

## TENDER SPECIFICATION

Day of publication: 24 November

Deadline to send the bid: 4 December

### 1. INTRODUCTION

CEEP will publish over the next months several reports and deliverables and is seeking for this purpose a communication agency able to ensure the appropriate design, the editing the printing and or publication of deliverables.

### 2. PURPOSE OF THE CONTRACT

The purpose of the contract is to conduct various actions related to the publication of deliverables envisaged for CEEP (under projects co-funded by the European Commission).

In operational terms, the work will consist on the following actions:

#### The welcome kits

The welcome kits will be created and printed by the selected agency. This will contain the following elements:

- Pens
- Description of the project (Draft description sent by CEEP)
- Folder
- Notepad
- Promotional leaflet

More description:

	<b>Content</b>	<b>Number of copies required</b>
Pens	Logos provided by CEEP	300
Description of the project	Content provided by CEEP edited by the awarded agency 4 A5	150
Folder	Content provided by CEEP edited by the awarded agency Should be able to contain 150 pages of A4	150
Notepad	Content provided by CEEP edited by the awarded agency Should be A4	300
Promotional leaflet	Content provided by CEEP edited by the awarded agency Files should be made available to CEEP to modify the content overtime	Printed in-house by CEEP

Estimated cost: 3 000€

Promotional kits. The promotional kits will be a 4 pagers A5 to explain the objectives of the seminars

#### 1. Reproductions and publications

The final report including the best practices will be printed out for the final conference and printed in about 400 copies in a professional lay-out. The total number of page will be around 50 for a unitary cost of 0.25€

Estimated cost: 5 000€

### 3. DESCRIPTION OF THE PROJECTS CO-FUNDED BY THE EC

Social Dialogue is key for the future of Europe, for its social, economic and territorial cohesion.

Unfortunately, the economic, financial and social crisis has deeply impacted social dialogue throughout Europe. As mentioned in the report on Industrial Relations in 2012 by the European Commission: “The economic and financial crisis that has been affecting Europe for several years may very well cause a profound and long-lasting upheaval in Industrial Relations institutions and practices. (...) the 2012 edition concludes that the impact of the sovereign debt challenge and the budgetary consolidation policies being pursued in a wide range of countries are producing more fundamental changes to industrial relations in Europe.”

In CEEP, we have observed a weakening in the role of several social dialogues at national level and increased difficulties in implementing social dialogue agreements in member states following the crisis. The project aims to provide support for this.

This project will support national organisations and specific sectors to be further involved within social dialogue. This will be done via specific training and actions to improve their ability to integrate into and to influence the European social dialogue, we need first to explain participants in these training and equip them with the necessary knowledge to get involved in social dialogue.

In line with the objectives of the call for proposals, this project will:

- Contribute to the employment and social dimensions of the Europe 2020 strategy
- Strengthen the capacity of social partners to contribute to European social dialogue with particular attention to new Member States and Candidate Countries
- Improve the coordination, functioning and effectiveness of European social dialogue
- Implement the European social partners’ work programmes
- Monitor and follow up European social dialogue activities and outcomes

