



EUROPEAN COMMISSION
Directorate-General for Education and Culture
Culture and Creativity
Creative Europe programme - MEDIA

CALL FOR TENDERS

Open procedure N° EAC/30/2014

Subject: European Expert Network on Audiovisual

TENDER SPECIFICATIONS

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1. INFORMATION ON TENDERING

Participation

Participation in this tender procedure is open on equal terms to all natural and legal persons coming within the scope of the Treaties and to all natural and legal persons in a third country which has a special agreement with the Union in the field of public procurement on the conditions laid down in that agreement. Where the Multilateral Agreement on Government Procurement¹ concluded within the WTO applies, the participation to the call for tender is also open to nationals of the countries that have ratified this Agreement, on the conditions it lays down.

Contractual conditions

The tenderer should bear in mind the provisions of the draft contract which specifies the rights and obligations of the contractor, particularly those on payments, performance of the contract, confidentiality, and checks and audits.

Joint tenders

A joint tender is a situation where a tender is submitted by a group of economic operators (consortium). Joint tenders may include subcontractors in addition to the joint tenderers.

In case of joint tender, all economic operators in a joint tender assume joint and several liability towards the Contracting Authority for the performance of the contract as a whole. Nevertheless, tenderers must designate a single point of contact for the Contracting Authority.

After the award, the Contracting Authority will sign the contract either with all members of the group, or with the member duly authorised by the other members via a power of attorney.

Subcontracting

Subcontracting is permitted in the tender but the contractor will retain full liability towards the Contracting Authority for performance of the contract as a whole.

Tenderers must give an indication of the proportion of the contract that they intend to subcontract.

Tenderers are required to identify all subcontractors whose share of the contract is above 10%.

During contract execution, the change of any subcontractor identified in the tender will be subject to prior written approval of the Contracting Authority.

¹ See http://www.wto.org/english/tratop_E/gproc_e/gp_gpa_e.htm

Content of the tender

The tenders must be presented as follows:

- Identification of the tenderer (see below)
- Evidence for exclusion criteria (see section 2.2)
- Evidence for selection criteria (see section 2.3)
- Technical offer (see section 2.5)
- Financial offer (see section 2.6)

Identification of the tenderer: legal capacity and status

The tender must include Annex 1 presenting the name of the tenderer (including all entities in case of joint offer) and identified subcontractors if applicable, and the name of the single contact person in relation to this tender.

If applicable, **Annex 1** must indicate the proportion of the contract to be subcontracted.

In case of joint tender, Annex 1 must be signed by a duly authorised representative for each tenderer, or by a single tenderer duly authorised by other tenderers (with power of attorney).

Subcontractors must provide a letter of intent stating their willingness to provide the service foreseen in the offer and in line with the present tender specification.

In order to prove their legal capacity and their status, all tenderers must provide a signed Legal Entity Form with its supporting evidence. The form is available on:

http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm

Tenderers that are already registered in the Contracting Authority's accounting system (i.e. they have already been direct contractors) must provide the form but are not obliged to provide the supporting evidence where such evidence has already been submitted to it for the purposes of another procurement procedure and provided that the issuing date of the documents does not exceed one year and that they are still valid.

The tenderer (or the single point of contact in case of joint tender) must provide a Financial Identification Form and supporting documents. Only one form per offer should be submitted (no form is needed for subcontractors and other joint tenderers). The form is available on: http://ec.europa.eu/budget/contracts_grants/info_contracts/index_en.cfm

Tenderers must provide the following information if it has not been included with the Legal Entity Form:

- For legal persons, a legible copy of the notice of appointment of the persons authorised to represent the tenderer in dealings with third parties and in legal proceedings, or a copy of the publication of such appointment if the legislation which applies to the legal entity concerned requires such publication. Any delegation of this authorisation to another representative not indicated in the official appointment must be evidenced.
- For natural persons, where applicable, a proof of registration on a professional or trade register or any other official document showing the registration number.

