

(Tendering n° 2020/03)

26 October 2020

Tender for Printing Books (Tendering n° 2020/03)

You are invited to submit a tender for the printing of books (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 11 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 1

COMPANY NAME:

Address:

VAT Number:

PRODUCT	TECHNICAL SPECIFICATIONS	Quantity	Price	DELIVERY TIME FROM RECEIPT OF MATERIAL FROM NEW DIRECTION
Suma de Tratos y Contratos (by Tomás de Mercado)	paper size: A5 (148x210mm) number of pages: 150 Full Colours booklet paper: around 90gsm, white smooth offset (or your recommendation that you prefer) cover paper: around 350gsm, thicker heavy card stock (or your recommendation that you prefer) binding: "perfect binding" printing: offset 350 pieces to be delivered in Spain 50 in Belgium	400		
Doctrina del Libre Arbitrio (by Luis de Molina)	paper size: A5 (148x210mm) number of pages: 150 Full Colours booklet paper: around 70gsm, white smooth offset (or your recommendation that you prefer)	400		

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	<p>cover paper: around 350gsm, thicker heavy card stock (or your recommendation that you prefer)</p> <p>binding: "perfect binding"</p> <p>printing: offset</p> <p>350 pieces to be delivered in Spain 50 in Belgium</p>			
"Comentario Resolutorio de Cambios" (by Martín de Azpilcueta)	<p>paper size: A5 (148x210mm)</p> <p>number of pages: 150</p> <p>Full Colours</p> <p>booklet paper: around 70gsm, white smooth offset (or your recommendation that you prefer)</p> <p>cover paper: around 350gsm, thicker heavy card stock (or your recommendation that you prefer)</p> <p>binding: "perfect binding"</p> <p>printing: offset</p> <p>350 pieces to be delivered in Spain 50 in Belgium</p>	400		
Book in Spanish	<p>paper size: A5 (148x210mm)</p> <p>number of pages: 150</p> <p>Full Colours</p> <p>booklet paper: around 70gsm, white smooth offset (or your recommendation that you prefer)</p> <p>cover paper: around 350gsm, thicker heavy card stock (or your recommendation that you prefer)</p> <p>binding: "perfect binding"</p> <p>printing: offset</p> <p>350 pieces to be delivered in Spain</p>	400		

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	50 in Belgium			
Book in Spanish	<p>paper size: A5 (148x210mm)</p> <p>number of pages: 150</p> <p>Full Colours</p> <p>booklet paper: around 70gsm, white smooth offset (or your recommendation that you prefer)</p> <p>cover paper: around 350gsm, thicker heavy card stock (or your recommendation that you prefer)</p> <p>binding: "perfect binding"</p> <p>printing: offset</p> <p>350 pieces to be delivered in Spain 50 in Belgium</p>	400		
Book in Spanish	<p>paper size: A5 (148x210mm)</p> <p>number of pages: 150</p> <p>Full Colours</p> <p>booklet paper: around 70gsm, white smooth offset (or your recommendation that you prefer)</p> <p>cover paper: around 350gsm, thicker heavy card stock (or your recommendation that you prefer)</p> <p>binding: "perfect binding"</p> <p>printing: offset</p> <p>350 pieces to be delivered in Spain 50 in Belgium</p>	400		
Conservative thinkers vol.1	<p>paper size: A5 (148x210mm)</p> <p>number of pages: 360</p> <p>Full colours</p>	1300		

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	<p>booklet paper: around 70gsm, white smooth offset (or your recommendation that you prefer)</p> <p>cover paper: around 350gsm, thicker heavy card stock (or your recommendation that you prefer)</p> <p>binding: "perfect binding"</p> <p>printing: offset</p> <p>1200 pieces to be delivered in Iceland 100 in Belgium</p>			
Conservative thinkers vol.2	<p>paper size: A5 (148x210mm)</p> <p>number of pages: 360</p> <p>Full colours</p> <p>booklet paper: around 70gsm, white smooth offset (or your recommendation that you prefer)</p> <p>cover paper: around 350gsm, thicker heavy card stock (or your recommendation that you prefer)</p> <p>binding: "perfect binding"</p> <p>printing: offset</p> <p>1200 pieces to be delivered in Iceland 100 in Belgium</p>	1300		
Book on Burke	<p>paper size: A5 (148x210mm)</p> <p>number of pages: 360</p> <p>Full Colours</p> <p>booklet paper: around 70gsm, white smooth offset (or your recommendation that you prefer)</p> <p>cover paper: around 350gsm, thicker heavy card stock (or your recommendation that you prefer)</p> <p>binding: "perfect binding"</p>	700		

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	printing: offset 400 pieces to be delivered in Poland 300 in Belgium			
Book on Disraeli	paper size: A5 (148x210mm) number of pages: 360 Full Colours booklet paper: around 70gsm, white smooth offset (or your recommendation that you prefer) cover paper: around 350gsm, thicker heavy card stock (or your recommendation that you prefer) binding: "perfect binding" printing: offset 400 pieces to be delivered in Poland 300 in Belgium	700		
Book on Babbitt	paper size: A5 (148x210mm) number of pages: 360 Full Colours booklet paper: around 70gsm, white smooth offset (or your recommendation that you prefer) cover paper: around 350gsm, thicker heavy card stock (or your recommendation that you prefer) binding: "perfect binding" printing: offset 400 pieces to be delivered in Poland 300 in Belgium	700		
Transport	Transport of all books as described above. Only one address in Belgium, one in Spain, one in Iceland and one in Poland.			

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