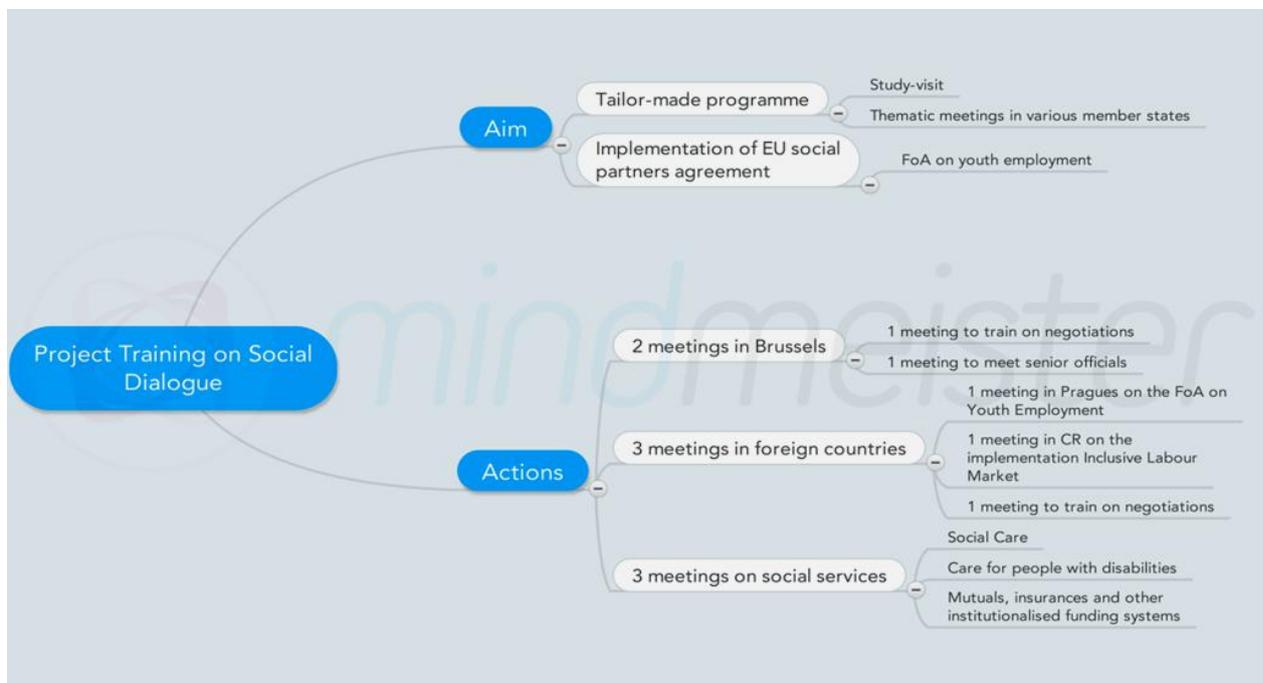
## OBJECTIVES OF THE EC-FUNDED PROJECT

The objective of this project is to facilitate the intake of social dialogue activities in countries with less experience in European social dialogue and, on a second stage, to support people in these countries in analyzing and implementing social partners agreement.

More specifically, this project will tackle the following actions:

- Analyse the implementation of the Framework of Action on Youth employment in Public Services and the Inclusive Labour Agreement in the 12 countries that joined the EU since 2004.
- Organise two tailor-made training sessions to build ownership and knowledge - to train people for negotiations in social dialogue;
- Organise three meetings on the implementation of social partners agreements. The two agreements will be: Inclusive Labour Market and the Framework of Action on Youth Employment
- Organise four thematic meetings during this project on the following sectors:
  - o Social Care
  - o Care for people with disabilities
  - o Mutuels, insurances and other institutionalised funding systems

Visual summary:



#### **4. SUMMARY OF DELIVERABLES**

Deliverables should be made available to CEEP in Brussels end of January 2015 except the report which outcomes should be discussed on a later stage.

#### **5. TERMS OF CONTRACT**

CEEP may, before the contract is signed, either abandon the procurement procedure, delete some tasks or cancel the award procedure without the tenderers being entitled to claim any compensation.

##### **- Terms of payment**

Payments shall be made in separated invoices

##### **- Subcontracting**

If the tenderer intends to subcontract part of the service, he shall indicate in his offer which part will be subcontracted and to what extent (% of the total contract value).

The tenderer is the sole responsible for the activities done by the subcontractor.

## 6. EVIDENCE TO BE PROVIDED BY THE TENDERERS

- At least 3 years of experience in the field of communication
- The contractor should be able to demonstrate capacities in similar projects
- The copywriters should have experience in journalism, EU affairs is a plus

The contract will be awarded according to the various elements contained below:

- Understanding of the nature of the assignments
- Previous experiences
- Previous experiences in EU affairs
- Presentation of the tender

The final selection will be taken in December 2014.

The contract will be awarded to the tender who offers the best ratio quality / price. The bid should not exceed 8 000€

The costs presented in the bid should be divided by each task.

Bids should be sent by 4 December 2014 close of business.

Please send the bid by email to: [maxime.staelens@ceep.eu](mailto:maxime.staelens@ceep.eu); [david.anciaux@ceep.eu](mailto:david.anciaux@ceep.eu)