



EUROPEAN UNION

Delegation to Japan

TENDER SPECIFICATIONS

No EEAS-464-DELJPNT-SER-FWC

Framework Contract

OPEN PROCEDURE

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1. INTRODUCTION

The contracting authority is the European External Action Service (hereinafter referred to as "the EEAS"), represented for the purpose of this tender by the Head of the Delegation of the European Union to Japan (hereinafter referred to as "the Delegation") or its duly authorized representative.

The Delegation plans to conclude a Framework Contract for the production of content for the Delegation's Japanese language web-based digital magazine 'EU MAG', in accordance with the specifications set out below and in the draft contract in annex.

The Framework Contract sets out the main elements of the services but the precise volume (number of units) and timing of the delivery cannot be defined at the time of its signature. It means that the Framework Contract does not raise direct obligations on the contracting authority. When the need arises, the Framework Contract is implemented through the signature of order forms (Purchase Orders). Each order form is awarded within the limits of the terms laid down in the Framework Contract and its annexes and no substantial changes are allowed. The order form states the services amongst those foreseen in the tender specifications, their volume, the corresponding total price and the time of delivery. The order form creates a direct obligation on the contracting authority at the time of its signature.

When drawing up their tenders, tenderers shall take into account the provisions in these tender specifications, in the letter of invitation to tender as well as in the attached (draft) Framework Contract, which specify the rights and obligations of the contractor, particularly those on payments, performance of the contract, confidentiality, checks and audits.

The model Framework Contract that will be used for this contract is attached to the letter of invitation to tender in Annex 2. These tender specifications and the tender submitted by the awardee of the contract will be annexed to the contract and shall therefore be binding on the contracting parties during the implementation of the contract.

A notice for this contract was published in Official Journal of the European Union 2015/S 236-427114 of 5.12.2015

Additional publicity was made by means of promotion on the Delegation website (see <http://www.euinjapan.jp/en/about/procurement/tender>)

2. SUBJECT OF THE CONTRACT

The Delegation of the European Union to Japan is inviting offers for the **provision of content** for the Delegation's Japanese language web-based digital magazine "EU MAG" Interested tenderers are strongly encouraged to visit the current magazine site <http://eumag.jp> to familiarise with its set-up and content.

The entire production of the EU MAG consists of two different tasks: 1) the production of content for the magazine and 2) the processing of this content in view of its upload on the EU MAG website. The nature of these two tasks is very different the one from the other and cannot be combined within one single contract.

Therefore two separate contracts will be awarded for the production of the EU MAG: 1)

a **Framework Contract for the production of content** for the magazine, subject of the present call for tenders and 2) a service contract for the provision of Technical Assistance Services related to the on-line publication, the web-hosting, and the management and promotion of the on-line magazine, *which is the subject of a separate tender*.

Both contractors will closely cooperate and it is therefore important to understand the nature of the contract for the provision of Technical Assistance Services, which covers the editorial treatment of the content. This second contractor will be in charge of the editing and uploads of the content on the EU MAG website, shall be tasked to assess the content provider's suggestions with regard to the layout of the articles and shall have the final responsibility for ensuring that appropriate visual content is included as necessary to enhance the articles.

The contractor for the content provision (subject of the current tender) must provide the human and material resources necessary to provide the service in the non-exhaustive list below:

- Assistance to the Delegation's service in charge of the magazine in the editorial planning of the magazine
- Drafting articles for selected sections of the magazine
- Proof-reading and formatting of articles
- Identification and provision of visual content for articles
- Overall coordination for upload and on-line management of contents (providing instructions for the other contractor)

The place of performance is Japan

3. TECHNICAL SPECIFICATIONS

3.1 Background information

The digital magazine was launched in February 2012 and the number of online visitors has since then increased from a monthly average 6,200 in the first year to a monthly average of 12,300 over the last 12 months; a further increase of the readership is expected in the coming years. Articles for the EU MAG are published in Japanese only and focus on the European Union and its relations with Japan. The magazine's target group is varied and includes decision makers and opinion leaders in the public, business and media sectors as well as Japan's future leadership in universities and business schools. The magazine furthermore targets EU specialists in academia and the more informed general public interested in international affairs.

