



1 December 2020
INVITATION TO TENDER – ECRPODCAST2021

European Conservatives and Reformists (ECR) Party is Europe's leading Conservative movement. Since our foundation in 2009, we have become one of Europe's most important political movements. With more than 40 political parties and active representation in the European Parliament, Council of Europe, Committee of Regions and NATO Parliamentary Assembly.

We are united by our centre-right values, as expressed in the Reykjavik Declaration. The ECR Party is dedicated to individual liberty, national sovereignty, parliamentary democracy, private property, limited government, free trade, family values and the devolution of power. These values underpin our politics, including our vision for a reformed European Union.

Europe today stands at a crossroads, with the recent health crisis disrupting the ways and means political activities are held, therefore the ECR Party's agenda for reform has never been more current. The ECR Party contributes to forming European political awareness and expresses the political will of citizens of the Union, through its overall political activity and especially these times of profound disruption by establishing a new series of virtual activities, including virtual panels, conversations, and interviews using its standalone open access website serving as a platform for political debate on the major political issues of our times.

Articles 11 and 12 of the Charter of Fundamental Rights of the European Union state that the right to freedom of association at all levels, for example in political and civic matters, and the right to freedom of expression, which includes the freedom to hold opinions and to receive and impart information and ideas without interference by public authority and regardless of frontiers, are fundamental rights of every citizen of the Union. European citizens should be enabled to use those rights in order to participate fully in the democratic life of the Union. In light of the recent developments it is imperative that we do not put our activities on halt rather we improve our efforts and means to communicate effectively with European Citizens.

To counter the restrictions around physical political activity, the ECR is seeking to improve its communications efforts on a number of European public policy areas and broader ideological and political issues from a centre-right perspective:

- Conservative ideology and political thought

- European Politics
- Eurozone, Finance and the Economy
- Defence, Foreign Policy and Security
- Energy and the Environment
- Immigration, Justice and Social affairs
- Accountability, Transparency and Efficiency
- Transatlantic Relations

We are seeking talented online communications experts to organise and deliver a number of pre-recorded podcast conversations, interviews and audi seminars for the ECR Party.

This activity aims to support, develop and grow the ECR Party and its engagement with European Citizens in forming European political awareness and in reflecting and expressing the will of citizens of the Union, by providing an audio platform for political analysis and debate.

Description of the services under this tender

The tender comprises of the following services:

- Organization, preparation and delivery of a number of pre-recorded podcast conversations, interviews and audio seminars
- Provision of consultancy services in the form of regular interactions, discussions and direct consultations with ECR Party staff;
- Participating in regular meetings in Brussels, and when not possible through virtual means;
- Any other related services needed to the final product

AWARD CRITERIA

The ECR Party will select suppliers based on:

1. The overall cost and value for money
2. The ability to meet our required timescale, content and output
3. Previous experience in similar activities and demonstrable professional standing.
4. Competitive market offer

Reservations

Withdrawal from Process – ECR Party reserves the right to withdraw from the tender process described in this document for whatever reason, prior to the signing of any Agreement/Contract with any party for the delivery of goods or services described in this document.

Lowest Cost Proposal – The lowest cost proposal, or any proposal, will not necessarily be accepted.

Negotiation – ECR Party reserves the right to negotiate with short-listed tenderers after the nominated closing date for tender submission.

Part Offers – ECR Party reserves the right to accept tenders in relation to some and not all of the scope of activity described, or appoint one, more than one or no organisation on the basis of the tenders received.

Costs - All costs incurred in the preparation of the proposal are the supplier's responsibility and ECR Party is not obliged to award a contract for these services and reserves the right to withdraw from the procurement process at any stage.

Conflicts of Interest Declaration

Tenderers (including their officers, employees, contractors, partners and consultants) must declare to ECR Party any matter or issue which is, may be perceived to be or may lead to, a conflict of interest regarding their proposal or participation in supply of the services described. Tenderers must describe a strategy so that any possible conflict of interest shall be avoided.

Financial and economic capacity:

By responding to this call, candidates declare on honour that they have the financial and economic capacity to deliver the services.

Tender Response Letter & Tender Response Form

Where possible, ECR Party advises that the Tenderer uses both the Tender Response Letter & Tender Response Form template.

Further information

Information of a clarifying nature can be requested solely in writing via email to b.pogorel@ecrparty.eu or over the phone at +33695466026.

Tenders should be submitted by post to ECR Party, Rue du Trone 4, Brussels 1000, Belgium or by email by 20 December 2020 ECR Party reserves the right to extend this deadline. The assessment procedure is carried out throughout the year and only successful candidates will be informed. ECR Party reserves the right to request reference information.

This document does not constitute an offer to provide goods and/or services to ECR Party.

ANNEX 1 of 2

[insert LOGO, ADDRESS & RELEVANT DETAILS]

Tender Response Letter

Re: ECR Party 2021 Invitation to Tender - ECRPODCAST2021

[insert DATE]

Dear ECR Party:

Please find enclosed our response to your Invitation to Tender.

We acknowledge and agree that:

1. We have read and reviewed all parts of the 'Invitation to Tender' and accepts its terms and conditions;
2. Our tender constitutes offers for service(s) tendered;
3. If our tender is successful, a formal contract for the supply of the relevant service(s) will be formed and entered into, and we will provide the service(s) in accordance with the terms and conditions set out in the contract, guided by the Invitation to Tender;
4. ECR Party is not bound to accept the lowest offer it receives, and
5. The information provided in this response is accurate and complete and the person signing this Tender Response Letter is duly authorised to do so.

The contact person for correspondence regarding our tender is:

Name:

Position:

Yours sincerely

ANNEX 2 of 2

[insert LOGO, ADDRESS & RELEVANT DETAILS]

Tender Response Form

Re: ECR Party 2021 Invitation to Tender - ECRPODCAST2021

No	Provision of Services: Podcasts (approx.30' show)	Price
	PRODUCTION	
1	In consultation with the ECR Secretariat identify and recruit participants	
2	Identify relevant themes, and produce show script	
3	Audio recording with all initial content and related edits	
	GRAPHICS	
4	Produce main graphic for the show	
5	Design poster for the show and posters for each participant	
6	Design graphics for social media inc. Instagram and Twitter	
7	Design further promo materials for use on other social and traditional media as directed by ECR Secretariat	
8	ANIMATED VIDEO Produce an animated intro video (est. 30. sec) with original music and sound	
	TECHNICAL	
9	Technical audio mix post-production of recorded episodes	
10	Adaptation of audio mix to (semi) static video clip to use on video platforms	
	PROMOTION	
11	Upload of final video episodes to relevant social and podcast media (Youtube, Facebook, Soundcloud, Mixcloud, Spotify, Deezer...)	
12	Upload of final audio to ECR website landing page with all relevant information	
	TOTAL COST per UNIT	

The contact person for correspondence regarding our tender is:

Name:

Position:

Yours sincerely

