

(Tendering n° 2020/02)

26 October 2020

Tender for Merchandising items (Tendering n° 2020/02)

You are invited to submit a tender to provide merchandising items (please see annex 1) to the *New Direction – the Foundation for European Reform*.

By participating in this tender you are indicating your acceptance to be bound by the guidelines set out in this letter and attachments. We provide below the key details of *New Direction – the Foundation for European Reform* requirements, which you should take into account in your response. Please acknowledge via email safe receipt of this letter within two working days together with your confirmation of your intention to tender.

To simplify exchange of information regarding this Invitation to Tender (ITT) please nominate a Bid Manager (together with their deputy) and relevant contact telephone and email addresses.

Please direct any questions regarding the ITT content or process to the *New Direction – the Foundation for European Reform* representatives named below. You should not contact other Witold d’Humilly de personnel. *New Direction – the Foundation for European Reform* reserves the right to disqualify and reject proposals from suppliers who do not comply with these guidelines. All questions can be submitted in writing either by post or to the email address below or by phone on the +32 485 17 09 88.

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Submission of tender

Tenders should be returned no later than 12 noon on 16 November 2020. Tenders received after this time will not be considered.

The tender submission must be completed as directed and returned via mail as per the instruction below.

The tender submission can be submitted at any time before the submission deadline specified within the document. Submissions can be re-submitted any time before the submission deadline.

Please be advised that incomplete submissions may be rejected.

New Direction cannot accept responsibility for transmission delays. It is the responsibility of the supplier to ensure that its tender response has been submitted in the prescribed manner and in accordance with the specified deadline.

All submissions must be in English or French and prices in Euro exclusive of VAT.

Clarification

Before submitting a tender, clarification could be sought on any points of doubt. The deadline for receipt of point for clarification is 2 working days (12 noon on 12 November 2020) before the tender return date and time.

During the tender period requests for clarification can be made by telephone or in person.

The tenderer will be expected to have satisfied itself that the tender price submitted will cover all expenses and obligations under the Contract, the Specification and the Conditions are acceptable, before the tender is submitted. No claims can subsequently be made for omissions.

Expenses and Losses

New Direction shall not be responsible for, or pay for, any expenses or losses that may be incurred by any tender in preparing their tender proposals. It is the responsibility of prospective tenderers to obtain for themselves, at their own expense, any additional information necessary for the preparation of their tenders.

Sustainable development, environmental management and biodiversity

New Direction is committed to the principles of Sustainable Development, Environmental Management and protection of biodiversity. All tenderers shall agree to abide with these principles. New Direction is committed to furthering the conservation of biodiversity and requires tenders to be mindful of this and where appropriate ensure that goods and services do not adversely affect local or global biodiversity.

Award Criteria

New Direction will select a supplier based on:

1. The overall cost and value for money (40%)
2. The ability to meet our required timescale (20%)
3. Previous experience in similar works (20%)
4. Qualifications, experience and expertise of the team (20%)

In the event a candidate is shortlisted for more than one proposal, New Direction will autonomously determine which proposal will be retained.

Reservations

Withdrawal From Process- New Direction reserves the right to withdraw from the tender process described in this document for whatever reason, prior to the signing of any Agreement/Contract with any party for the delivery of goods or services described in this document.

Lowest Cost Proposal – The lowest cost proposal, or any proposal, will not necessarily be accepted,

Negotiation – New Direction reserves the right to negotiate with short-listed tenderers after the nominated closing date for tender submissions.

Part offers – New Direction reserves the right to accept tenders in relation to some and not all of the scope of activity described, or appoint one, more than one or no organisation on the basis of the tenders received.

Costs – All costs incurred in the preparation of the proposal are the supplier's responsibility and New Direction is not obliged to award a contract for these services and reserves the right to withdraw from the procurement process at any stage.

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Conflict of Interest Declaration

Tenderers (including their officers, employees, contractors, partners and consultants) must declare to New Direction any matter or issue which is, may be perceived to be or may lead to, a conflict of interest regarding their proposal or participation in supply of the services described. Tenderers must describe a strategy so that any conflict of interest will be avoided.

Financial and economic capacity

By responding to this call, candidates declare on honour that they have the financial and economic capacity to deliver the services.

Further Information

Information of a clarifying nature can be requested solely in writing via email to contact@europeanreform.org or by phone on + 32 485170988

Tenders should be submitted by post to New Direction, Rue du Trone 4, Brussels 1000 Belgium or by email to admin@europeanreform.org. New Direction reserves the right to extend this deadline. New Direction reserves the right to request reference information.

This document does not constitute an offer to provide goods and/or services to New Direction.

ANNEX

COMPANY NAME:

Address:

VAT Number:

PRODUCT	TECHNICAL SPECIFICATIONS	Quantity	Price	DELIVERY TIME FROM RECEIPT OF MATERIAL FROM NEW DIRECTION
Cufflink	Design: New Direction logo – Please see annex number 1. Quality: In high quality of brass Packaging: In a sustainable box (no plastic) with New Direction Logo on the top. To be delivered in Belgium	400		
Drawstring bag	Design: Blue with the New Direction logo in white Size: 41 x 8 x 34 cm; +/-40 grammes Quality: Organic cotton To be delivered in Belgium	400		
Lunchbox in a bento style	Design: Bambou style for the cover. Light blue with New Direction logo on it for the three boxes. Size: 12 cm (L) * 6,5 cm (h) * 18,5 cm (l) - 0,3 kg with a capacity of 0,9 liter Fork, spoon and knife provide with the box in bamboo style. Material: BPA free To be delivered in Belgium	400		
Gourd	Material: In glass for the bottle. The top of the bottle in recycled plastic. BPA free	400		

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	Logo of New Direction on the top of the bottle Capacity: 1Litre To be delivered in Belgium			
Notebooks	80 1/1 printed pages on 90 g offset paper 2 4/4 printed pages on 90 g offset paper Front and back cover 4/0 printing on 350 g Bristol board gloss-laminated finish on one side Wire-o binding To be delivered in Belgium	400		
8 GB USB Pendrive	Model: Bamboo Measurements: Diameter: 6.40 x 1.80 x 1.20 cm High protection against Malware. To be delivered in Belgium	400		
Umbrellas	Model: Black with the New Direction logo in white Quality: High quality of the structure of the Umbrella. To be delivered in Belgium	400		
Scarf for Women	Model: To be discussed Quality: High quality of Silk Design: New Direction logo To be delivered in Belgium	400		
Powerbank for all smartphone	Model: Black with the New Direction logo in white High quality of charging 12000mAh Power: 5V	400		
Transport	All items should be delivered to our Head Quarter before the due date.			