The EU MAG currently has 10 monthly issues a year with a weekly content update, except for the summer and year-end/new year periods. The EU MAG contains a mix of articles on the EU's policies, its activities and its Institutions, on EU-Japan relations, and on its peoples and cultures in recurrent sections (with indication on who provides the content in the right column) as follows:

| Section | Explanation | Provided by |
|---|---|--------------------------|
| Message | Message from Ambassador | Delegation |
| Feature Story http://eumag.jp/feature/ | In-depth article on EU issues. An interview with an authoritative person may be included <u>Consists In principle of two parts of approximately 3,000 JP characters each</u> | Delegation or Contractor |
| Issues in Brief / and / Behind the News http://eumag.jp/behind/ | The <i>Issues in Brief</i> section explains EU policy; <i>Behind the News</i> provides background on "hot" topics. <u>Approximately 3,000 JP characters</u> These sections alternate issue by issue | Delegation or Contractor |
| In the Spotlight http://eumag.jp/spotlight/ | Articles on "softer" topics, such as European culture, Europeans living in Japan and European businesses in Japan <u>Approximately 3,000 JP characters</u> | Delegation or Contractor |
| Q&A http://eumag.jp/question/ | Explains complicated or frequently misunderstood EU-related matters <u>Approximately 3,000 JP characters</u> | Delegation or Contractor |
| Upcoming Events | List of upcoming events [<i>this section may disappear in the near future</i>] | Delegation |
| EU News | brief news articles | Delegation |
| EU Facts | Factual data and information on the European Union, including the Delegation | Contractor |

As described below and when asked to do so the contractor shall provide articles within a large spectre of topics, as specified in the above table

Once the final version of the articles is approved by the Delegation, the content is forwarded by the Delegation for upload to the provider of Technical Assistance Services, the contractor who is in charge of the on-line publication of the EU MAG. The Delegation may however ask the content provider to directly forward approved content to the other contractor.

3.2 Tasks to be carried out

3.2.1 Assistance in editorial planning

The Delegation organises at its premises monthly editorial meetings with the (Framework) contractor during which the latter is encouraged to suggest topics to the Delegation in light of both the expected "appetite" of the target readers and of EU priorities and according to the structure of the EU MAG. The Delegation shall equally propose topics.

This series of topics shall be discussed and a provisional selection shall be made for the 3 months period ahead, including a work-schedule and a timetable. It will furthermore be commonly decided which articles will be produced by Delegation staff and which ones

will be produced by the content provider. Upon this agreement the contractor shall start producing the articles thereby respecting the agreed work-schedules and timetables

3.2.2 *Drafting of articles*

For information: the contractor can reasonably expect to be asked for the production of most of the 'Feature Stories' (currently 10 per year) content and for the larger part of the articles for all other sections (currently 30 articles all together) of the EUMAG. Some of the sections might be subject to change during the contracting period.

All articles shall be drafted in Japanese in line with what follows:

- As a reminder: contributions for the 'Feature Stories' consist of two parts of approximately 3000 JP characters each (totalling 6000 characters); these contributions are qualified as a single task, called "content for Feature Story". Contributions for all other sections (except the 'EU Facts' section) account for approximately 3000 JP characters and are called "content for other sections"
- Articles are drafted upon good understanding of the topic acquired through extensive research work of reliable sources mainly in non-Japanese languages, mostly English. The articles shall be well-structured and written in a reader-friendly manner in the Japanese language with a view to enhance readers' understanding of and affinity to the EU. Interested tenderers are strongly encouraged to check the EUMAG online (<http://eumag.jp>) and to carefully study all of the magazine sections to familiarise with the content and the style of the articles and the other sections of the magazine
- If relevant, re-use of materials from EU sources is permitted provided that the Delegation agrees. In case a translation of a text or a part thereof into Japanese is needed, high quality translation by the contractor is a requirement.
- If necessary, the Delegation's editorial staff will help identify reference sources and introduce relevant contacts in the EU Institutions.
- The articles do not necessarily have to represent the opinions or positions of the EU or Member States, except for the ones directly related to policies or strategies. However, under no circumstances should these articles undermine or openly question the official positions of the EU or its Member States. Comments on domestic politics or policies of Member States shall be avoided.
- The contractor can opt for some articles to be written by external experts (such as scholars or professors) or by journalists depending on the topics to be covered (e.g. the 'Behind the News' section or 'Q&A'); prior agreement of the Delegation is however required in these cases. These articles will be by-line contributions. It must be noted that the contractor will remain responsible for the final work and the articles will be considered as standard content provision in line with the above
- Some articles for the 'In the Spotlight' section or as part of the 'Feature Story' section could be based on interviews with relevant persons at the contractor's discretion and/or following Delegation's suggestions.
- Prior to the drafting of the Japanese text, a gist of the article in English shall be presented for the Delegation's review; this may result in adjustments of the planned draft's structure or approach. Following this the contractor can start producing the content proper

