



**B-Brussels: Various services**

**ECHO/INF/AMI/2006-2009**

**Directorate-General for Humanitarian Aid**

**Call for expressions of interest**

- 1. Contracting authority:** European Commission, DG Humanitarian Aid, Unit: Information & Communication (ECHO A.5), AN88 2/41, B-1049 Brussels. Tel.: (+32) (0)2 299 29 96. Fax: (+32) (0)2 295 45 72, e-mail : [echo-info@ec.europa.eu](mailto:echo-info@ec.europa.eu)
- 2. Type:** Call for expressions of interest in the provision of services relating to various technical, conceptual and organisational tasks in the communication and information activities of the Directorate General for Humanitarian Aid of the European Commission. Candidates wishing to be included on a list of potential contractors are invited to submit an application in accordance with the procedures detailed below. The call is open from the date of dispatch of this notice as specified in point 9.

The contracting authority will draw up lists of potential contractors satisfying the criteria set out in points 6 and 7 of this call for expressions of interest. Whenever a specific contract is to be concluded relating to activities described in point 3, the contracting authority will forward the specifications and attribution criteria either to all the candidates or to some candidates selected on the basis of criteria such as geographical, sectoral, language expertise, etc. relevant to the contract in question. The list of potential contractors will be regularly updated.

The lists drawn up following this call for expressions of interest will be used exclusively for contracts of an estimated cost lower than the threshold fixed by the legislation relating to procurements (COMMISSION REGULATION (EC) No 2083/2005 of 19 December 2005 amending Directives 2004/17/EC and 2004/18/EC of the European Parliament and of the Council in respect of their application thresholds for the procedures for the award of contracts). The current threshold is EUR 137 000.

Each list relates to one of the activities described in point 3.

Candidates may make a submission in respect of one or more lists.

Inclusion of candidates on a list in no way legally binds the European Commission to award a contract to those candidates or to invite them to tender.

### **3. Description of the activities covered by this call for expressions of interest**

Tasks will be carried out on the premises of the tenderer or at the place of implementation of the activities concerned.

The services to be supplied are:

#### **LIST 1 – PUBLICATIONS, POSTERS AND DISPLAYS, OTHER COMMUNICATION MATERIALS AND EQUIPMENT**

Production of publications, information materials for display purposes and other communication materials and equipment. The services required may include: graphic design and page layout, drawing and illustration work, photo manipulation, high-definition scanning, printing, distribution, production of posters, educational display panels, exhibition materials, post cards, calendars, diaries, etc., release to the Commission of source graphics files (PSD, EPS or similar) and PDF files, other associated activities.

#### **LIST 2 - AUDIOVISUAL**

Production and reproduction of audiovisual products. The services required may include: design, script, filming, production, adaptation, translation, sub-titling, commentaries, mixing, production of sound tracks (music and sound effects), editing of audiovisual products (spots, documentaries, reports, etc., including coverage of DG Humanitarian Aid communication activities or humanitarian projects), contact with television channels, distribution plans, media coverage reports, bulk reproduction of audiovisual products (on VHS, BETACAM SP and digital, DVD), other associated activities.

#### **LIST 3 – COMMUNICATION CAMPAIGNS, EVENTS, CONFERENCES, EXHIBITIONS**

Staging and organising communication campaigns and events; organising conferences and exhibitions. The services required may include: design, selection of target public and participants, planning, promotion, implementation and monitoring, logistics, relations with the media, implementation of media plans, production of media coverage reports, relations with NGOs and other operational partners, other associated activities.

#### **LIST 4 – PROMOTIONAL MATERIALS**

Production and supply of promotional items to ensure the visibility of European humanitarian aid. These items are: articles of clothing (e.g. t-shirts, bandanas, “sailing parkas”, caps, windbreakers, reporter’s vests, etc.) and promotional articles (e.g. stickers, biros, cases, padfolios, balloons, etc.) bearing the visual identity of the European Commission’s humanitarian aid.

