

## **ENQUETE DE PRIX - VIA « I-SOURCING »**

### **No. 18-110327-E**

### **Provision of External Assistance of a Junior Video Making Web Editor**

#### **General Context**

DG/COM must be able to meet the new demand for a stronger and more impactful communication to influence positively key aviation players and demonstrate EUROCONTROL's added value in air traffic management.

Video and animations are essential ways of creating engaging and powerful communications. These are tools which are increasingly on demand in support of the Agency's communications, in general, and that of our Director General, specifically.

In addition to this, additional resources are required to support the successful delivery of a new website for the Agency. This will go a long way to improving the organisation's image and brand.

#### **Specific Context :**

DG/COM is responsible for the overall management and development of the Agency's communications and related tools and services. These tools spread out over multiple digital platforms, and not only, such as the public website, the intranet and social media channels.

Following the Agency's renewed focus on external communication and on delivering more strategic and tailored communication to aviation's key decision-makers, there is a clear need for additional resources in the field of digital communications and production of videos/animations. Therefore, EUROCONTROL wishes to retain the services of a Junior Video Making Web Editor for an initial period of 18 months. The work will be performed at EUROCONTROL Headquarters for DG/COM.

#### **Who should tender:**

This invitation to bid addresses all companies that are in a position to submit a bid in accordance with the requirements described in the tendering documents.

**Closing date: 20 June 2018 at 15h00 CET**

#### **Points of Contact:**

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### **IMPORTANT NOTICE**

The full i-price enquiry documentation is in electronic format (.pdf).

If you wish to obtain the i-call for tenders documentation please read and follow carefully the instructions below:

1. **If you are already registered in the EUROCONTROL Supplier Portal, please send an e-mail to the Point of Contact mentioned above to get access to the documentation.**
2. **If you are not yet a EUROCONTROL supplier, please follow the 4-step process described on the following link:**

**<http://www.eurocontrol.int/articles/supplier-portal-registration-procedure>**

3. EUROCONTROL accepts no responsibility whatsoever for the completeness, accuracy and/or timeliness of the transmission of the electronic documents (nor for the electronic documents themselves).
4. Submission of tenders shall **be made electronically** and shall be exclusively made in strict accordance with the instructions given in the "NOTICE CONCERNING THE PRESENTATION OF TENDERS".
5. You may:
  - a) print out the documents;
  - b) forward the documents further on a strictly need to know basis (always fully acknowledging the source, i.e. EUROCONTROL), and
  - c) use print-outs of the electronic i-call for tenders documents for the submission of tenders (especially Form i-AF32CFT).
6. You may not:
  - a) modify, edit and/or change the electronic documents other than to submit the required information and to sign/stamp where required;
  - b) transmit such documents to any third person who has no need to know them;
  - c) post such documents on any private or public website;
  - d) alter the originating source (EUROCONTROL) and or copyright signs etc., and
  - e) transmit the documents without indication of the source.
7. EUROCONTROL reserves the right not to send you the tender documentation, if your company is considered as incapable of submitting an offer to the i-call for tenders (size of the project, complexity etc.).

**An environmental notice:**

With a view to reduce the exponential growth of paper consumption, we would invite you only to print out electronic documents received and/or request paper copies of the call for tenders documentation if you are actually considering to submit a tender.

**i-PRICE ENQUIRY**

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