- Together with the article, the contractor shall also provide a summary text in Japanese for the EU MAG top page and for the printable table of contents as well as text suggestions to go with visual elements (e.g. photo captions) accompanying the articles whenever necessary.
- Articles shall be sent by the contractor to the Delegation in electronic format and the Delegation shall use the same means of communication. The contractor shall establish the most appropriate and reliable communication channels for all parties involved in the EU MAG (i.e. both contractors and the Delegation).

3.2.3 Proof-reading and formatting of articles:

Articles shall be professionally proofread, edited and fine-tuned by the content provider (the Framework Contractor) under guidance and direction of the Delegation's editorial staff. The contractor shall charge one of its staff to be the editor in charge of the proofreading, editing and fine-tuning; this task can be carried out by one of the contractor's writers of content. For a good understanding it should be noted that the Delegation's editorial staff has the function of editor in chief (who has the final say on the content). Normally it takes 2 to 3 editing steps until completion of an article. The contractor shall take this into account when setting up the content production schedule and timeline

3.2.4 Identification and provision of visual content

While drafting articles the contractor shall also identify suitable visual elements such as photos, tables, graphics, charts, illustrations or images to be inserted in the article in order to make it attractive and comprehensible. The visual content shall be attached to the articles in electronic format or a hyperlink to the source material shall be provided as an alternative

The most obvious main non-commercial source would be the audio-visual library of the European Union on the Europa Server (<http://ec.europa.eu/avservices>). Where desirable or necessary, supplementary photos should be purchased by the contractor. A standard-length article (approx. 3,000 JP characters) should at least include three visual elements; Feature Story articles should at least include three to four visuals for each of the 2 parts of the article. The number of infographics which need to be re-worked by the technical assistance provider should be limited to an average of one per issue

3.2.5 Overall management of contents and work-schedule

- The contractor shall ensure effective and efficient management of the project using staff with both excellent Japanese and English language proficiency. When required, the contractor shall be available for meetings with the Delegation at the Delegation premises at short notice.
- Work schedules shall be planned in close consultation with the Delegation taking into consideration the Delegation's forward planning and work priorities (refer to the monthly editorial meetings in 3.2.1 above). The contractor shall be responsible for a work schedule to be submitted to and approved by the Delegation to ensure timely updates of the EU MAG site.
- The contractor shall also be responsible for the overall management of the "contents and publication schedule" in close coordination with the Technical Assistance

Provider (the other contractor for the EUMAG) and the Delegation. This task includes instructions and guidance for the Technical Assistance Provider with regard to appropriate and attractive layout of an article and its timely upload

- At the start of the Framework Contract the Delegation will call an Inception Meeting at the Delegation premises, gathering all parties involved in the production of the EUMAG: the Framework Contractor (content provision), the provider of the Technical Assistance Service and the Delegation staff in charge of the project management

4. ELIGIBILITY OF TENDERERS

Tenders can be submitted by a single economic operator or jointly by two or more economic operators.

4.1. Joint tender

A joint tender is a situation where a tender is submitted by a group of economic operators.

In this case, the tender will clearly identify the division of tasks amongst the different operators.

Once the tender has been submitted, any change in the composition of the tenderer is not allowed, unless in the meantime one or more operators within the tenderer has been subject to a merger or a takeover (universal succession), and shall lead to the rejection of the corresponding tender.

The group will not be required to adopt a specific legal form in order to submit a tender.

