

Belgium-Brussels: Services related to printing

OJ S 51/2017 14/03/2017

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: COST Association

Postal address: Avenue Louise 149

Town: Brussels

Postal code: 1050

Country: Belgium

For the attention of: Cornez Elodie

E-mail: elodie.cornez@cost.eu

Telephone: +32 25333809

Fax: +32 25333890

Internet address(es):

General address of the contracting authority: <http://www.cost.eu/>

Address of the buyer profile: <https://enot.publicprocurement.be/enot-war/preViewNotice.do?noticeId=265120>

Electronic submission of tenders and requests to participate: <https://eten.publicprocurement.be/etendering/viewWorkspacesBasedOnExtUrl.do?wsName=CA-Comm-0317-08-F02>

Additional information can be obtained from:

the abovementioned address

Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from:

Official name: COST Association AISBL

Postal address: Avenue Louise 149

Town: Brussels

Postal code: 1050

Country: Belgium

For the attention of: Elodie Cornez

E-mail: elodie.cornez@cost.eu

Telephone: +32 25333809

Fax: +32 25333890

Internet address: <http://www.cost.eu>

Tenders or requests to participate must be submitted: Official name: COST Association AISBL

Postal address: Avenue Louise 149

Town: Brussels

Postal code: 1050

Country: Belgium

For the attention of: Elodie Cornez

E-mail: elodie.cornez@cost.eu

Telephone: +32 25333809

Fax: +32 25333890

Internet address: <http://www.cost.eu>

I.2. Type of the contracting authority

Other: AISBL

I.3. Main activity

Other: research and technology

I.4. Contract award on behalf of other contracting authorities

The contracting authority is purchasing on behalf of other contracting authorities: no

Section II: Object of the contract

II.1. Description

II.1.1. Title attributed to the contract by the contracting authority

Communication services.

II.1.2. Type of contract and place of performance or delivery

Services

Service category No 13: Advertising services

NUTS code BE1 Région de Bruxelles-Capitale/Brussels Hoofdstedelijk Gewest

II.1.3. Information about a framework agreement or a dynamic purchasing system

The procurement involves the establishment of a framework agreement

II.1.4. Information about framework agreement

Framework agreement with several operators

Maximum number Envisaged maximum number of participants to the framework agreement
: 9

Duration of the framework agreement

Duration in years: 3

Estimated total value of purchases for the entire duration of the framework agreement

Estimated value excluding VAT: 270 000 EUR

II.1.5. Short description of the contract or purchase(s)

The COST Association has been developing a new brand in 2016. Due to the need to implement consistently this new brand identity in all the communications materials for a long period of time, a framework agreement contract is needed. The services to be performed will cover the following:

LOT 1: Graphic design, layouting and printing services. The tenderer will be in charge of the whole creation process from development of the concept to the supervision of printing processes. The main items to be developed and produced will be as follows:

1. Corporate publications (Annual Reports, corporate brochures, country fact sheets, Action's booklets, positioning papers, other reports), infographics, etc. in most cases in print and digital versions for use in digital media.

2. Marketing/event materials such as banners, posters, possibly and on ad hoc basis, the production of marketing/stationary items.

LOT 2: Copywriting, editing and proofreading services for different contents, such as journalistic, scientific or commercial texts. The content will be included in publications, marketing material or website.

LOT 3: Audio-visual projects and photography services for website, publications and other communication needs based on existing or to be shot footage.

II.1.6. CPV code(s)

II.1.7. Information about the Government Procurement Agreement (GPA)

II.1.8. Lots

This contract is divided into lots: yes

Tenders may be submitted for one or more lots

II.1.9. Information about variants

Variants will be accepted: yes

II.2. Scope of the procurement

II.2.1. Total quantity or scope

Estimated value excluding VAT: 270 000 EUR

II.2.2. Information about options

Options: no

II.2.3. Information about renewals

This contract is subject to renewal: no

II.3. Duration of the contract or time limit for completion

Duration in months: 36 (from the award of the contract)

Information about lots

Lot No: 1

Lot title: Graphic design, layouting and printing services

1) Short description

Graphic design, layouting and printing services. The contractor will be in charge of the whole creation process from development of the concept to the supervision of printing processes.

The main items to be developed and produced will be as follows:

1. Corporate publications (Annual Reports, corporate brochures, country fact sheets, Action's booklets, positioning papers, other reports), infographics, etc. in most cases in print and digital versions for use in digital media.
2. Marketing/event materials such as banners, posters, possibly and on ad hoc basis, the production of marketing/stationary items.

