

Service Contract for Information Materials on Nature and Biodiversity

Zadavatel: Evropská komise (DG ENVI)

Důvod vyhlášení: Ukončení předchozí rámcové smlouvy (z ledna 2015)

Stávající dodavatel: Ecosystems sprl, www.ecosystems.be, Brussels, nabídková cena €484.500, podíl subdodávek 36% (předpokládaný maximální budget navrhovaný zadavatelem: €495.000)

Počet účastníků předchozího tendru: 7

Orientační rozpočet nového kontraktu: €510.000

Deadline (pro odeslání nabídky): 15/9

Základní požadavky:

* **roční obrat v posledních 2 uzavřených finančních letech alespoň €340.000**

* **reference:** obdobné projekty (podobné charakterem a objemem) za poslední 3 roky (with the sums, dates and clients, public or private, accompanied by **statements issued by the clients**) (alespoň 3 projekty s minimální hodnotou €150.000/každý)

* z referencí by měla vyplývat vaše **zkušenost „in the field of EU Biodiversity policy, the Habitats and Birds Directives and the Natura 2000 network and specific biodiversity and nature protection issues as well as in the area of communication of nature and biodiversity“** + experience of working with interest groups in order to benchmark best practice relating to the implementation of EU Biodiversity Policy and to have knowledge and experience of communicating with stakeholders, organisations and interested public + experience in development of both content and visual for printed, web and social-media information materials in the field of nature and biodiversity in Europe as well as drafting press releases, articles and other communication materials for stakeholders and interested public.

* z referencí by měla vyplývat vaše **zkušenost „to work in English (fluent written), and be able to provide text for articles in DE/FR/ES/IT/PL, verified by native speakers“** (the tenderer must provide references for 3 services delivered, with sums, dates and recipients, public or private, in the last three years showing the necessary language coverage. The most important services shall be accompanied by certificates of satisfactory execution“

- dále „tenderer must prove **capacity to provide text and design for social media in all EU languages**, text to be verified by native speakers and layout to conform with the formats required for these

platforms“ (the tenderer must provide proof that has the capacity to do so - letters of intent from contact points/native speakers or arrangements with translation services, proof of graphic design for social media)

- „tenderer must prove **capacity to draft reports and publications for all different audiences in English** (the tenderer must provide one document of at least 10 pages (report, study, etc.) in English that it has drafted and published or delivered to a client in the last two years. The verification will be carried out on 5 pages of the document. The tenderer must also provide a sample of text of 500 words of text aimed at the general public)

*** návrh složení realizačního týmu – minimální požadavky:**

- **Project Manager:** At least 10 years' experience in project management, including overseeing project delivery, quality control of delivered service, client orientation and conflict resolution experience in projects of a similar size (at least € 150 000) with experience in management of teams of at least 10 people (doklad: CV)

- **Expert in the field of EU biodiversity and Natura 2000** with minimum of 10 years professional experience (doklad: CV)

- **Expert in communication of nature and biodiversity** related topics: Relevant higher education degree and 5 years' professional experience in the field (doklad: CV)

- **Graphic designer** with at least 5 years of experience (doklad: CV plus at least 10 examples of past work. Such work must include brochure, posters, factsheets, basic infographics suitable for print, web and social media as well as designs for exhibition panels and roll-ups)

+++ znalost jazyků (alespoň 3 členové týmu should have native or C2 level in the Common European Framework for Reference for Languages³ in English, German, French, Italian, Spanish and Polish (doklad: odpovídající certifikát nebo popis dosavadních zkušeností)

CHECK LIST (potřebné dokumenty):

I. Administrativa:

* Cover letter

* Administrative Information Form (Annex 1)

* Legal Entity Form with its supporting evidence. The form is available on: http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm (+ výpis z OR, registrace k DPH, ŽL... vše česky, kopie, bez ověřování)

* Financial Identification Form (http://ec.europa.eu/budget/contracts_grants/info_contracts/index_en.cfm) (potvrzení od banky nemusí být, když přiložíte aktuální výpis s čitelnou adresou majitele a číslem účtu, zůstatky možno začernit)

* Declaration of Honour (Annex 5)

* Copy of the profit and loss accounts for the last two years for which accounts have been closed from each concerned legal entity

II. Technická část:

A. Popis: Quality of the **proposed methodology** (50 points – minimum threshold 50%): The degree to which the methodology shows the capacity to resolve the questions underlying in the tender in a realistic and well-structured way, as well as whether the methods proposed are suited to the needs set out by the Commission in the Technical Specifications.

B. Popis: **Organisation of the work and allocation of resources** (20 points – minimum threshold 50%): This criterion will assess how the roles and responsibilities of the proposed team and of the economic operators (in case of joint tenders, including subcontractors if applicable) are distributed for each task. It also assesses the global allocation of time and resources to the project and to each task or deliverable, and whether this allocation is adequate for the work. The tender should provide details on the allocation of time and resources and the rationale behind the choice of this allocation. Details should be provided as part of the technical offer and not simply as part of the financial offer.

C. Popis: **Quality control measures** (30 points – minimum threshold 50%): This criterion will assess the quality control system applied to the service foreseen in these tender specifications concerning the quality of the deliverables, the language quality check, and continuity of the service in case of absence of a member of the team. The quality control system should be detailed in the tender and specific to the tasks at hand; a generic quality control system will result in a low score.

III. Finanční část:

* Financial Offer Template (Annex 3)