If the contract is awarded to a group, the contracting authority may require the group to adopt a specific legal form after the award and prior to the signature of the contract. If the group is legally constituted (consortium), the contracting authority will sign the contract with the entity representing the group (consortium). Otherwise, the contract will be signed with all economic operators of the group. In this case, one of its members will be nominated "the leader" and will have full authority to bind the group and each of its members, and will be in charge of the administrative management of the contract (contact point, invoicing, receiving payments, etc.) on behalf of all other entities. The leader will receive power of attorney from the other members of the group to this end.

In any case, each member of the group will assume joint and several liabilities towards the contracting authority for the performance of the contract as a whole.

The already legally constituted consortium must have its own Legal Entity Form which is different from the Legal Entity Form of each individual member of the group.

4.2. Subcontracting

Subcontracting is allowed but the contractor will retain full liability towards the contracting authority for performance of the contract as a whole.

Tenderers must give an indication of the proportion of the contract that they intend to subcontract and are required to identify all subcontractors whose share of the contract is above 20 %.

The subcontractors whose share of the contract is above 20 % must comply with the same exclusion and selection criteria applicable to tenderers and shall present exclusion and selection documents.

During contract execution, the change of any subcontractor identified in the tender will be subject to prior written approval of the contracting authority (see art. II 7 of the framework contract).

4.3. Access to public procurement

Participation in this tender procedure is open on equal terms to all natural and legal persons coming within the scope of the Treaties (European Member States) and to all natural and legal persons in third countries which have a special agreement with the Union in the field of public procurement¹ on the conditions laid down in the agreements. The participation to the call for tenders is also open to natural and legal persons of the signatories of the GPA².

Tenderers, including each member of a joint tender, must confirm that they have their headquarters or domicile in one of the abovementioned States and present the supporting evidence normally acceptable under their own law.

4.4. Non-exclusion and selection of tenderers

Tenderers who have access to public procurement are evaluated on the basis of the information provided in their tenders for Exclusion criteria and Selection criteria

4.4.1. Exclusion criteria

Tenderers shall provide a declaration on their honour, available at: http://eeas.europa.eu/jobs/docs/declaration-honour_en.pdf duly filled in, signed and dated, by the legally authorised representative.

This declaration shall be provided by each member of the group in case of joint tenders and is also required for identified subcontractors whose share of the contract is above 20%.

The contracting authority reserves the right to verify all information contained in the declaration by requiring the supporting documents listed herein.

The successful tenderer, including each member of the group in case of joint tender, shall provide the documents mentioned as supporting documents in the declaration on their

¹ **FYROM, Albania, Montenegro and Serbia** (under the Stabilisation and Association Agreement), **Iceland, Norway and Liechtenstein** (under the EEA Agreement economic operators from these countries have full access to tendering procedures of the Union institutions, agencies and bodies), **Mexico, Chile, Colombia and Peru, Iraq, Korea** and Central American countries of **Honduras, Nicaragua and Panama**.

² **Armenia, Canada, Chinese Taipei, Hong Kong, Israel, Japan, Korea**, the Netherlands with respect to **Aruba, Singapore, Switzerland, and the United States**.

honour before the signature of the contract and within a deadline given by the contracting authority.

4.4.2. Selection criteria

Tenderers must prove their economic, financial, technical and professional capacity to perform the services subject to this call for tender.

If a tenderer is relying on other entities (e.g. parent company, other company in the same group, or third party) in order to achieve the required level of economic, financial, technical and professional capacity, its tender must contain a signed and dated statement by the concerned entity declaring firmly that the relevant resources shall be made at the disposal of the tenderer for this contract.

If an entity provides the whole or a very large part of the financial capacity to the tenderer, the contracting authority may demand that the said entity signs the contract or that it provides a joint-and-several first-call guarantee, should that tender be awarded the contract.

(1) Economic and financial capacity criteria and evidence

Tenderers must demonstrate that they have the financial and economic capacity to perform this contract. The evidence requested shall be provided by each member of the group in case of joint tenders and identified subcontractor whose intended share of the contract is above 20 %. A consolidated assessment of all the members together will be made to verify compliance with the minimum capacity levels.

In order for the contracting authority to assess this capacity, the tenderers shall submit the following evidence:

- Financial statements for the past 3 fiscal years for which accounts have been closed;
- A statement of the annual overall turnover for the last 3 fiscal years for which accounts have been closed. The amounts declared for the overall annual turnover must be verifiable with the amounts in the financial statement;
- A statement of the annual turnover concerning the services covered by this contract for the last 3 fiscal years for which accounts have been closed submitted by the same entity as under the two points above.