2. EVALUATION AND AWARD

2.1. Evaluation steps

The evaluation is based on the information provided in the submitted tender. It takes place in three steps:

- (1) Verification of non-exclusion of tenderers on the basis of the exclusion criteria
- (2) Selection of tenderers on the basis of selection criteria
- (3) Evaluation of tenders on the basis of the award criteria

Only tenders meeting the requirements of one step will pass on to the next step.

2.2. Exclusion criteria

All tenderers shall provide a declaration on their honour (see Annex 2), duly signed and dated by an authorised representative, stating that they are not in one of the situations of exclusion listed in the Annex 2.

The declaration on honour is also required for identified subcontractors whose intended share of the contract is above 10%.

The successful tenderer shall provide the documents mentioned as supporting evidence in Annex 2 before signature of the contract and within a deadline given by the contracting authority. If the requested evidence is not submitted in due time, the Contracting Authority can award the Contract to the Tenderer evaluated as the next-best. This requirement applies to all members of the consortium in case of joint tender and to identified subcontractors whose intended share of the contract is above 10%.

2.3. Selection criteria

Tenderers must prove their economic, financial, technical and professional capacity to carry out the work subject to this call for tender.

The evidence requested should be provided by each member of the group in case of joint tender and identified subcontractor whose intended share of the contract is above 10%. However a consolidated assessment will be made to verify compliance with the minimum capacity levels.

The tenderer may rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. They must in that case prove to the Contracting Authority that it will have at its disposal the resources necessary for performance of the contract, for example by producing an undertaking on the part of those entities to place those resources at its disposal.

2.3.1. Economic and financial capacity criteria and evidence

In order to prove their economic and financial capacity, tenderers (i.e. in case of joint tender, the combined capacity of all members of the consortium and identified subcontractors) must comply with the following criteria:

- Annual turnover for the last two financial years needs to be twice the annual amount of the offer
- Satisfactory results following the analysis of the financial capacity which will be performed by the Contracting Authority based on the following methodology: http://ec.europa.eu/dgs/education_culture/calls/evaluation-procurements_en.htm.

The following evidence should be provided:

- annex 3 "Economic and financial capacity analysis form" filled in with the relevant statutory accounting figures, in order to calculate the financial ratios
- for economic operators required under national law to keep a complete set of accounts: the balance sheet, profit and loss account and annexes of the last two years for which accounts have been closed;
- for economic operators required under national law to keep a simplified set of accounts: the statement of expenditure and revenue and the annex showing assets and liabilities for the last two financial years for which accounts have been closed;
- in all cases, a statement of overall turnover and turnover concerning the supplies or services covered by the contract, provided over the last two financial years for which accounts have been closed.

If, for some exceptional reason which the Contracting Authority considers justified, a tenderer is unable to provide one or other of the above documents, he or she may prove his or her economic and financial capacity by any other document which the Contracting Authority considers appropriate. In any case, the Contracting Authority must at least be notified of the exceptional reason and its justification in the tender. The Commission reserves the right to request any other document enabling it to verify the tenderer's economic and financial capacity.

2.3.2. Technical and professional capacity criteria and evidence

a. Criteria relating to tenderers

Tenderers (in case of a joint tender the combined capacity of all tenderers and identified subcontractors) must comply with the following criteria:

The tenderer must prove the *experience to carry out international networking activities and/or studies in the field of audiovisual policy* with at least two projects in the field since the beginning of 2009 targeting a total of at least 10 European countries (it is the

combination of projects which must reach the necessary coverage) with a minimum cost for each project of € 25,000.

b. Criteria relating to the team delivering the service:

The network should include, as a minimum, the following profiles:

Eight (8) experts plus a scientific coordinator and a logistical coordinator (both functions can be insured by the same person). There is no upper ceiling for the number of experts in the network. Experts are not considered to be sub-contractors. Experience of working with similar networks shows that a core group of around eight experts, combined with a number of more loosely associated experts who contribute expertise on an ad-hoc basis, may be a pragmatic and flexible arrangement which can provide a good result while being easier to manage.

