

Call for Tender Service Agreement for design, layout and printing services

The Rosa-Luxemburg-Stiftung is one of the largest political education institutions in Germany today, with branches in many countries worldwide. The Brussels Office operates as a think tank reflecting on European and international issues such as the global power shift and the socio-ecological transformation of today's society.

The Brussels Office of the Rosa-Luxemburg-Stiftung would like to conclude a long-term design, layout and printing services agreement for printed materials, awarding these services through a bidding process.

We hereby request you to submit your binding offer in English with the signed & scanned documents.

Please note that only the terms of order and agreement –see appendix– apply.

We will only evaluate offers from applicants who fulfil all 5 of the following points:

- have signed with a legally binding signature the attached “Terms of order and agreement for design services” (appendix 1), to indicate that they agree with it,
- have filled out in detail and signed with a legally binding signature the attached indicative financial offer (appendix 2),
- have submitted three references of layout services to similar clients: 1 poster, 1 publication, 1 event invitation
- have a Belgian Tax Authentication Number.
- have submitted their binding offers by **16.11.2021**, 20:00 Brussels Time.

All offers received are weighed according to the following criteria:

Price	60%
References of layout services to like-wise clients	40%

If you need further information, please contact:

Julie Piette
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julie.piette@rosalux.org

Thank you in advance.
Best regards,
Julie Piette
Office Manager

Appendix 1

Terms of order and agreement for design services

1. Subject matter of the general agreement

To fulfil its educational mission and the associated requirements of communications materials for use online and at conferences or other educational events, the Brussels Office of the Rosa-Luxemburg-Stiftung (referred to as “client”) intends to conclude a general agreement for design, layout and printing services.

The contractual partner (referred to as “contractor”) shall execute design, layout and according printing services assigned by the client. Important requirement is the timely execution of the respective orders, as well as the excellent quality of the services.

2. Terms and execution periods

The agreement has a term of twelve (12) months and can be tacitly extended by another twelve (12) months unless it is cancelled upon written notice at least one (1) month to the agreed term of the agreement. The maximum length of this contract is twenty-four (24) months.

The execution of the agreement starts with the placement of the first order by the client.

3. Estimated volume of production

The client estimates that for the term of this agreement, it will place orders for design and printing services for around 80.000€ per year.

This number is a mere estimation. Needs may be higher or lower. However, a cumulative volume of 200.000€ net over the entire term will not be exceeded. If this maximum amount is reached, this contract will automatically expire.

We cannot confirm the frequency of orders for 2022 and 2023. Orders will not be placed at once but each prior to the respective event respecting the agreed deadlines.

The client reserves the option to fall back on relevant suppliers.

4. Detailed description of tasks

Design and layout of brochures, flyers and other communication materials in various formats and languages and printing of the products.

Services will include the design and printing (if applicable) of:

1. Brochure/booklet to present the work of our office for printing and web;
2. Event material for printing: folder, programme, poster, lectern signage;
3. Publications for printing and web or web only (pdf);
4. Images/banners for conferences to use electronically on website and social media;

5. Flyer, poster, roll-ups, banner, invitations, post-cards for events or general presentation of the office.

This list is not exhaustive.

The material is, for the bigger part, texts, with some graphs and tables; photographs and images are mainly used on covers/banners for the website and in the publications (chapter pages/illustration of content). All texts will be provided by the client after being copy-edited. Usually, no more than three correction rounds on the set text are needed. The final layout will be approved by the responsible persons of the client.

The layout needs to be done according to our style handbook, which provides information about design and layout of our different materials (see appendix 3 in a separate pdf file). Templates for works in InDesign will be provided by the client.

The focus of the client's work lies on crisis and alternatives, global power shift, dangers of free trade agreements, feminism, right-wing extremism, energy democracy, financialisation of nature/energy/commodities, sustainability and socio-ecological transformation, labour and labour unions, Left in Europe.

The contractor agrees to provide the client with ready-to-print electronic files as well as formats to use on the web. The client shall place design and layout orders between six (6) and, at the latest, 1 (one) week prior to the requested delivery date. The client shall provide detailed descriptions of the needed materials including information about the context that the materials will be used in, target group and messages to convey.

Periods for delivery

Delivery will be made in Brussels. List of items is not exhaustive.

N°	Description	Period for delivery
1.	Design, layout and printing of booklets and publications	4 weeks
1.1	Design and layout of booklets and publications (web only)	2 weeks
1.2	Print of booklets and publications (between 15 and 60 pages)	5-7 days
2.	Design, layout and printing of event flyer	5-7 days
3.	Design, layout and printing of event poster	5-7 days
4.	Design, layout and production of event and office signage	5-7 days
5.	Design, layout of event programme	3 days
6.	Design of images/banners for conferences to use electronically on website and social media	2 days

The contractor commits to confirm each order within 2 working days by submitting a financial offer according to appendix 2.

The stated prices on each individual offer, after agreed upon with the client, will be binding for the particular order.