Minimum capacity level(s) required:

- The average annual turnover over the last 3 fiscal years for which accounts have been closed relating to the services covered by the contract shall be EUR 120,000. This amount is a minimum below which no tender can be accepted. The exchange rate used to convert the turnover into EURO will be the rate of December of the year of the financial statement as published at http://ec.europa.eu/budget/contracts_grants/info_contracts/infoeuro/infoeuro_en.cfm

(2) Technical and professional capacity criteria and evidence

Tenderers must demonstrate that they have the technical and professional capacity to perform this contract. In order for the contracting authority to assess this capacity, the

following evidence must be submitted at least by the member(s) responsible for the relevant part of the performance of the contract:

- Material proof that the tenderers (or their proposed subcontractors) are experienced producers of content for print or online publications, in particular information sources such as magazines, e-newsletters etcetera
- Material proof that the tenderers' (or their proposed subcontractors) staff assigned to content production in the context of the Framework Contract are experienced researchers/writers, journalists or editors with at least a 5 years' experience.
- Material proof that the staff proposed for the production of content is proficient in English and Japanese (reading and writing).
- A list of services in the field of this contract performed in the past 3 fiscal years. Each item in this list will detail the amount of the contract, starting date and ending date, duration, recipients and type of recipient - public or private
- The organisation chart of the tenderer and the Curriculum Vitae (CV) of the persons within the tenderer in charge for this contract including the management staff. Each CV will indicate the educational qualifications and well as the professional experience related to the requirements of this contract. For each person, the intended function in the contract will be indicated.
- The proportion of the contract which is intended to be subcontracted.

Minimum capacity levels required:

- Tenderers to provide documented proof of their activities in the sector concerned by this contract for at least 5 full years at the time of the publication of this tender
- Tenderers shall add at least 2 articles produced in Japanese per proposed staff, including a short gist of the articles in English (max 250 words)
- Out of the list of the relevant services in the past 3 years as indicated above, at least 2 contracts will have a minimum value of contract of EUR 50,000 each. The exchange rate used to convert these amounts into EURO will be the rate of December of the year of the beginning of the contract as published at http://ec.europa.eu/budget/contracts_grants/info_contracts/infoeuro/infoeuro_en.cfm
- The average annual manpower in the field relating to this contract over the last three years must be at least 4

5. EVALUATION OF THE TECHNICAL COMPLIANCE OF THE TENDERS

The tenderers shall provide the "Statement of compliance with the tender documents" by completing Annex 1, duly dated and signed in order to be considered technically compliant.

6. EVALUATION OF TENDERS ON THE BASIS OF THE AWARD CRITERIA

The technically compliant tenders are evaluated in order to award the contract to the tender offering the best value for money. For this purpose, the tender will be evaluated technically and financially.

6.1. Technical tender

The technical quality of the tenders will be evaluated on the basis of documents provided by the tenderers in the technical tender with regard to the award criteria. Each criterion is assigned a mark by the contracting authority on the basis of the scale in the table here below.

Technical award criteria

| No | Description | Max. number points | Criteria |
|----|---|--------------------|--|
| 1 | Methodology of research | 30 | Tenderers to explain in detail how they plan to organise the research for their articles, including how they will plan their research when asked to produce several articles for successive issues. Tenderers shall equally explain how they will manage working with English source material and thereby guarantee accuracy |
| 2 | Methodology and planning of content production (following research) | 30 | Tenderers to explain in detail how they will organise the planning for their content production, including sufficient time for re-editing when required |
| 3 | Evaluation of a test article * (see details below) | 40 | Evaluation of the editorial quality (reader friendliness) and evaluation of the article's substance (display of accurate knowledge of the topic and quality of the research) |
| | TOTAL | 100 | |

* *To prove their professional capacities Tenderers shall write a test-article for the "Feature Story" section of the EU MAG on the topic "**The migration issues and policy in the European Union**". This article shall be written in Japanese and shall consist of 2 parts of 3000 characters each. The test-article shall be drafted on the basis of the tenderers' own research and analysis and shall include visuals as expected for an article in the "Feature Story" section (as explained in the relevant part of the tender specifications). The test-article shall furthermore have a 250 words English gist and is to be included in Annex 5 of the technical tender*

Any tender not scoring the minimum quality threshold of 50% of the points for each criterion and 60 points for all the criteria combined will be eliminated.