Composition of the network

The composition of the network should reflect a good gender and geographic balance. The network may include experts from outside the EU. A broad range of complementary sub-disciplinary expertise should be present in the network.

Expert profiles

All experts should have substantial and up-to-date knowledge and understanding of the audiovisual sector and policies in Europe. They should have at least two years' experience of working with and advising audiovisual and other public policy decision-makers. All experts should have a high standard of scientific excellence.

The **scientific coordinator** should have at least six years' experience of running projects and working in an international context, and should also have substantial experience from active participation in comparative analyses of audiovisual policy and practice in the context of European (EU-supported) and/or major international multi-disciplinary collaborative research activities.

The **logistical coordinator** should have at least six years' experience of running projects and working in an international context.

The **scientific coordinator** and **logistical coordinator** will have:

- experience in management of team of at least five people;
- strong editorial and clear writing skills;
- excellent communication and organisational skills;

- proficient-level knowledge of English, as guaranteed by a certificate or past relevant experience;
- knowledge of other languages of the European Union

c. Evidence:

The following evidence should be provided to fulfil the above criteria:

- List of relevant services provided in the past five years, with sums, dates and recipients, public or private. The most important services shall be accompanied by certificates of satisfactory execution, specifying that they have been carried out in a professional manner and have been fully completed;
- The educational and professional qualifications of the persons who will provide the service for this tender (CVs) including the management staff. Each CV provided should indicate the intended function in the delivery of the service.

2.4. Award criteria

The tender will be awarded according to the best-value-for -money procedure. The quality of the tender will be evaluated based on the following criteria. The maximum total quality score is 100 points.

- **Quality of the proposed methodology** (60 points – minimum threshold 50%)

This criterion will assess the relevance and the quality of the methodology proposed for achieving the results set out in the section 3.2.3 and 3.3 of these "Tender specifications" based on the grid below:

Sub-criteria	Sub-criterion scope	Max number of points	Min threshold
Understanding of the nature of the assignment and results to be achieved	Adequate response to tasks described in section 3.3 of the Technical specifications: advisory and knowledge brokerage functions. Proposed interactions with other partners working on audiovisual.	30	15
Quality of the methodology proposed for creating the network		30	15

- **Organisation of the work** (20 points – minimum threshold 50%)

This criterion will assess how the roles and responsibilities of the proposed team (in case of joint tenders, including subcontractors if applicable) are distributed for each task. It also assesses the global allocation of time and resources to the project and to each task or deliverable, and whether this allocation is adequate for the work. The tender should provide details on the allocation of time and resources and the rationale behind the choice of this allocation.

It will be evaluated based on the grid below:

Sub-criteria	Sub-criterion scope	Max number of points	Min threshold
Allocation of time and resources	Coherence in definition of roles and responsibilities in the Coordinating team and corresponding workload.	8	4
Composition of the proposed team	- geographical coverage and inclusion of new EU MS; - gender balance.	4	2
Network organisation and internal arrangements	- efficiency of the proposed interactions with the Commission; - proposal to further expand the Network; - coherence of proposed internal rules.	8	4

- **Quality control measures** (20 points – minimum threshold 50%)

This criterion will assess the quality control system applied to the service foreseen in this tender specification concerning the quality of the deliverables, the language quality check, and continuity of the service in case of absence of the member of the team. The quality system should be detailed in the tender and specific to the tasks at hand; a generic quality system will result in a low score.

The assessment will be made based on the grid below:

Sub-criteria	Sub-criterion scope	Max number of points	Min threshold
Coordination team and Network members	Assurance of: - availability and personal commitment of Coordination team members; - highest professional standards in Network activities; - short notice availability of the required expertise; - replacement procedures in case of withdrawal of experts.	10	5

Deliverables	Quality control measures proposed to assure high-quality and high-relevance Network's output	10	5
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Tenders must score minimum 50% for each criterion and sub-criterion, and minimum 65% in total. Tenders that do not reach the minimum quality thresholds will be rejected and will not be ranked.

