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**Germany-Cologne: Public relations consultancy services
2023/S 242-760210**

Contract notice

Services

Legal Basis:

Directive 2014/24/EU

Section I: Contracting authority

I.1) Name and addresses

Official name: ZOE Institute for future fit economies

National registration number: HRB 25477

Postal address: Norbertstr.

Town: Cologne

NUTS code: DEA2 Köln

Postal code: 50670

Country: Germany

Contact person: Patrick Scheffer

E-mail: patrick.scheffer@zoe-institut.de

Telephone: +49 15792629907

Internet address(es):

Main address: <https://zoe-institut.de/en/home-2/>

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at: <https://zoe-institut.de/en/tenders/>

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted to the abovementioned address

I.4) Type of the contracting authority

Other type: non-profit limited liability company

I.5) Main activity

Other activity: research think-do tank

Section II: Object

II.1) Scope of the procurement

II.1.1) Title:

Communications and Knowledge Dissemination Support (Horizon Europe project WISE Horizons)

II.1.2) Main CPV code

79416200 Public relations consultancy services

II.1.3) Type of contract

Services

II.1.4) Short description:

As part of the work on this project, we are looking for an economic operator with expertise in communications (i.e. communications agency) who can support us implement core communications activities and develop

audience-specific communications materials around project results. More information can be found in the recently drafted Communications, Dissemination and Exploitation (CDE) Plan (made available as Annex 2 to this document), and a needs assessment. Specifically, this involves carrying out tasks around the following needs and in the following work areas: graphic design, publications, publications, press relation and social media.

II.1.5) Estimated total value

Value excluding VAT: 33 613.45 EUR

II.1.6) Information about lots

This contract is divided into lots: no

II.2) Description

II.2.2) Additional CPV code(s)

79822500 Graphic design services

II.2.3) Place of performance

NUTS code: DEA2 Köln

Main site or place of performance:

The service will be delivered remotely via electronic means of communication

II.2.4) Description of the procurement:

Detailed description of the service and its scope can be found in the tender documents

II.2.5) Award criteria

Criteria below

Quality criterion - Name: experience / Weighting: 0,3

Quality criterion - Name: language / Weighting: 0,1

Quality criterion - Name: barrier -free design / Weighting: 0,1

Quality criterion - Name: Public sector/EU-level project experience / Weighting: 0,1

Price - Weighting: 0,4

II.2.6) Estimated value

Value excluding VAT: 33 613.45 EUR

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Start: 01/02/2024

End: 31/12/2026

This contract is subject to renewal: no

II.2.10) Information about variants

Variants will be accepted: no

II.2.11) Information about options

Options: no

II.2.13) Information about European Union funds

The procurement is related to a project and/or programme financed by European Union funds: yes

Identification of the project:

WISE Horizons project, grant number: 101095219 (WISE Horizons)

II.2.14) Additional information

ZOE is a private entity. No public procurement regulations apply.

Section III: Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.1) **Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions:

no specific conditions to be met were given

III.1.2) **Economic and financial standing**

Selection criteria as stated in the procurement documents

III.1.3) **Technical and professional ability**

Selection criteria as stated in the procurement documents

III.2) **Conditions related to the contract**

III.2.2) **Contract performance conditions:**

We are looking for a tenderer specialised in the above-mentioned activities with a proven record on delivering high-quality communications materials and graphic design, ideally in the context of research communication and/or EU-funded projects such as Horizon Europe. We are looking for partners who share our core principles: value orientation, sustainability, agility, and self-responsibility.

III.2.3) **Information about staff responsible for the performance of the contract**

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

Section IV: Procedure

IV.1) **Description**

IV.1.1) **Type of procedure**

Open procedure

IV.1.3) **Information about a framework agreement or a dynamic purchasing system**

IV.1.8) **Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: no

IV.2) **Administrative information**

IV.2.2) **Time limit for receipt of tenders or requests to participate**

Date: 07/01/2024

Local time: 23:59

IV.2.3) **Estimated date of dispatch of invitations to tender or to participate to selected candidates**

IV.2.4) **Languages in which tenders or requests to participate may be submitted:**

English

IV.2.6) **Minimum time frame during which the tenderer must maintain the tender**

Duration in months: 1 (from the date stated for receipt of tender)

IV.2.7) **Conditions for opening of tenders**

Date: 08/01/2024

Local time: 12:00

Place:

ZOE Institute headquarters in Cologne

Section VI: Complementary information

VI.1) **Information about recurrence**

This is a recurrent procurement: no

VI.2) **Information about electronic workflows**

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

VI.3) **Additional information:**

The ZOE reserves the right to cancel the tender at any stage of the procedure if any of the following conditions occur:

- a. the tender has a defect that cannot be corrected;
- b. when all offers submitted in the procedure and which are not subject to rejection contain a price that exceeds the amount that the contracting authority can allocate to finance the subject of the order;
- c. in the event of failure to submit at least one offer that meets the tender requirements;

The Contracting authority (ZOE) reserves the right to:

- a. closing the tender without selecting offers;
- b. changes to the content of the specification of essential terms of the contract and changes to the content of the announcement by the deadline for submitting offers;
- c. request detailed information and explanations from contractors at the offer examination stage; a deadline is set for submitting explanations and completing documentation within 1 to 7 days - depending on the situation;
- d. canceling the tender before the deadline for submitting offers.

The provisions of the Civil Code apply to the tender. The Public Procurement Law does not apply. In matters not regulated by the provisions of the Civil Code or the provisions of this specification, the Contracting Authority, when conducting the procedure and assessing offers, has the right to act in any non-discriminatory manner, guaranteeing openness, transparency, objectivity and effectiveness of the award of the contract and equal access for economic entities from all Member States of the European Union.

VI.4) **Procedures for review**

VI.4.1) **Review body**

Official name: ZOE Institute for future fit economies

Postal address: Norbertstr. 31

Town: Cologne

Postal code: 50670

Country: Germany

E-mail: wise@zoe-institut.de

Telephone: +49 15792629907

VI.4.3) **Review procedure**

Precise information on deadline(s) for review procedures:

The tender is conducted on the basis of the provisions of the Civil Code, therefore the applicable law does not provide for legal remedies other than a complaint to the court on general principles. However, as determined by the contracting authority, bidders will have the right to submit a request to reconsider the result.

VI.5) **Date of dispatch of this notice:**

11/12/2023