6.2. Financial tender

The prices for the tender must be tendered in EURO and free of all duties, taxes and other charges, including VAT, as the European Union is exempt from such charges under Articles 3 and 4 of the Protocol on the privileges and immunities of the European Union and the Vienna Convention. The total price shall furthermore be inclusive of all the costs to be incurred by the tenderers in order to provide the service

Tenderers shall use the unit price schedule and the price scenario tables in annex (Annex A and Annex B). Any change in the tables as annexed to these tender specifications will lead to the rejection of the tender.

During the validity of the tender and the implementation of the contract, prices cannot be revised

The unit price schedule is binding during implementation of the contract. The price "scenario" is an estimate by the contracting authority of the quantities of the services over the duration of the contract in order to compare the financial tenders.

When completing the scenario, tenderers will specify the same unit prices tendered for in the unit price schedule, will multiply them by the quantities indicated by the contracting authority for each item and will calculate the total price.

Only the financial tenders submitted by those tenderers who have obtained an overall technical score of 60 points or more and at least 50 % of the maximum score allocated for each individual criterion will be opened.

They will then be checked for arithmetical accuracy. Where arithmetical errors are found, tenderers will be requested to correct them.

6.3. Calculation of the overall score

The tender chosen will be that which offers the best value for money among the technically compliant tenders, namely the tender obtaining the best overall score P_i calculated as follows where the weighting is 60% for the quality and 40% for the price:

$$P_i = T_i * [0.60] + F_i * [0.40]$$

T_i = (technical quality score of the tender under consideration / score of the best technical quality tender) * 100

F_i = (cheapest total price for the scenario / price of the scenario of the tender under consideration) * 100

7. CONTENT OF THE TENDER

The tender will contain:

1. A cover letter presenting the name of the tenderer, including all entities in case of joint tender and identified subcontractors whose share of the contract is above 20 %, and the name of the single contact person in relation to this tender. The cover letter must indicate the proportion of the contract to be subcontracted. In case of joint tender, the cover letter must be signed by a duly authorised representative for each operator and indicate the leading member with its e-mail address. It is the responsibility of the tenderers to consult regularly the e-mails received;
2. A letter of intent for each subcontractor whose share of the contract is above 20 % stating their willingness to provide the services foreseen in the tender and in line with the present tender specifications;
3. A signed Legal Entity Form with its supporting evidence. The form is available at http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm . When the tenderer is a legal person, a legible copy of the notice of appointment of the persons authorised to represent the tenderer in dealings with third parties and in legal proceedings, or a copy of the publication of such appointment if the legislation which

applies to the legal entity concerned requires such publication. Any delegation of this authorisation to another representative not indicated in the official appointment must be evidenced. When the tenderer is a natural person, a proof of registration on a professional or trade register or any other official document showing the registration number. The legally constituted consortium must present its own Legal Entity Form which is different from the Legal Entity Form of each individual member of the group;

4. A signed financial identification form and its supporting evidence. The form is at http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm, (bank account file - BAF). Even in case of joint tenders, one form must be submitted;
5. All the documents requested for the access to public procurement (point 4.3);
6. All the documents requested for the exclusion criteria (point 4.4.1);
7. All the documents requested for the selection criteria (point 4.4.2);

In addition to the above, tenderers shall submit all the requested documents listed below under "technical envelope" and "financial envelope". If any of these documents is missing, the contracting authority shall not request it and will proceed to the evaluation exclusively on the basis of the submitted documents. No further documents or improvement of the content of the tender can be requested by the contracting authority.

7.1. Technical envelope

- (a) The technical compliance annex duly filled in (Annex 1);
- (b) A description of the tender submitted. The tenderer will explain in detail its tender including detailing the tasks which will be performed by each member of a joint tender and each subcontractor whose share of the contract is higher than 20 % (Annex 2);
- (c) Award criteria n° 1: Methodology of research (Annex 3);
- (d) Award criteria n° 2: Methodology and planning for content production (Annex 4);
- (e) Award criteria n° 3: Production of a test-article (Annex 5)

7.2. Financial envelope

- (a) the duly completed and signed unit price schedule (Annex A);
- (b) the duly completed and signed scenario (Annex B).