After evaluation of the quality of the tender, the tenders are ranked using the formula below to determine the tender offering best value for money. A weight of 60/40 is given to quality and price.

$$\text{Score for tender X} = \left(\frac{\text{lowest price}}{\text{price of tender X}} \times 40 \right) + \left(\frac{\text{total quality score for all award criteria of tender X}}{100} \times 60 \right)$$

2.5. Technical offer

The technical offer must cover all aspects and tasks required in the technical specification and provide all the information needed to apply the award criteria. Offers deviating from the requirements or not covering all requirements may be excluded on the basis of non-conformity with the tender specifications and will not be evaluated.

2.6. Financial offer

The price for the tender must be quoted in euro (use Annex 4). Tenderers from countries outside the euro zone have to quote their prices in euro. The price quoted may not be revised in line with exchange rate movements. It is for the tenderer to assume the risks or the benefits deriving from any variation.

Prices must be quoted free of all duties, taxes and other charges, including VAT, as the European Union is exempt from such charges under Articles 3 and 4 of the Protocol on the privileges and immunities of the European Union. The amount of VAT may be shown separately.

The quoted price must be a fixed amount which includes all charges (including travel and subsistence). Travel and subsistence expenses are not refundable separately.

Tenderers remain free to propose any allocation of resources which they believe will best achieve the desired results.

3. TECHNICAL SPECIFICATIONS

3.1. BACKGROUND INFORMATION

Creative Europe

Creative Europe is the fifth generation of EU funding programmes supporting the cultural and creative sectors². It was launched on 1 January, with a budget of nearly €1.5 billion for 2014-2020.

Within this programme, the MEDIA sub-programme (56% of the overall budget) supports film development, distribution, exhibition, training and market access with the aim of enhancing the diversity and international competitiveness of the European film and audiovisual industry. In the light of challenges brought by digitisation and globalisation, the sub-programme will also support audience development and film literacy as well as stimulate innovation, in particular with respect to the exploration of synergies with the rapidly evolving on-line environment.

The Creative Europe MEDIA sub-programme complements the support policies and instruments developed in the EU Member States at national and regional levels. In order to maintain and maximise its contribution, the programme will have to be constantly adapted and fine-tuned to the changing realities of the sector.

European film in the digital era

On the 15th of May of 2014, the Commission has adopted a *Communication on European film in the digital era - Bridging cultural diversity and competitiveness*.³

It will complement the programme by a policy debate between the Commission and interested parties in the Member States, the film funds and other policy makers and the film professionals. The aim is to increase the complementarity between the support activities carried out at EU and national levels and to maximise their overall added value for the European films and for their public.

The new European film strategy aims to boost cultural diversity and competitiveness in digital era.

European films represent nearly two thirds of releases in the EU but account for only one third of ticket sales. While the number of films produced in Europe increased from around

² http://ec.europa.eu/culture/index_en.htm

³ http://ec.europa.eu/culture/library/reports/com272_en.pdf

1100 in 2008 to 1300 in 2012, most European films are shown only in the country where they were made and are rarely distributed across borders. The new EU strategy seeks to address this challenge by highlighting the need to make the most of new methods of distribution to enhance cultural diversity and competitiveness.

The Commission's strategy paper suggests that public funding should focus more on expanding the audience for European films and increasing support for development, promotion and international distribution. At present nearly 70% of national public funding is devoted to producing films rather than maximising audience potential. More flexibility and experimentation regarding how and when films are screened is also recommended, given the increasing popularity of video-on-demand and downloading.

The strategy will encourage a new process of dialogue – the so-called European Film Forum – to encourage an exchange of ideas on how national, regional and EU audiovisual policies can better complement each other and respond to challenges such as digitisation, access to funding, circulation across borders and beyond the EU. The EU Film Forum will involve all interested parties in reviewing film policies in the EU to maximise their contribution to the competitiveness and the diversity of European Cinema.

