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# Call for Tender

## Production of customized promotional materials

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Looking for	Company to produce different products with corporate branding (merchandise)
Department	Communications
Deadline of submissions	12 October 2016
Deadline for production	12 November 2016
Contact person	Milen Marchev – PES Director of Communications
Contact details	<a href="mailto:milen.marchev@pes.eu">milen.marchev@pes.eu</a> <a href="mailto:amalia.canes@pes.eu">amalia.canes@pes.eu</a> T +32 2 548 90 31

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### 1. Background Information

The Party of European Socialists (PES) brings together the Socialist, Social Democratic, Labour and Democratic Parties from all over Europe and Norway. Together with 33 full member parties and 13 associate and 12 observer parties, we fight for better and progressive Europe.

Our mission is to shape progressive European policies and make Europe work for its people. As a major political force in Europe, we define and adopt common policies to promote economic and social justice, fundamental rights and better life for everyone in Europe.

### 2. Tender for Proposal

The Party of European Socialists (PES) requires the services of a company able to produce customized promotional materials in various qualities, printing, finishing and delivery services.

We are currently in the process of soliciting quotations from companies to undertake such actions. **Any company from EU can apply to the tender.**

### 3. Provision of customised promotional Materials

The successful tenderer(s) will be asked to provide the following items:

Description	Quantity (pieces)
Cool power banks 4000amp/h:	200 big
Balloons, new logo	3,000
Raincoats: 1000	S: 200 M: 200 L: 200 XL: 400
Sweatshirts: 600 (PES logo)	S: 150 M: 150 L: 150 XL: 150
Pens (white, red logo)	3,000
Umbrellas (foldable)	500
Umbrellas (big standard)	500
Coffee mugs	200
Plastic cups	1000

- Delivery of the produced items to the PES office in Brussels or in any other EU country to an address provided by the PES.

### 4. Catalogues

The successful tenderer(s) should provide a printed catalogue in the offer or indicate the link to the online catalogue. It should contain the main supplies they are able to provide with a full description mentioning characteristics of each item including color and material, prices and delivery time.



The PES shall be notified frequently on the new items the contractor can provide.

The contractor will be requested to provide the PES with 2 copies of printed annual catalogues at the beginning of each year.

## **5. Deliverables**

The contractor shall execute the design, pre-press services and the printing services, respectively, according to the requests included in each order form under the Framework contract. The deliverables shall be delivered to PES via the channels and in the formats agreed in the respective orders.

The deliverables of this contract falling under the category creative works, designs, layouts, etc. shall become the property of the Agency that will be able to use them without additional costs. They will be delivered on appropriate electronic data storage devices (CD-ROM, DVD, USB-Key, etc.) and also by email. They shall be delivered in appropriate formats (word, PDF, jpeg, etc.) as stated in the respective orders.

The deliverables of this contract falling under the category of communication materials shall be properly packed and protected against all damage. The tenderer is responsible for any damage that may occur to the deliverables during the transportation. The boxes shall clearly indicate the content, including the number of copies and any other required information. The contractor ensures the delivery of printed materials to the PES premises.

## **6. Project monitoring**

The PES will monitor the execution of the Framework Contract and Order Forms in technical and administrative terms. The Contractor should report immediately to the Agency in writing any problems encountered during the implementation of the Contract.

## **7. Communication**

- During the implementation of the framework contract, communication between the PES and the Contractor will mainly be by phone, fax, electronic, and surface mail.
- Requests for offers for conference and awareness raising materials shall be possible via e-mail and shall be answered within three (3) working days.



- The Contractor should ensure that comments during the development of a branding or during layout phases shall be implemented and a new proof shall be provided at the latest two working days following the request.
- The Contractor should ensure that questions for clarification regarding any deliverable are addressed the same, at the latest the next working day following the request.

#### **8. Language**

- The working language of the Agency is English. The English language shall be used throughout the project duration for all communication, reports and other documentation.