registration number of bidder (or ID or passport number, if an individual)</td>
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<tr>
<td>VAT registration number</td>
<td></td>
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<tr>
<td>Full legal address of bidder</td>
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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 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.

<table>
<thead>
<tr>
<th>Name of legal representative</th>
<th>Location</th>
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<tbody>
<tr>
<td>Signature</td>
<td>Date</td>
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