#### **LIST 5 – SIMULATION OF HUMANITARIAN AID SITUATIONS**

Providing or setting up activities and/or modules for raising the profile of the work done by the European Commission’s Directorate-General for Humanitarian Aid in cooperation with NGOs and other operational partners in non-EU countries; these activities/modules should be specially designed to present humanitarian issues to the general public. This could be done using interactive modules such as humanitarian villages with simulations (e.g. refugee camps, feeding centres, mine clearance operations) for presentation at events and/or during large-scale campaigns in the contractor’s own country or in other EU Member States.

4. **Validity:** The list drawn up following this call for expressions of interest will expire 3 years after the date of dispatch of this notice to the Office for Official Publications of the European Communities indicated in point 9. Any interested natural or legal person may lodge an application to be included on the list at any time during its period of validity, except for the last three months.

Service contracts will be allotted to single tenderers, and therefore, if several legal entities submit a joint offer, one of them will be designated agent under any awarded contract.

5. **Submission of applications:** Candidates have the right to submit their applications in any official language of the European Union and the choice of language will not influence the evaluation of the applications. However, to simplify administration, candidates are asked to use English or French if possible or, failing this, to provide a clear and concise summary of their application in one of these languages. Contracts will normally be offered in English or French, at the Commission's discretion.

Applications sent by post must be sent to this address:

**European Commission  
DG Humanitarian Aid  
for the attention of the Secretariat,  
Information & communication, AN88 2/79  
B-1049 Brussels**

Applications delivered by private messenger service or by the candidate must be delivered to:

**European Commission  
DG Humanitarian Aid  
for the attention of the Secretariat,  
Information & communication, AN88 2/79  
Rue de Genève, 1  
B-1140 Brussels**

Applications and supporting documents must be submitted **in duplicate**.

As well as the address of the department concerned, the envelope must be marked: "**CALL FOR EXPRESSIONS OF INTEREST – ECHO/INF/AMI/2006-2009**"

Applications must be submitted using the answer form which can be downloaded in Word and PDF formats from the website of the Commission's DG for Humanitarian Aid at the following address:

[http://ec.europa.eu/echo/whatsnew/calls\\_en.htm](http://ec.europa.eu/echo/whatsnew/calls_en.htm)

The form must be filled in using the form in **Word** format.

The application will be made up of:

- the application form duly completed electronically by the candidate and
- all the supporting documents listed in the application form.

**6. Exclusion criteria:**

1. Candidates or tenderers shall be excluded from participation in a procurement procedure if they fall into one of the categories listed in points a) to f) of the Declaration of honour (point 5.1 of the application form).
2. Candidates or tenderers must certify that they are not in one of the situations listed above by signing the Declaration of honour (point 5.1 of the application form).
3. Contracts may not be awarded to candidates or tenderers who, during a procurement procedure fall under categories g) to l) listed in the Declaration of honour (point 5.1 of the application form).

**7. Selection criteria**

Candidates who fail to submit one or more of the supporting documents listed in the application form may be excluded from the selection. The documents sent in response to this call for expressions of interest will not replace the documents required in specific tender notices. The supporting documents to be presented for the purposes of selection concern, inter alia, the following:

- a) proof of the candidate's **economic and financial capacity** (for public and private legal entities), which must be provided by in the documents required at point 5.2.1 of the application form;
- b) proof of the candidate's **technical and professional capacity**, which must be provided by completing point 5.2.2 of the application form;
- c) compliance with the **selection criteria specific to each list**, which will be assessed on the basis of the information to be provided under point 5.2.3. of the application form.

**8. Other information:** Candidate selection committees will be organised on a regular basis in order to evaluate promptly, applications that have been received.

More detailed information about the activities of the European Commission's Directorate-General for Humanitarian Aid Office and the application forms to be used are available on the DG's website at the following address: <http://ec.europa.eu/echo/>

**9. Date of publication of the notice : 06/07/2006 (OJ S 126)**