

Tendering 2020/04

28 OCTOBER 2020

INVITATION TO TENDER // CALL FOR PUBLISHING BOOKS (Tendering 2020/04)

New Direction – The Foundation for European Reform publishes reports, scientific analysis, economic studies, policy briefings and discussions papers each year.

We are seeking an academic, institution, think tank or consultancy, to carry out a project of publishing three books on conservative thinkers, namely *Joseph de Maistre, Burke and Bolingbroke*.

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.

Tendering 2020/04

DESCRIPTION OF THE SERVICES UNDER THIS CALL

- Selection of text from the three authors;
- Scanning the original source;
- Finding the original source of each text;
- Drafting a general introduction for the three books;
- Drafting a specific analysis for each of the book;
- Proofreading all the text from the authors on a word document;
- Proofreading the print document;
- All works should be done in English.

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

Tendering 2020/04

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:

- The overall cost and value for money
- The ability to meet our required timescale
- Previous experience in similar works (track record of publishing research on issues relating to the subject field) and demonstrable professional standing.

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 submission.

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.

CONFLICTS 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 by phone on +32 (0) 485 17 09 88

Response should be submitted by post to New Direction, Rue du Trone 4, Brussels 1000, Belgium. The assessment procedure is carried out throughout the year and only successful candidates will be informed. 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.