3.2. CONTRACT OBJECTIVES AND EXPECTED RESULTS

3.2.1. Overall objectives

The overall objective of the contract is to contribute to the improvement of policy development and programme management for the audiovisual sector in Europe through the setting up of an effective network of leading European centres and experts on audiovisual. This network will advise and support the Commission in the analysis of audiovisual landscapes, policies and instruments and their implications at national, regional and European levels. The network should also screen the most interesting policy/programme initiatives taking place outside EU in the field of audiovisual. The European Expert Network on audiovisual is expected to provide expert advice to policy makers, synthesizing current research and main issues in a way useful for policy development and programme management.

The network should be able to provide high-quality advice and support in relation to all sectors and levels of the audiovisual sector considered in the broad sense (TV, cinema, on-line services, multimedia and video games).

3.2.2. Specific objectives and results to be achieved by the contractor

The network is expected to provide policy-relevant advice that is clear, specific, constructive, concrete, relevant to the work of the European Commission, and formulated in a plain, non-academic language that can be understood and acted upon by non-specialists.

3.2.3. Topics covered may include, but are not limited to:

It will inter alia provide analysis on challenges and policies associated with the digital shift, the access to finance issue, the need for innovation and new business models, the new audience behaviours, the access to domestic and foreign markets, the training needs

- the audiovisual sector: structures, participants, relations between the actors along the value chains (authors, producers, sales agents, distributors, exhibitors, TV channels, VOD platforms, festivals, etc.)
- the economy of audiovisual; investments and returns, financial flows, tax regimes, access to data and transparency
- audiovisual policies and funding mechanisms
- audience behaviours, access and consumption patterns
- innovation in the audiovisual sector in the creation and/or distribution ends
- dynamics and synergies between the audiovisual sector, other cultural sectors and/or other industries
- impact of new technologies on the economy of the sector
- film and media literacy policies and practices

Tasks related to these topics may concern European, national and/or regional perspectives.

3.2.4. Network profile, coordination and procedures

Changes in the composition of the network may be possible either at the initiative of the contractor and subject to written approval by the Commission, or upon request of the Commission. This may be the case, for example, if new topics are to be covered by the network.

The **scientific coordinator** will be responsible for content work. He/she will ensure overall coordination and will **lead the network** to perform the various tasks at the highest professional standards. He/she will provide strong and proactive steering to the network. He/she will exercise adequate quality control of all output and will handle key matters efficiently and within deadlines with the support of the logistical coordinator. In addition, the scientific coordinator will continuously promote actively a better understanding within the network of the Commission's expectations, of the role of the network, and of the nature of output required.

The **logistical coordinator** will be responsible for practical and contractual matters.

The scientific and the logistical coordinators will be the main contact points for the Commission. They will be responsible for distributing work to network members, for collecting and consolidating contributions from individual experts and for sending the results to the Commission on time and after adequate quality control.

Network coordination and procedures

Guided by the network's coordinators, 'European Expert Network on Audiovisual' members are expected to share a common understanding of the objectives of this contract, and to seek to improve their understanding of the Commission's needs and expectations and of the Commission's working methods in its cooperation with Member States.

Regular meetings of the coordinators and of the whole network with the Commission will facilitate this task.

Network members are expected to be committed and to be generally available to contribute when necessary in accordance with deadlines given.

Network members or associated experts will receive payment from the contractor for their contributions according to the rules to be established within the network. The allocation of tasks to members should follow the closest possible correspondence with individual members' expertise. If sufficient expertise on certain topics is not readily available within the network, the network may consider the addition of new members or seek the expertise of associated experts.

The 'European Expert Network on Audiovisual' is not a research project or a scientific experts meeting forum per se. It is a **contractual agreement** for the provision of policy-relevant and evidence-based expert advice and support of a high standard to the European Commission. It will contribute to knowledge transfer between research and policy making at European level.

The network is expected to meet these general objectives through the implementation of the specific tasks outlined in the next section.

