EUROCITIES

THE NETWORK OF MAJOR EUROPEAN CITIES

GREEN DIGITAL CHARTER

CALL FOR FRAMEWORK AGREEMENT-

SELECTING A COMPANY TO PRODUCE GREEN THE DIGITAL CHARTER VIDEOS FOR 2016-2017

1. ABOUT THE PROJECT

The Green Digital Charter is a declaration committing cities to working together to deliver on the EU climate objectives through the use of information and communication technologies (ICT). It therefore promotes progress in tackling climate change through the innovative use of digital technologies in cities.

In addition to a range of statements and aims, the charter entails fours specific commitments:

- Working with other Green Digital Charter signatories to promote the best applications and results of ICT solutions
- Establishing local partnerships to implement the Green Digital Charter's commitments, and to make these central elements of the cities' wider strategies
- Deploying five large-scale and replicable ICT pilots per city within five years and communicating the impact of these to citizens and local stakeholders
- Decreasing the direct carbon footprint of the ICT sector by 30% per city within ten years

Previously supported by networking intelligent Cities for Energy Efficiency (NICE) project, since March 2015 the Green Digital Charter is supported by the GuiDanCe project , coordinated by EUROCITIES and co-financed by the European Union's Horizon2020 programme (Grant Agreement 653640).

2. THE FRAMEWORK AGREEMENT

The purpose of competitive tendering for awarding this agreement is two-fold:

- to ensure the transparency of our operations according to European funds financial rules and EUROCITIES internal rules.
- to select the external company, with the best quality/price ratio, with which we will work through single tender procedure for the period March 2016 – December 2017.

Deliverables and individual projects will be contracted out through single tendering between EUROCITIES and the external company chosen. The number, types and economic value of single tendering will be decided during this framework agreement, depending on the GuiDanCe work for 2016 and 2017.

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The award of the Framework Agreement will not determine an automatic right to work with EUROCITIES. The awarded company will still have to submit a good quality/price rate offer under the single tender.

EUROCITIES retains the right to reject the proposal made under the single tendering if it will not meet the good quality/price ration as specify by the EUROCITIES call for single tendering.

This Framework Agreement will be signed under Belgian law and it will remain valid for the period March 2016 – December 2017.

In the case in which the implementation of the GuiDanCe project will not required services from external company, there is no obligation for EUROCITIES to issue single tender for services.

3. WORK DESCRIPTION

EUROCITIES requires editing, and video production services to assist in the implementation of the GuiDanCe project for the time in 2016-2017.

The producer will be expected to produce videos, editing and adding English voice over, subtitles and music to create cohesive videos that can convey and represent the spirit of the project.

For each video, all the relevant background materials will be provided by EUROCITIES in? deadlines agreed between EUROCITIES and the producer.

The exact content and structure of the videos will be decided, with the help of the producing company and according to the event or occasion where the video production will take place.

All the videos would need to:

- Showcase how the cities are using GDC and the impact of GDC to signatory cities
- Provide a visual presentation of GDC-related pilot projects
- Include short interviews with key city practitioners and/or politicians
- Demonstrate the role of GDC in the wider EU policies and objectives

4. TIMING

- Deadline for receiving quotes: **Monday 21 March**
- Award of the contract: **23 March**
- Start of the work for the first video: immediately after awarding of the contract

5. SELECTION CRITERIA

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The individual/company will be selected on the basis of a set of criteria:

- Willingness and ability to perform the aforementioned tasks and meet the specifications in time and on budget
- Quality and experience

The contract will be awarded to the individual/company among the pre-selected ones that provides the best offer in terms of value for money.

Each offer should be with prices quoted in EUR and should include:

- price with and without VAT;
- description of expertise relevant to the task and examples of worked performed;
- Budget breakdown with specific cost descriptions;

The net value of provided service and the VAT value should be clearly indicated in the offer.

Individuals/companies applying from outside Belgium should convert their offers from their national currency into EUR based on the rate established by the European Commission for January 2016. Please use the Commission's official website: http://ec.europa.eu/budget/inforeuro/index.cfm (the rate for each month is published on the first working day of the month).

Furthermore, individuals/companies applying from outside Belgium should take into account that in case of intra-Community services, VAT is due in the country of the supplier of the service.

Prices submitted in response to this tender must be inclusive of all costs involved in the performance of the contract, no expenses incurred in the performance of the services will be reimbursed separately.

Prices submitted in response to this tender will be taken into account for all future videos while noting these prices are adjustable according to the needs of each project.

6. PRESENTATION OF OFFERS

For the first part of 2016 two events have been selected for video shooting:

- EUROCITIES Knowledge Society Forum 28-29-30 April in Rennes, France
- European innovation partnership for Smart cities and communities EIP SCC general assembly23-24-25 May Eindhoven, The Netherlands

The financial proposal must be presented in the following format:

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Item	*Price in euro*	*Required timing*
1. Conceptualisation, strategy& copywriting		
2. 2 filming days (staff and equipment)		
3. Editing of 5 min video		
4. English voice-over		
5. Subtitles		
6. Licensed music		
7. Any additional costs (please specify)		

Please insert/delete lines as required.

The total price must include all costs and all expenditure incurred directly and indirectly by the contractor in performing of the tasks.

6. CONTACT

If you have any questions about this call, please contact Anja De Cunto anja.decunto@eurocities.eu or 0032 (0) 2 552 0867.

The GuiDanCe project is co-financed by the European Union funding programme Horizon 2020.

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