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**Spain-Bilbao: Design, layout and production of printed, online, audiovisual and exhibition materials  
2017/S 098-192913**

**Contract notice**

**Services**

Directive 2014/24/EU

**Section I: Contracting authority**

I.1) **Name and addresses**

European Agency for Safety and Health at Work

Santiago de Compostela, 12, 5°

Bilbao (Biscay)

48003

Spain

Telephone: +34 944358400

E-mail: [cft0032@osha.europa.eu](mailto:cft0032@osha.europa.eu)

Fax: +34 944358401

NUTS code: ES213

**Internet address(es):**

Main address: <http://osha.europa.eu>

Address of the buyer profile: <https://osha.europa.eu/en/about-eu-osha/procurement>

I.2) **Joint procurement**

I.3) **Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at: <https://osha.europa.eu/en/about-eu-osha/procurement>

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**

European institution/agency or international organisation

I.5) **Main activity**

Other activity: Safety and health at work.

**Section II: Object**

II.1) **Scope of the procurement**

II.1.1) **Title:**

Design, layout and production of printed, online, audiovisual and exhibition materials.

Reference number: EUOSHA/2017/OP/F/SE/0032.

II.1.2) **Main CPV code**

79410000

II.1.3) **Type of contract**

Services

II.1.4) **Short description:**

The following services are included: development and implementation of branding strategies and visual identity strategies, graphic design for print, online and audiovisual material, layout services, local video production, small scale printing services and exhibition material.

II.1.5) **Estimated total value**

Value excluding VAT: 1 000 000.00 EUR

II.1.6) **Information about lots**

This contract is divided into lots: no

II.2) **Description**

II.2.1) **Title:**

II.2.2) **Additional CPV code(s)**

79415200

79822500

79823000

II.2.3) **Place of performance**

NUTS code: 00

Main site or place of performance:

Tenderer's premises.

II.2.4) **Description of the procurement:**

Graphic design and layout will consist in:

- development and implementation of branding strategies,
- development of visual identity strategies,
- graphic design for print, online and audiovisual materials,
- layout services,
- consultancy and induction for related services and products.

Production will consist in:

- audiovisual materials,
- local video production,
- small-scale printing services,
- exhibition materials.

II.2.5) **Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6) **Estimated value**

Value excluding VAT: 1 000 000.00 EUR

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

Duration in months: 12

This contract is subject to renewal: yes

Description of renewals:

Unless terminated by either party by registered letter not later than 2 months before it expires, the contract may be extended automatically for 3 successive periods of 1 year, on the understanding that thereafter no further automatic extension will be possible.

II.2.10) **Information about variants**

Variants will be accepted: no

II.2.11) **Information about options**

Options: no

II.2.12) **Information about electronic catalogues**

II.2.13) **Information about European Union funds**

The procurement is related to a project and/or programme financed by European Union funds: no

II.2.14) **Additional information**

**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:

Any tenderer has to prove that they are authorised to perform the contract under national law, as evidenced by power of attorney and by inclusion in a trade or professional register, or a sworn declaration or certificate, membership of a specific organisation, express authorisation, or entry in the VAT register (see Annexes III, IV and V).

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

Selection criteria as stated in the procurement documents

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

III.1.5) **Information about reserved contracts**

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

III.2.1) **Information about a particular profession**

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

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

The procurement involves the establishment of a framework agreement  
Framework agreement with a single operator

IV.1.4) **Information about reduction of the number of solutions or tenders during negotiation or dialogue**

IV.1.6) **Information about electronic auction**

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.2.1) **Previous publication concerning this procedure**

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

Date: 23/06/2017

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:**

Bulgarian, Czech, Danish, German, Greek, English, Spanish, Estonian, Finnish, French, Croatian, Hungarian, Italian, Lithuanian, Latvian, Maltese, Dutch, Polish, Portuguese, Romanian, Slovak, Slovenian, Swedish

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

Duration in months: 6 (from the date stated for receipt of tender)

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

Date: 30/06/2017

Local time: 11:00

Place:

EU-OSHA premises.

Information about authorised persons and opening procedure:

A maximum of 1 representative per tender can attend the opening of tenders. For organisational and security reasons, the tenderer must provide the full name and ID or passport number of the representatives at least 3 working days in advance to: [cft0032@osha.europa.eu](mailto:cft0032@osha.europa.eu)

Failing that, EU-OSHA reserves the right to refuse access to its premises.

**Section VI: Complementary information**

VI.1) **Information about recurrence**

This is a recurrent procurement: no

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

VI.3) **Additional information:**

VI.4) **Procedures for review**

VI.4.1) **Review body**

European Commission, Directorate-General for Employment, Social Affairs and Inclusion  
rue de la Loi 200

Brussels

1049

Belgium

Telephone: +32 22991111

Fax: +32 22988551

Internet address:<http://ec.europa.eu>

VI.4.2) **Body responsible for mediation procedures**

European Ombudsman

1 avenue du Président Robert Schuman — PO Box 403

Strasbourg

67001

France

Telephone: +33 388172313

E-mail: [euro-ombudsman@europarl.europa.eu](mailto:euro-ombudsman@europarl.europa.eu)

Fax: +33 388179062

Internet address:<http://www.ombudsman.europa.eu>

VI.4.3) **Review procedure**

Precise information on deadline(s) for review procedures:

Referral shall be made to the European Commission within 15 days of the day on which the party concerned first became aware of the act in question. The Commission shall take a decision within 1 month. If no decision has been taken within this period, the case shall be deemed to have been dismissed.

VI.4.4) **Service from which information about the review procedure may be obtained**

VI.5) **Date of dispatch of this notice:**  
11/05/2017