3.3. SCOPE OF THE WORK

Task 1: Analysis and policy briefs on ad-hoc questions

The 'European Expert Network on Audiovisual' will provide analysis and policy briefs on a range of topics through a series of **approx. 15 (fifteen)** ad-hoc questions per year from the Commission.

Such questions may emerge while the Commission is preparing important policy documents (such as Communications, Staff Working Documents, studies or consultation documents) or papers for meetings/events or to support activities taking place in the context of implementing the Commission's initiatives in the field of audiovisual.

These requests for analysis and policy briefs may include requests for the participation of network members in meetings, conferences or other events. Participation of one member in 6 (six) such events per year should be budgeted for.

The Commission will forward ad-hoc questions to the network via the scientific coordinator. The network itself will be responsible for the allocation of tasks to specific experts. Upon receiving such a question, the logistical coordinator will contact the Commission to confirm that the necessary expertise is available within the network and that the deadline proposed by the Commission can be met.

Replies to ad-hoc questions should be clear, concrete and constructive (even when critical), written in a language that can be understood by the non-specialist. The advice provided

therein should be supported by references to the most relevant research/publications. The request may also include the identification of key experts or experienced organisations or companies in relation to a specific topic.

In addition to the replies of individual experts working on ad-hoc questions, the network will provide a consolidated version synthesizing individual contributions. The network will send to the Commission only the complete and finalized replies to questions rather than successive rounds or unfinished drafts.

Ideally, the reply should reflect the collective knowledge and view of the network rather than that of a single expert. Every response should be peer reviewed by at least three members of the core group, who should be identified in the reply. In many cases an answer with a length of 5-10 pages may be needed within two working weeks. Replies will be requested in English.

Task 2: Analytical reports and/or studies

The network may be requested to prepare short analytical reports on topics to be decided by the Commission. The main aim of these reports will be to enhance the Commission's knowledge-base on particular topics and to support the preparation of important initiatives and policy cooperation activities.

The network may be asked to prepare **four (4) short analytical reports** (of approximately 20 pages each, single-spaced, 12 Times New Roman) per year on topics to be decided by the Commission. Alternatively, the network may be requested to prepare two **(2) longer studies** (approx. 40 pages) per year.

An analytical report will highlight key conclusions for policy development and implementation. Such a report should aim to present clear messages and concrete, policy-able recommendations (supported by evidence) both for policy directions and for specific policy measures. If necessary, the Commission may issue and disseminate them widely.

To maximize their potential, the reports must be clear, concise, and concrete, written in a simple, non-academic language that can be understood and acted upon by non-specialists. They should be constructive, even when critical, and provide references to relevant evidence from research, including figures and statistics as appropriate. In addition to language, the presentation and layout of the reports should make them easy to read and user-friendly for policy-makers and their advisers. Analytical reports should, where possible, involve several members of the network. The reports shall be referred by other experts in the network. While the quality of these reports is a collective responsibility of the network, the network's scientific coordinator will have the final role in quality control. Analytical reports and studies will be requested in English. A 2 pages executive summary shall also be made available in French and German.

Task 3: Communication and meetings with the Commission

Representatives of the network may be requested to come to Brussels to present the results of their work (for example, a seminar to present an analytical report to Commission staff) and/or to discuss planning and coordination issues with the Commission. One such meeting per year must be foreseen and budgeted for.

Travel and subsistence expenses related to these meetings will be covered by the Contractor's budget.

In addition to the tasks outlined above, the 'European Expert Network on Audiovisual' is expected to take the initiative at any time to:

- inform the Commission about important developments in the field and new findings from research that are important for policy makers at a European and national level;
- formulate proposals to the Commission for activities and for issues that are important to address (such as important topics for further research) and for strengthening evidence based policy and practices;
- suggest ways to improve the network's own functioning and its communication with the Commission.

3.4. LOGISTICS AND TIMING

3.4.1. Location

The Network's coordination team will work mainly from his/her own location using his/her own premises and equipment, except for the time needed for participation in the planned meetings as necessary.