5. Obligations of the contractor

The contractor agrees to treat as confidential all documents, files and data received from the client or its cooperation partners concerning the respective order, and to maintain secrecy towards third parties. If the contractor is not able to carry out the assigned order, he/she shall immediately inform the client. In case that the contractor cancels the order at short notice, the contractor shall provide a substitute supplier that fulfils the criteria set out in the order description. If he/she fails to do so, the client may charge him/her fees amounting up to 25% of the order value.

6. Individual assignments and accounting

For individual assignments, the conditions set out under the aforementioned points shall apply. Individual assignments shall always be made in writing (by email). Questions may be discussed in advance orally. By submitting a binding offer, the contractor agrees to the aforementioned terms of agreement.

The remuneration is due after delivery and invoicing. Invoices are to be addressed to the client (by mail: invoices.brussels@rosalux.org) and have to contain all legal information, the delivery date as well as the sales tax identification number of the client, BE 0823.228.211. The client pays through bank transfers.

7. Liability

The contractor's liability for breach of contractual obligations towards the client is limited to intention and gross negligence.

8. Copyrights

The client shall have the right to any and all working results protected by copyright law. Upon completion of the mandate the utilization right shall pass on to the client. The remuneration paid shall compensate for any and all copyright claims of the contractor.

Regarding third parties' copyrights of photos and designs: the client is using Common Creative material, and the contractor needs to align with this choice. In case that the contractor wants to include copyrighted material in designs, the following needs to be stated in written form:

- the intention to the client,
- the source/owner of the copyrighted material,
- the cost for the use of the particular material.

The client, after consulting with the contractor, will decide whether or not the particular copyrighted material will be used and cover the costs of the copyrights. In case that the contractor uses copyrighted material without having informed the client as de-

scribed above and without having covered the copyright costs, he/she is exclusively responsible for any and all copyright claims of the owner of the copyrighted material.

9. Status and miscellaneous

The contractor is responsible for the tax treatment of the agreed remuneration. As a precaution, the client advises that he is obliged by Belgian law to report both the identity and the amount concerning every charge to the Belgian tax authorities not later than March 31st of the following year.

The placing of an order by the client to the contractor constitutes a binding agreement.

Modifications and amendments to this agreement shall be made in writing. Should individual provisions of the agreement become invalid, this will not affect the validity of the remaining provisions.

The contractor shall ensure that all persons entrusted by him/her with the fulfilment of contractual obligations carefully observe statutory regulations on data protection, and refrain from forwarding information, unless it is evident, received from the client to third parties or use it otherwise.

The language of communication with our office is German or English.

10. Jurisdiction

The municipal or district court Brussels shall have jurisdiction over legal disputes arising from this service agreement, its termination and liquidation.

Date /signature of the client

Date/signature of the contractor

Anna Schröder
Rosa-Luxemburg-Stiftung, Brussels Office
Head of Office

Appendix 2

N°	Detailed description of order	Price (excl. VAT)
1.	Brochures and booklets for web publication and print. Format 16x22cm closed Color mode CMYK Pages: front and back cover, 40 inner pages Paper: Offset, cover pages 250gr, inside pages 120gr	Please fill in the individual positions hereunder:
I.	Research and design of 3 cover versions	
II.	Layout/per hour	
III.	Text setting per page	
IV.	3 waves of corrections (on the basis of a copy-edited text that has been delivered before layout and text setting)	
V.	Printing of 500 copies	
VI.	Printing of 1.000 copies	
VII.	Printing of 5.000 copies	
1.1	Cost for additional language version of the same type of publication	Please fill in the individual positions hereunder:
I.	Adaption of original cover (different color scheme for different languages)	
II.	Layout/per hour	
III.	Text setting per page	
IV.	3 waves of corrections (on the basis of a copy-edited text that has been delivered before layout and text setting)	
V.	Printing of 500 copies	
VI.	Printing of 1.000 copies	
VII.	Printing of 5.000 copies	
2.	Layout of folder for conference materials (size 30,5x22 cm folded): color mode CMYK	

2.1	Printing of 2.000 folders	
3.	Layout of conference programme A4, 2 languages (mostly EN and DE), 4 pages, to be printed in our office and used on web	
4.	Layout of event poster: A3, CMYK for printing and delivery of pdf for web use	
4.1	Printing of 100 posters	
5.	Layout and production of 1 lectern sign: A3, CMYK for printing	
6.	Design of images/banners for events to use electronically: color mode RGB, size 700px X 250px	
7.	Layout of postcard: 105mm x150mm, printed on both sides, color: CMYK	
7.1	Printing of 500 postcards	
8.	Layout and printing of roll-up: 60/80mm x 200mm	
9.	Layout of ads for journals. Example: half A4 page, horizontal format, pdf 300 dpi for print	

By signing, you agree to the conditions of order and agreement as set out in the request.

The indicative prices apply to the term of agreement.

Name, legally binding signature, date.