2) CPV code(s)

79822500 Graphic design services

3) Quantity or scope

Estimated value excluding VAT: 100 000 EUR

4) Indication about different time frame or duration

Duration in months: 36 (from the award of the contract)

5) Additional information about lots

See Call for candidatures.

Lot No: 2

Lot title: Copywriting, editing and proofreading services

1) Short description

Copywriting, editing and proofreading services for different contents, such as journalistic,

scientific or commercial texts. The content will be included in publications, marketing material or website.

2) CPV code(s)

92312210 Services provided by authors, 79821100 Proofreading services

3) Quantity or scope

Estimated value excluding VAT: 45 000 EUR

4) Indication about different time frame or duration

Duration in months: 36 (from the award of the contract)

5) Additional information about lots

See Call for candidatures.

Lot No: 3

Lot title: Audio-visual projects and photography services

1) Short description

Audio-visual projects and photography services for website, publications and other communication needs based on existing or to be shot footage.

2) CPV code(s)

92111000 Motion picture and video production services, 79961000 Photographic services

3) Quantity or scope

Estimated value excluding VAT: 120 000 EUR

4) Indication about different time frame or duration

Duration in months: 36 (from the award of the contract)

5) Additional information about lots

See Call for candidatures.

Section III: Legal, economic, financial and technical information

III.1. Conditions related to the contract

III.1.1. Deposits and guarantees required

III.1.2. Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them

III.1.3. Legal form to be taken by the group of economic operators to whom the contract is to be awarded

III.1.4. Contract performance conditions

III.2. Conditions for participation

III.2.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions: See Call for candidatures.

III.2.2. Economic and financial ability

List and brief description of conditions: See Call for candidatures.

Minimum level(s) of standards possibly required: See Call for candidatures.

III.2.3. Technical and professional ability

List and brief description of conditions:

See Call for candidatures.

Minimum level(s) of standards possibly required:

See Call for candidatures.

III.2.4. Information about reserved contracts

III.3. Conditions specific to services contracts

III.3.1. Information about a particular profession

Execution of the service is reserved to a particular profession: no

III.3.2. Information about staff responsible for the performance of the contract

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract: yes

Section IV: Procedure

IV.1. Type of procedure

IV.1.1. Type of procedure

Restricted

IV.1.2. Information about the limits on the number of candidates to be invited

Envisaged number of candidates: 15

Objective criteria for choosing the limited number of candidates: See Call for candidatures.

IV.1.3. Information about reduction of the number of solutions or tenders during negotiation or dialogue

IV.2. Award criteria

IV.2.1. Award criteria

The most economically advantageous tender in terms of Price is not the only award criterion and all criteria are stated only in the procurement documents

IV.2.2. Information about electronic auction

An electronic auction will be used: no

IV.3. Administrative information

IV.3.1. File reference number attributed by the contracting authority

CA-Comm-0317-08-F02_0

IV.3.2. Previous publication concerning this procedure

no

IV.3.3. Conditions for obtaining specifications and additional documents or descriptive document

Time limit for receipt of requests for documents or for accessing documents: 17.4.2017 - 12:00

Payable documents: no

IV.3.4. Time limit for receipt of tenders or requests to participate

18.4.2017 - 12:00

IV.3.5. Estimated date of dispatch of invitations to tender or to participate to selected candidates

IV.3.6. Languages in which tenders or requests to participate may be submitted
English.

IV.3.7. Minimum time frame during which the tenderer must maintain the tender

IV.3.8. Conditions for opening of tenders

Section VI: Complementary information

VI.1. Information about recurrence

This is a recurrent procurement: no

VI.2. Information about European Union funds

The procurement is related to a project and/or programme financed by European Union funds:
yes

Identification of the project: Horizon 2020.

VI.3. Additional information

VI.4. Procedures for review

VI.4.1. Review body

Official name: Tribunal de première instance de l'arrondissement de Bruxelles

Postal address: Rue des Quatre Bras 13

Town: Brussels

Postal code: 1000

Country: Belgium

Telephone: +32 25086298

Fax: +32 25086277

VI.4.2. Review procedure

VI.4.3. Service from which information about the review procedure may be obtained

VI.5. Date of dispatch of this notice

10.3.2017