3.4.2 Facilities to be provided by the Contractor

The Contractor shall ensure that Network members and associated experts are adequately supported and equipped. In particular it shall ensure that there is sufficient administrative, secretarial, translation and interpretation provision as necessary, to enable members to concentrate on their primary responsibilities.

3.4.3. Commencement date and Period of execution

The indicative intended commencement date is January 2015 and the period of execution of the tasks will be 24 months. Actual commencement will take place after signature of the contract by the last of the two parties.

The contract may be renewed for a further period of 24 months (adding up to a maximum total duration of 48 months), subject to assessment of the quality of the services provided. The workload in a renewal period should be comparable to the workload in the first year. Annual amendments may be made to the contract in the light of the report on activities of the preceding year.

3.5. Reports

Indicative time schedule

T0	Contract start
T0 + 3 months	Submission of draft inception report (only for the initial contract, not required for renewals, not associated with a payment)
T0 + 12 months	Submission of progress report + interim payment
T0 + 23 months	Submission of draft final report
T0 + 24 months	Submission of the final report + payment of balance

Reporting requirements

Each report will be submitted in electronic format in English. The Commission will comment on all reports within 20 calendar days. In the absence of feedback from the Commission within the deadline, the report will be considered as being approved.

Within 20 calendar days of receiving the Commission's comments, the Contractor will submit the report in definitive form, taking full account of these observations, either by following them precisely, or by explaining clearly why they were not followed. Should the Commission still not consider the report acceptable the Contractor will be invited to amend the report until the Commission is satisfied.

The Contractor will submit an inception report, a progress report (halfway the contract period), and a final report at the end of the contract. The reports will mainly be based on the various tasks carried out and on the material collected in this context.

The inception report (around 5-10 pages + any annexes) will be provided within three months after the signature of the initial contract by the last of the two parties. The inception report will not be associated with any payment. It will include information on:

- any replies to first *ad-hoc* requests by the Commission;

The progress report (approx. 5-10 pages of text + any annexes) will be provided within twelve months of the starting date of the contract. The progress report will include information on:

- progress on various tasks of the Network;
- any difficulties encountered;
- a forward-looking text (max 5 pages) identifying important themes/issues for future Commission work on audiovisual (which are not yet covered by past or ongoing Commission initiatives). This could include proposals for future Network analytical reports, policy briefings, country specific work, staff seminars etc.

4. CONTENT, STRUCTURE AND GRAPHIC REQUIREMENTS OF THE FINAL DELIVERABLES

All final deliverables produced for the European Commission and Executive Agencies shall conform to the corporate visual identity of the European Commission by applying the graphic rules set out in the European Commission's Visual Identity Manual, including its logo⁴.

4.1. Content

4.1.1. Final report

The final report should include at least the following:

- a description of all the activities carried out (including contributions to conferences and seminars),
- the answers to ad hoc questions,
- policy briefs
- executive summaries of all the analytical reports,
- key recommendations for the further development of EU policies related to audiovisual.

The draft version of the final report should be submitted 23 months after the entry into force of the Contract. The Commission will then inform the contractor of its acceptance, or will pass on its observations within 20 days. If required, the draft final report can be discussed at the final meeting with the Commission. Within 20 days of receiving the Commission's observations, the contractor will submit the final report in definitive form, either taking account of these observations or setting out different arguments.

In the absence of observations from the Commission to the draft report, the latter will be considered as being accepted by the Commission as final report.

4.2. Structure

The final report should not exceed 25 pages and it should be completed by annexes

5. ANNEXES

The following documents are annexed to these Tender Specifications and form an integral part of them:

⁴ The Visual Identity Manual of the European Commission is available upon request. Requests should be made to the following e-mail address: comm-visual-identity@ec.europa.eu

Annex 1: Tenderer Information

Annex 2: Declaration on Honour

Annex 3: Economic & Financial Capacity

Annex 4: Price

Annex 5: Draft Contract