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**EX ANTE PUBLICITY (POINT 2 OF ANNEX I OF GFR):**

**NEGOTIATED PROCEDURE TO BE LAUNCHED BY FUSION FOR ENERGY**

**FOR A VALUE BETWEEN EUR 15 000 AND EUR 140 000**

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| Procedure reference: | F4E-AMF-1342 |
| Title of the procedure: | Provision of Operational Support Services in the area of Communication |
| Scope of the procurement: | 1. Operational Support Services in Communication:   F4E implements a communication policy with the following objectives:   1. Raise the visibility and credibility of F4E, fusion energy, ITER and BA projects, particularly to the key F4E policy stakeholders; 2. Engage with the media to position F4E in the energy debate, to develop incentives for media coverage and increase the visibility of its activities; 3. Enhance the reputation of F4E as a world-leading player in the development of fusion energy, a dynamic organisation with high-level of expertise honouring its commitment to ITER; 4. Promote the development of fusion energy as a future element of the energy mix by providing sustainable, safe and abundant energy at industrial level.   The Contractor shall provide operational support services for one or several of the following activities:   * Draft technical articles reporting on Europe’s contribution to ITER, the Broader Approach, fusion energy and other commercial breakthroughs to be published on F4E’s communication channels (external website, social media); * Develop and update content on F4E’s social media platforms, manage campaigns or co-ordinate them with third parties; * Monitor the progress of various technical or administrative teams in the organisation in order to produce new communication material; * Contribute to the preparation of various print and online publications (newsletters, reports, fact sheets, brochures, etc.); * Assist with the development of audio-visual projects; * Revise and proofreading texts; * Collaborate with external parties contributing to F4E’s communication activities; * Contribute to any other possible activities in support of F4E communications.  1. Operational Support Services in Graphic Design:   As part of F4E communication, the Contractor shall provide support for one or several of the following activities:   * Develop and carrying out graphic design projects for both internal and external communication activities; * Work on the concept and creation of print, web, and video material, in line with the F4E’s graphic standards; * Produce print material (leaflet, brochures), providing images for social media, F4ENet or presentations; updating the F4E websites * Prepare Newsletters; provide support with logos, signage, video editing. |
| Activity code or CPV: | 75100000 Administration Services |
| Minimum number of Candidates to be invited: | 5 (five) |
| Exclusion criteria: | The exclusion criteria are listed under Art. 136 of the General Financial Regulation (GFR), which is consultable at <https://industryportal.f4e.europa.eu/mainmenu/how-to-do-business/procurement-documents/>. |
| Indicative Selection criteria: | **Technical Selection Criterion 1**:   |  |  | | --- | --- | | **Criterion** | Experience of the economic operator in providing Communication services (applicable to the tenderer as a whole) | | **Minimum level of capacity** | A minimum of 5 (five) similar projects/assignments provided for different clients during last 3 (three) years (2020-2022). The reference projects cumulatively should involve the provision of the following services (detailed under Section 2.1 of Annex B):   * Communication; * Graphic Design. |   **Technical Selection Criterion 2**:   |  |  | | --- | --- | | **Criterion** | Educational and professional qualifications of the economic operator’s staff responsible for providing the services (applicable to the tenderer as a whole) | | **Minimum level of capacity** | Staff shall be defined as current employees of the Candidate and/or Third Parties or, alternatively, persons willing to become an employee of the Candidate and/or Third Parties;  The economic operator must have staff for the following profiles:   * 1 (one) for Contractor Project Manager; * 1 (one) for Communication Support Specialist; * 1 (one) for Graphic Designer.   The staff for Contract Project Manager profile must possess at least:   * University Degree of at least 3 (three) years attested by a diploma; * A minimum of 3 (three) years of post-diploma demonstrated professional experience in: * management of operational support activities, being responsible for the project scope, cost, quality, schedule and risks; * management of a project team of at least 5 (five) staff members. * At least C1 level of English in the Common European Framework of Reference for Languages or equivalent.   The staff for Communication Support Specialist and Graphic Designer profiles must possess at least:   * A minimum of: * 10 (ten) years - Expert; * 5 (five) years - Senior; * 2 (two) years - Junior.   of relevant experience related to one of the activities as detailed in the respective Sections 2.1.1 and 2.1.2 of the Annex B (Technical Specification).   * C1 level of English in the Common European Framework of Reference for Languages or equivalent. * Knowledge of Spanish, French and any other EU Language would be advantageous. |   Economic and Financial capacity selection criteria:   |  |  | | --- | --- | | **criterion** | Minimum turnover | | **Minimum level of capacity** | The average annual turnover for the last 2 (two) financial years must be ≥ EUR 70,000.00. |   Note that the evidence documents for the purpose of verification of selection criteria will not be requested considering the low value of the contract and following an assessment of risk pursuant to point 18.5 of Annex I of General Financial Regulation. The candidates will only have to provide a signed declaration stating that they comply with all the above requirements.  Further, note that the Contractor will have to meet the above-mentioned requirements throughout the whole duration of the Contract. |
| Indicative schedule for the procedure | Launch of the call: July 2023.  Indicative date for contract signature: November 2023. |
| Procurement documents: | The tender documents will be made available to the interested economic operators who have shown interest and provided the below information within the below deadline. |
| Deadline to submit interest to participate: | 21/07/2023 |
| How to submit interest to participate: | * Register the economic operator in the F4E e-submission tool at least 48 hours before expressing the interest, via the following link:   <https://edu.eu-supply.com/ctm/Company/CompanyRegistration/RegisterCompany>   * Send an email expressing interest, informing of registration on F4E E-submission tool to [tenders-adm@f4e.europa.eu](mailto:tenders-adm@f4e.europa.eu). The interest to participate should include as a minimum the name and registered address of the company and the details of the contact person(s). |
| Participation: | Only candidates from F4E Member States will be invited. |
| Questions and answers: | Questions concerning the submission of an interest to participate shall be sent by email to [tenders-adm@f4e.europa.eu](mailto:tenders-adm@f4e.europa.eu). |

\* This publication imposes no obligation for Fusion for Energy to invite to tender any economic operator having expressed its interest in participating. Only tenders received from candidates invited by Fusion for Energy will be admissible.