

Call for Tender

Contracting Organisation

European Trade Union Institute (ETUI)
Boulevard du Roi Albert II n°5, box 4
B-1210 Brussels
Belgium
(AISBL 0418.812.841)

**For the projects ETUI strategic foresight and scenarios
Ref ETUI 12-2020**

**Developing a microwebsite in ETUI's website dedicated to the ETUI
strategic foresight project**

Launch date: 25 September 2020

1. Purpose of the contract

Given its internal and forward-looking internal work priorities, the ETUI Foresight Unit is carrying out an internal strategic foresight project using traditional, yet innovative foresight methodologies and future oriented analysis. Started in 2017, the project looked at the stakeholders around it; analysed the internal and external factors surrounding its environment and derived internal challenges to explore ETUI's futures.

To continue with the project, the next phases will involve carry out scenarios and put them in various roadmaps that projects ETUI long-term vision. ETUI will contract external experts, to design an ad-hoc microwebsite to host the materials, results an allow visitors to engage in future thinking.

2. Expertise required

The potential applicants must demonstrate, in their tender, manifest expertise on developing and designing websites. A proven track record in the form of examples of previous work with non-profit organisations.

The ETUI is financially supported by the European Union



etui.

3. Description of tasks to be performed by the contractor

The contractor is expected to deliver a microwebsite that (1) inspires the user to future thinking. Key words of this vision are: foresight, innovation, future-thinking, forward-looking, disruption, 'out-of-the-box' uncertainty, trends, and that (2) enables users to learn about the process of the project. A product that can be used for future training and education activities.

Description	Delivered by beginning of November 2020.
PART 1 – Landing page	
A future-looking landing page that provides users with a broad view of what strategic foresight entails and see in one view the overall structure and impact of the ETUI strategic foresight project.	Beginning of November, dates TBC
PART 2 – Navigation and structure	
<p>Scrollable pages made of dynamic and interactive blocks to present the different and non-linear steps of the process of doing strategic foresight in the institute.</p> <p>The pages will include the following:</p> <ul style="list-style-type: none"> Text materials including photos. The history of ETUI on a simple timeline. Videos, embedded graphs and external widgets, etc., <p>The pages should be editable and enable future additions. This microwebsite should also be a springboard to embed future activities, ensuring that the results have the impact they deserve.</p> <p>An easy and intuitive navigation to tie all the pieces of the project together, and that enables future activities.</p>	November, dates TBC

The contractor will be expected to take into account previous work prepared by ETUI

Examples of foresight websites:

<https://www.dhl.com/global-en/home/insights-and-innovation/insights/logistics-trend-radar.html>

<https://www.sitra.fi/>

<https://www.foresightfactory.co/how-we-do-it/>



4. Selection criteria

The contract will be awarded to the tenderers whose tender best corresponds to the required expertise and requested tasks described in this tender.

The *quality* of the bids will be assessed by considering:

- Signed declaration of honour (Annex 1);
- Bidder's expertise in website development and design;
- Bidder's expertise in innovative development and design;
- Bidders record of previously delivered expertise in relation to the task described;
- Quality of previous work or services rendered.
- Price

5. Inspection

The tenderer agrees to any inspections and/or audits that the European Commission, as part of any project, might wish to carry out pursuant to the financial regulations in force at the Commission, subject to the same conditions that apply to the direct beneficiaries of the relevant financial agreement with the Commission.

6. Type of contract, duration and value of the tender

The ETUI plans to conclude a contract with the successful bidder and award a ordered during the period from 1st March 2020 to 31st March 2021.

The overall value of the tender is less than **9,000 EUR (VAT inclusive)**. The price includes the work performed by the bidder (as well as the cost of any external help required) to complete the tasks listed in section 3 of the tender.

7. Copyright

ETUI will be full proprietor of copyrights to the results produced within frames of this contract. This means its content and any data collected to complete the tasks as specified in section 3 of the tender can be used for any publication or other ETUI purposes.

8. Invoicing

The contractor(s) shall accept responsibility for any legal obligations entailed by the contract and is(/are) required to submit in his/her(/their) country of origin the requisite tax statements relating to the services supplied. Value added tax, where applicable, shall be shown separately on all invoices as a net extra charge. All other taxes, levies and expenses shall be borne by the contractor and shall not be included in the relevant invoices.



9. Jurisdiction

The Brussels courts shall have sole jurisdiction for any litigation relating to this contract, which shall be governed by Belgian law.

10. Deadline for the submission of tenders:

Candidates should send their bid by email to Aída Ponce Del Castillo, Senior Researcher at the ETUI Foresight Unit (aponce@etui.org) **by October 5, 2020** at the latest.

