



Subject:

Call for tender for a contract for services of graphic editor - RESMYLE project.

Reference:

«Repenser emploi et insertion sociale des jeunes méditerranéens à travers le développement durable, RESMYLE - A_A.3.1_0329» - ENI CBCMED 2014-2020 –
Graphic editor services related to the Work Package 4

Deadline for submission of tenders

13th August 2020 at 12:00 pm

Consultation rules

AMESCI

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1. Introduction

Amesci is committed as a partner in the project «RESMYLE - *Repenser emploi et insertion sociale des jeunes méditerranéens à travers le développement durable*» funded by the Program ENI CBCMED 2014-2020.

The RESMYLE project is based on two simultaneous observations:

1. The difficulties of professional integration of young people in the Mediterranean are increasing in all countries, in particular for the less qualified.
2. However, the challenges of environmental protection in the Mediterranean bring to light on the territories many new needs, potentially creating jobs: energy efficiency, space maintenance, waste reduction, eco-mobility, prevention of risks, etc.

The project brings together 9 Mediterranean partners (companies, associations, universities) in 5 countries (France, Italy, Jordan, Lebanon, Tunisia) around 3 areas of intervention:

1. Support youth integration organizations in the Mediterranean (training center, associations, social centers) to help them take better account of sustainable development in their actions. The planned achievements are a resource center and training tools for educators and social workers.
2. Develop a network of training workshops for young Mediterranean people, focused on sustainable development: spatial planning, risk prevention, sustainable consumption, etc. The objective is to train young Mediterranean people in sustainable development through concrete field training in Mediterranean territories, thereby promoting their experience and their professional integration. The planned achievements are 16 training courses tested with more than 200 young people, i.e. a catalogue of 32 weeks practical training.
3. Create a Mediterranean network of eco-incubators for businesses and projects led by young people based on a common method and shared tutoring / training offers. The planned achievements are 6 incubators in 5 countries, 15 training courses for young business creators, 60 supported youth projects.

The implementation of the area number 2 is also structured around two additional components: to **develop intercultural field training for young people (WP4)** which is the subject of this contract, and the "management" of the project (component WP1) which covers both the transnational steering of the project and its administrative and financial management.

The project officially started on 2019 August 31st, and ended on 2022 August 30th.

2. Object of the contract

The notice concerns the outsourcing of the following service:

- Definition of a communication concept.
- Design of a layout cage (e-book) and the compositional elements of the layout.

The activity includes in detail:

- File layout.
- Revisions.
- Final file production.

The references of the coordinated graphics of the project and the contents necessary for the creation of the e-book will be provided directly by Amesci.

In order to ensure the correct management of public funds, this notice of competition is developed in accordance with the principles underlying the regulations governing public procurement (equal treatment, non-discrimination, transparency and proportionality).

The supply of technical assistance is estimated for a maximum of **3,000.00 euros** (including VAT).

3. Lasting of the mission

The assignment takes effect from the signing of the contract with Amesci until the end of the project, scheduled for 30 August 2022. The e-book must be completed at the end of the project actions necessary for the collection and processing of the contents, good respect for the time schedule of the RESMYLE project. The contents will therefore be processed by AMESCI and provided to the successful tenderer within the timeframe set by the project.

In case of extension of the terms of the project, the assignment will be automatically extended until the new closing deadline communicated by the competent authority. This possible extension will not result in a modification of the services entrusted or an increase in work for the successful tenderer and, therefore, will not result in any modification of the contractually agreed amount.

The service will be carried out in close collaboration with the Amesci project coordinator.

Referring team within Amesci

Enrico Maria Borrelli – Coordinatore del Progetto

Guido Spaccaforo – Coordinatore della Formazione

Salvatore Palumbo – Responsabile Finanziario

4. Formalization of service providers' proposals

Suppliers must submit their offer by email. Proposals must include the following documents:

- a. Technical and functional offer with description of the environments, technologies, and application development methodologies, and with indication of the platform used to carry out the services described in § 3;



- b. Previous experiences: short presentation of the company in free format. The presentation of short case studies on previous applications similar to this notice will be appreciated.
- c. Economic offer.

The documentation must be produced on the applicant's headed paper and duly signed by the legal representative.

The proposals must be sent by e-mail to the e-mail address internazionale@amesci.org specifying in the subject " Call for tender for a contract for services of graphic editor - RESMYLE project ", by 12:00 am on 13 August 2020.

For information and clarifications, the contact persons of this notice are:

Guido Spaccaforo – g.spaccaforo@amesci.org or Salvatore Palumbo – s.palumbo@amesci.org

5. Examination of tenders and notification of the results

5.1 Examination of applications

The evaluation of the offers will be made on the documents referred to in §4 of this announcement.

An application can be declared inadmissible if it is not accompanied by the documents referred to in § 4 of this document.

Evaluation of the offer

The offers will be evaluated by the Amesci project team. The most economically advantageous offer will be evaluated according to the following criteria:

- Technical offer: max 60 points
- Previous experiences: max 20 points
- Economic Offer: max 20 points

For the evaluation of the technical offer, we will proceed with the arithmetic average of the values attributed discretionarily by the members of the Commission to each competitor on the basis of the following motivational table:

JUDGMENT	SCORE
EXCELLENT	60
ACCEPTABLE	50
FAIR	40
SUFFICIENT	30
NOT COMPLIANT	0

For the evaluation of the economic offer, we will proceed according to the following formula:

$$NP = \frac{\text{lowest price}}{\text{price analysed}} \times 20$$

The NP score is inversely proportional to the price proposed by the candidate; the best price, the lowest price, will be awarded the highest score.

5.2 Notification - Billing

The offers will be classified. The offer of the candidate with the highest overall score N will be considered the most economically advantageous offer.

The results of this invitation to tender will be communicated by email on 2020 August 14th, at the latest.

The estimated billing schedule will be implemented as follows:

- 30% deposit upon notification of the mission and signature of the voucher for agreement, upon submission of an invoice.
- Down payment of 20% at the end of the first half of the mission, on 31/08/2020
- Down payment of 20% at the end of the third semester of the mission, at 28/02/2021



- The balance at the end of the mission.

Each invoice must be accompanied by an activity report for the period concerned.