Annex 1 – technical tender

Statement of compliance with the tender documents

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I,, the undersigned, being the authorised legal representative of [*to be completed with the name of the tenderer; for joint tenderers this must include all members*], hereby declare that we have examined and accept without reserve or restriction all the terms and conditions set out in the invitation to tender, in the tender specifications and in the draft contract for the tender procedure referred to above and, where appropriate, waive the tenderer's own general or specific terms and conditions. We offer to provide the services on the basis of our technical tender and our financial tender which do not diverge in any way from the requirements described in the tender documents as drafted by the contracting authority. Our tender complies with all the technical requirements indicated in the tender specifications.

We also undertake to respect these requirements scrupulously during the performance of the framework contract in case we become the awardee of the contract.

Name of the legal representative of the tenderer:

Signature

Date

Annex 2 – technical tender

A general description of the tender submitted.

The tenderer will explain in detail their tender including detailing the tasks which will be performed by each member of a joint tender and each subcontractor whose share of the contract is higher than 20%

Annex 3 – technical tender

Award criteria n° 1: Methodology of research

Tenderer to explain in detail how they will organise their team to produce the required content, including how they will do the research, drafting, editing, proof-reading ...

Annex 4 – technical tender

Award criteria n° 2: Methodology and planning for content production

Tenderers to explain in detail how they will organise the planning for their content production, including sufficient time for re-editing

Annex 5 – technical tender

Award criteria n° 3:

Test article for the "Feature Story" section of the EU MAG on the topic "*The migration issues and policy in the European Union*".

This article is written in Japanese and consists of 2 parts of 3000 characters each. The test-article is drafted on the basis of the tenderers' own research and analysis and includes visuals as expected for an article in the "Feature Story" section (as explained in the relevant part of the tender specifications). The test-article furthermore has a 250 words English gist

Annex A – financial tender

Unit price schedule in EUR (*see comment point 6.2*)

| Item | Description | Type of unit | Unit price in EUR (<i>see comment point 6.2</i>) ** |
|------|--|--------------|---|
| A | Production of 1 article for the EU MAG " <u>Feature Story</u> " section, including research, writing of the Japanese article, editing, production of the English gist, re-editing, proof-reading, purchase of visuals and addition thereof to the content * | 1 article | |
| B | Production of 1 article for any of the <u>other sections</u> of the EU MAG, including research, writing of the Japanese article, editing, production of the English gist, re-editing, proof-reading, purchase of visuals and addition thereof to the content * | 1 article | |

* See details on articles in point 3.1 of this document

** The unit price comprises all costs incurred as mentioned under point 3.2 – 'Tasks to be carried out' of this document

When filling in this table, tenderers shall fill in the unit prices for each item and will not modify, add or subtract any item. Failing this, their tender will be eliminated.

Name of tenderer:

Name of the legal representative of the tenderer:

Date:

Signature:

Name of tenderer (to be filled in case of a joint tender):

Name of the legal representative of the tenderer:

Date:

Signature:

Annex B – financial tender

Price scenario over the duration of the contract in EUR (*same currency as in annex A*)

| Item | Description | Type of unit | Estimated number of units over the maximum duration of the contract | Unit price in EUR <i>(same currency as in annex A)</i> | Total price in EUR <i>(same currency as in annex A)</i> |
|--------------|---|--------------|---|---|--|
| 1 | 2 | 3 | 4 | 5 | 6 = 4 x 5 |
| A | Production of content for the 'Feature Story' Section | 1 article | 40 | | |
| B | Production of content for any other Section | 1 article | 120 | | |
| TOTAL | | | | | |

When filling in this table, tenderers shall fill in in column 5 the same unit prices as tendered for in Annex A – financial tender. Tenderers will carefully calculate the total in column 6. They will do so for each item, they will not add, suppress or modify any item. Failing this, their tender will be eliminated.

Name of tenderer:

Name of the legal representative of the tenderer:

Date:

Signature:

Name of tenderer (to be filled in case of a joint tender):

Name of the legal representative of the tenderer:

Date:

Signature: