

“Call for Tender October 2020: Promotional Materials”

Dear Sir/Madam,

The Left group in the European Parliament will require the services of a company to produce new promotional supplies.

If you have the capacity and are interested in providing these services, please make a proposal on the basis of the specifications and budget outlined below.

Budget: The total amount of the services in euros may reach, but not exceed, **€60,000**.

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

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 Group in Brussels, Belgium.

Goal: new promotional material for the Left in the European Parliament.

Target audience: European Parliament visitors groups, civil society and party activists, group MEPs, staff, assistants, staff of partner organisations.

Timing: to be supplied by the December the 1st.

The contract runs until December 30, 2020 from the date of acceptance.

Required services/Deliverables (to be finalised with communications unit of the group)

Bare in mind we cannot accept any item labelled "Made in" from a country with low workers' rights standards and we privilege EU, sustainable, and/or fair trade suppliers."

These materials are aimed at street campaigns, stands in fairs, or visitors groups.

Please note that the products are listed indicatively, and companies may suggest other products close to the ones described.

| Article | Details | Target | Quantity |
|---------------------|--|--------|----------|
| Average Gadgets Kit | compilation of several gadgets (each comprising: tote bag, pen, pencil, notebook, lanyard), pre-packed | Guests | 10000 |
| Tote Bags | Canvas | Guests | 5000 |
| Pens | | Guests | 5000 |
| Pencils | | Guests | 5000 |
| Umbrellas | | Guests | 5000 |
| Notebooks | (small a5 notepads) | Guests | 5000 |
| Masks | | Guests | 5000 |
| USB Sticks | | Guests | 1000 |
| Condoms | | Guests | 5000 |
| Seeds | | Guest | 5000 |
| T-shirts | | Guests | 500 |
| Lanyards | | Staff | 2000 |
| Bottles | Thermos flasks | Staff | 500 |
| Mugs | | Staff | 500 |

Application

The deadline for receipt of tenders is **06/11/2020 at 10.00**. Please send your offers by e-mail to GUEtenders@ep.europa.eu cc: guengl.communications@ep.europa.eu with the mention “*Call for Tender October 2020: Promotional Materials*” in the subject line.

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 group's values. Products should be ethically made in line with high workers' rights and environmental standards. European-made materials will be favoured. Please attach examples of previous work carried-out.

In examining the proposals received, will be taken into account the political values, comprehensiveness of the proposal; prices indicated by the tenderer for each of the services/products listed above; the professional capacity of the tenderer to provide the services described in this invitation to tender; the ability to complete the works contracted within the time allowed, including short deadlines.

The tender's proposals can be submitted in English or French. Therefore, successful applicants must be able to communicate with the Group staff responsible through English and/or French.

All questions relating to this call for tenders should be sent by e-mail to GUEtenders@ep.europa.eu cc: guengl.communications@ep.europa.eu with the mention “*Call for Tender October 2020: Promotional Materials*” in the subject line.

The deadline for submission of questions is 26/10/2020 at 12.00. All candidates will receive a reply at the same time by 28/10/2020 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 November.

Data protection

The GUE/NGL Group ensures that personal data are processed in line with Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, particularly as regards their confidentiality and security and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.