

CALL FOR TENDERS FOR SUBCONTRACTING

Editing Publication

Final report project “Mind the Gaps”

The Social Development Agency (SDA) is carrying out a project entitled “Mind the Gaps” supported by the European Commission through budget-line 04030303, which requires the publication/design, organisation to design, format and lay-out of an e-publication of ca 80 pages (in colour) with appropriate graphics to be finished in the form of a pdf-file.

The publication is based on the reports of seven national experts who attended a seminar on the subject of “ The practicalities of workplace information and consultation in the EU”. The publication will be professionally formatted in full colour with graphics and published electronically.

If you are bidding for this call, please ensure the bid includes a CV of the person who is proposed as editor including details of any relevant publications for which they have been responsible. The contract will be awarded to the tender offering the best value for money, taking into account the following criteria:

- The total cost of the contract;
- The extent to which the bidder demonstrates knowledge of practice in the relevant skills
- The extent to which the bidder otherwise demonstrates capacity to carry out the tasks required to a high standard
- The extent to which the bidder demonstrates capacity to meet the timetable of the project;

The SDA undertakes to respect the principles of transparency and equal treatment with a view to avoiding any conflicts of interest.

The SDA will draw up a contract with the successful bidder, which will specify:

1. Details of the remuneration and the conditions of payment;
2. Other technical details required for the smooth implementation of the service contract in question.
3. Commitment from the contractee(s) to accept checks or audits by the European Commission under the conditions set out for budget-line 04030303.

Offers must be received before the 30 th of september 2005. All candidates must either deliver their bid by hand or submit them by registered letter in an envelope marked “**Publication Editor – Mind the Gaps**”. Tenders should be addressed to Ludo Vekemans,

Services and Development Director, at the following address: SDA, Bd du roi Albert II, 5, B-1210 Brussels.

For tenders sent by registered mail, the postmark will serve as proof of the date of dispatch.

For tenders submitted by private courier service and hand-delivered requests, a receipt signed by our mail-room, stamped on the date of the deadline for submission if not before, will serve as proof of delivery (submissions must be received by 4 p.m. at the latest).