



***TRANSLATION FOR REFERENCE PURPOSES ONLY.  
THE AUTHORITATIVE VERSION IS THE FRENCH.***

**“GUE/NGL, Marc BOTENGA: Call for Tender for Graphic Communication 2020-2024”**

Dear Sir/Madam,

Member of European Parliament, Marc BOTENGA, representing the PTB delegation in the GUE/NGL (European United Left/Nordic Green Left) Group in the European Parliament, will need the services of a communication company until the end of June 2024, for graphic communication on his activities as a Member of the European Parliament and in line with the political values promoted by the MEP and by the GUE/NGL Group.

Services could include computer graphics, visuals, included for social networks, flyers and brochures, etc. However, the list is not exhaustive. As a general rule, all material should be produced in Dutch and French.

Please note that, although all expected requirements are real, we cannot guarantee that all services will be ordered before the end of the validity of the contract.

Please also note that all communications must show the correct GUE/NGL logo and that the name and logo of the group may change during the term of the contract.

If you are interested, please indicate the unit price of each service, following the details below.

The offer price must be expressed in euros for each service, excluding VAT (VAT exempt).

**Infographics**

- o Creation of animated images (videos, GIFs, etc.) to simplify and explain information, including figures and other data (provided by the MEP's office).
  - o At the expense of the service provider: production, subtitling, possibly voice-over, export in different formats (YouTube, Facebook, Twitter, Instagram).
  - o Duration: from 1" to 2'20".
  - o Deadline: 1 day to 1 week (depending on the degree of urgency and technical complexity of the request)
- ==> Price per minute (1 to 5 minutes)

## Graphic design

- o Creation of visuals for YouTube, Twitter, Facebook, Instagram, etc. that can be modified by the MEP's team.
- o Deadline: 1 day to 1 week
- ==> Price per unit

## Flyers and Brochures

- o Design and editing of flyers and brochures from 2 to 16 pages
- o Delay: 1 week
- ==> Price per page
  
- o Layout and editing of brochures from 16 to 36 pages
- o Delay: up to 2 weeks
- ==> Price per page
  
- o Layout and editing of a brochure of more than 36 pages
- o Delay: up to 3 weeks
- ==> Price per page

The contract runs until **June 30, 2024** from the date of acceptance.

The total amount of the services in euros may reach, but not exceed, € 15.000 per year.

The awarding will be based on the most economically advantageous offer, the quality of the services, the company's ability to deliver on time and the ability and experience to express the political message in line with the Member's values.

In examining the tenders received, the GUE/NGL Group will take account of the prices proposed by the tenderer for each of the services listed above; the quality demonstrated; the professional capacity of the tenderer to provide the services described in this invitation to tender (please attach a CV and an overview of your previous works); the ability to complete the works contracted within the time allowed, including short deadlines; and the need to communicate in French or in Dutch.

Payment of the invoice(s) will be done after completion of each service and receipt of the original invoice together with the necessary documents by the accounting office of the GUE/NGL Group in Brussels, Belgium.

All questions relating to the call for tenders should be sent by e-mail to [Guetenders@europarl.europa.eu](mailto:Guetenders@europarl.europa.eu), cc: [marcjohan.botenga@europarl.europa.eu](mailto:marcjohan.botenga@europarl.europa.eu) with "**GUE/NGL, Marc BOTENGA: call for tenders graphic communication 2020-2024**" in the subject line.

The deadline for the submission of questions is 19/06/2020 at 12:00. All candidates will receive a reply at the same time by 23/06/2020 at the latest, in order to provide all participants with the same information and in the interest of equal treatment. Following the evaluation of the tenders, a reply will be sent to participants during the month of July.

Proposals must be submitted in euros, excluding VAT.

The deadline for receipt of tenders is **26/06/2020 at 12:00**. Please send your offers by e-mail to [Guetenders@europarl.europa.eu](mailto:Guetenders@europarl.europa.eu), cc: [marcjohan.botenga@europarl.europa.eu](mailto:marcjohan.botenga@europarl.europa.eu) with **"GUE/NGL, Marc BOTENGA: call for tenders for graphic communication 2020-2024"** in the subject line.