11. Contact

For any questions related to the contents of this tender please contact Aída Ponce Del Castillo (aponce@etui.org) directly.

ETUI Terms and Conditions

Basic Contract Information Section

1. Definition & Interpretations

In these conditions:

1.1. "The Authority" means the ETUI

1.2. "The Contract" means the agreement concluded between the ETUI and the Contractor including these Conditions, the specification as set out in the Statement of Requirements, invitation to tender, the tender document, plans, drawings and other documents which are relevant to the Contract. In the case of any discrepancy among these documents these Conditions shall prevail.

1.3. "The Contractor" means the firm who undertakes to render the Services for the ETUI as provided for by the Contract.

1.4. "The Contract Period" means the period of duration of the Contract.

1.5. "Representative of the Authority" in any provision of the Contract means the person duly authorised by the Authority to act for the purposes of the provision.

1.6. The masculine includes the feminine and the singular includes the plural and vice versa.



1.7. Any notice or other communication which is to be given by either party to the other can be transmitted by electronic mail confirmed by a mail receipt or a written letter.

1.8. All communication between the parties, letters, documentation, specifications, reports etc. shall be in the English.

2. Entire Agreement

2.1. The Contract constitutes the entire agreement between the parties relating to the subject matter of the contract. The Contract supersedes all prior negotiations, representations and undertakings, whether written or oral, except that this Condition shall not exclude liability in respect of any fraudulent misrepresentation. Any changes, amendments and supplements to the Contract must be made in writing and signed by the parties.

3. Duration of the Contract

3.1. The Services/Goods shall be provided for a period as stated in the Specification.

Extensions to the Contract will be subject to satisfactory performance and require the written consent of the ETUI. ETUI shall give reasonable notice of its decision concerning contract extensions.

4. Governing Law

4.1. Only the courts of Brussels (Chambre francophone) shall have jurisdiction to rule on any dispute arising in connection with the present contract. The present contract shall be governed by Belgian law.

5. Payment

5.1. ETUI is an AISBL (0418.812.841), not liable to VAT. Our prices include Value Added Tax and all other taxes. VAT, where applicable, shall be shown separately on all invoices.

5.2. Payments will be made within thirty days following the events.

6. Assignment & Sub-Contracting

6.1. The Contractor shall not assign or sub-contract any portion of the Contract without the prior written consent of ETUI.

7. Intellectual Property Rights



7.1. It shall be a condition of the Contract that, except to the extent that materials may incorporate designs furnished by ETUI, the Contractor will not infringe any patent, trade mark, registered design, copyright or other right in the nature of intellectual property of any third party and he shall indemnify the Authority against all actions, suits, claims, demands, losses, charges, costs and expenses which the Authority may suffer or incur as a result of, or in connection with, any breach of this Condition.

7.2. All intellectual property rights in any specifications, instructions or other material:

- a) Furnished to or made available to the Contractor by the ETUI shall remain the property of the ETUI.
- b) Prepared by or for the Contractor for use, or intended use, in relation to the performance of this Contract shall belong to the ETUI.

7.3. At the termination of the Contract the Contractor shall immediately return to the Authority all materials, work or records held, including any back up media.

8. GDPR

The candidate / tenderer is required to comply with the requirements of the General Data Protection Regulation (GDPR), ensuring the processing, data security and data protection of data subjects when personal data are involved in the data protection in the framework of a future contract or intention to conclude a contract. Further information on how the ETUI handles personal data and contact details is available on the privacy notice on the ETUI website at www.etui.org.



ANNEXES

Annex 1 - Declaration on Honour

I HEREBY CERTIFY, AS CANDIDATE/LEGAL REPRESENTATIVE OF THE CANDIDATE, THAT THE CANDIDATE:

- is not bankrupt or being wound up, is not having his/her affairs administered by the courts, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning those matters or is not in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- has not been convicted of an offence concerning his/her professional conduct by a judgment which has the force of res judicata;
- is not guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- has fulfilled his/her obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which he/she is established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- has not been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- is not currently subject to an administrative penalty referred to in Article 96(1) of the Financial Regulation;

Signature Date:

THAT THE CANDIDATE /legal representative of the candidate:

- is not subject to any conflict of interest;
- that the candidate will inform the contracting authority, without delay, of any situation constituting a conflict of interest or which could give rise to a conflict of interest;

Signature Date:

To the best of my knowledge, all information provided is true and accurate.

Signature Date:



The ETUI reserves the right to check the information provided. Together with this form, duly signed, the candidate undertakes to send any additional document which the ETUI considers necessary to perform its checks.

By signing this form, the undersigned acknowledges that he/she accepts controls/audits from the European Commission under the same conditions as the ETUI.

Signature Date:

