



THE NETWORK  
OF MAJOR  
EUROPEAN  
CITIES

## Call for Framework Agreement for selecting a company to produce videos for 2018-2021

### 1. Title of the agreement

Call for Framework Agreement for selecting a company to produce videos, as part the delivering of the EURO CITIES annual work plan for social inclusion financed by the operating grant EaSI for the time 2018-2021.

### 2. Background

EURO CITIES is the political platform for major European cities. We network the local governments of over 140 of Europe's largest cities and more than 40 partner cities that between them govern some 130 million citizens across 39 countries.

Among other priorities, EURO CITIES and its members are committed to implementing the European Pillar of Social Rights by tackling the causes of social exclusion, eradicating all forms of discrimination and ensuring equal opportunities for all. The EURO CITIES Social Affairs Forum (SAF) supports exchanges of experience and know-how among cities pertaining to these goals.

These activities are supported by the European Commission under the programme for Employment and Social Innovation (EaSI).

Further information about the network can be found on the EURO CITIES website [www.eurocities.eu](http://www.eurocities.eu)

### 3. The tender process

The purpose of competitive tendering for awarding this agreement is two-fold:

- to ensure the transparency of our operations according to European funds financial rules;
- to select the external company, based on the best quality/price ratio, with which we will work through single tender procedure for the period 2018-2021.

### 4. Objective and scope

EURO CITIES requires editing, and video production services to assist in the implementation of EURO CITIES EaSI work plan for the time in 2018-2021.



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## **5. Tasks to be performed by the contractor**

The producer/production company will be expected to produce videos that can convey and represent the spirit of the project.

For each video, all the relevant background materials will be provided by EUROCITIES and deadlines agreed.

## **6. The functioning of the Framework Agreement**

Deliverables and individual projects will be contracted out through single tendering between EUROCITIES and the external company/contractor chosen. The number, types and economic value of single tendering will be decided during the year, depending on the delivering of the EaSI work plans for the years 2018-2021.

It should be noted the award of the Framework Agreement will not determine an automatic right to work with EUROCITIES. The awarded company will still have to submit a good quality/price rate offer under each single tender.

EUROCITIES retains the right to reject the proposal made under the single tendering if it will not meet the good quality/price ratio as specified by the EUROCITIES call for single tendering.

In the case in which the implementation of the EaSI work plan will not required services from external company, there is no obligation for EUROCITIES to issue single tender for services.

## **7. Place of performance of the contract**

All tasks are expected to be performed at the contractors' premises.

## **8. Timetable of the tender**

This Framework Agreement will be signed under Belgian law and it will remain valid for the period 2018-2021.

The steps and their timing for replying to this call are specified below.

<b>Activity</b>	<b>Date</b>
Publication of call for Framework Agreement tender	<b>18 June 2018</b>
Deadline for questions/ request of clarifications from designers on tender/EaSI 2018-2021	<b>29 June 2018 COB</b>
Deadline for submission of offers	<b>06 July 2018 COB</b>



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Notification of award to the selected tenderer	<b>16 July 2018</b>
Signing of Agreement	<b>Late July</b>

## 9. Overview of requirements

- Brief background of the company/contractor, experience working in the EU sphere, portfolio/examples of previous projects
- Detailed quotation with payment terms and conditions for acceptance, based on the following **dummy** project:

*EUROCITIES needs you to produce a 5 minute video about a EUROCITIES city good practice on social inclusion, presenting the project and delivering key information about the activities and results achieved.*

*The video should incorporate interviews with key people, users included (up to 5 people). The video will give an engaging overview of the project, to be used for online and offline communication.*

- The total price must include all costs and all expenditure incurred directly and indirectly by the contractor in performing of the tasks.
- The financial proposal must be presented in the following format:

<b>Item</b>	<b>Price in euro</b>
1. <i>Conceptualization, strategy&amp; copywriting</i>	
2. <i>2 filming days (staff and equipment)</i>	
3. <i>Editing of 5 min video (3 rounds of corrections included)</i>	
4. <i>English voice-over</i>	
5. <i>Subtitles (EN)</i>	
6. <i>Licensed music</i>	
7. <i>Travel costs</i>	
8. <i>Any additional costs (please specify)</i>	

Please insert/delete lines as required.



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## **10. Payments and standard agreement**

Payments shall be made only if the contractor has fulfilled all his or her contractual obligations by the date on which the invoice is submitted.

More detailed information on payments and requirements will be outlined in the agreement.

## **11. Price**

Prices must be quoted in Euro (VAT excluded).

Prices submitted in response to this tender must be inclusive of all costs involved in the performance of the contract, no expenses incurred in the performance of the services will be reimbursed separately.

Prices submitted in response to this tender will be taken into account for all future videos while noting these prices are adjustable according to the needs of each project.

## **12. Selection criteria**

The tenderer will be selected based on his/her professional and technical capacity, taking into account the best value for money.

## **13. Deadline**

The bid must be sent by 06 July 2018 to

Guillermo Álvarez,

EUROCITIES programme officer finance and admin

[guillermo.alvarez@eurocities.eu](mailto:guillermo.alvarez@eurocities.eu)

## **14. Additional information**

For any additional information, please contact:

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