TENDER INVITATION

Editorial and Design Services

GLOBAL WATER PARTNERSHIP ORGANISATION
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1. Objective
To provide professional editing, design, and related communications services for GWP knowledge products and corporate communications. Translation services optional. GWP hosts Cap-Net UNDP who will also use these services.

1.1 About the Global Water Partnership
The Global Water Partnership (GWP) is an international action network created in 1996 to foster the implementation of integrated water resources management. The GWP Network includes government institutions, non-governmental organisations, academic and research institutions, private companies, and public sector service providers.

Our Vision
A water secure world.

Our Mission
To advance governance and management of water resources for sustainable and equitable development.

Our Work
We prioritise opportunities with key global or regional policy frameworks such as:
- Water solutions for the Sustainable Development Goals
- Climate resilience through water
- Transboundary water cooperation

Our Values
Inclusiveness | Openness | Transparency | Accountability | Respect | Gender sensitivity | Solidarity

The GWP Organisation (GWPO) was established as an intergovernmental organisation in Sweden. It is managed by the Executive Secretary who is accountable to the Steering Committee (SC). The SC oversees policy and approves the work programme and budget. The SC and its Chair are appointed by the Sponsoring Partners, comprising the ten founding members of GWPO.

The GWPO Secretariat manages GWP’s finances and reports on funding received at the global level. It also helps with the exchange of knowledge and resources and ensures communication and coherence across the Network. The GWPO Secretariat is in Stockholm, Sweden. The Secretariat staff is currently 40 members recruited from all parts of the world. The staff is composed of administrative, operational, scientific, and technical positions.

More information can be found at www.gwp.org.
2. **Instruction to Tenders**

2.1 **Procurement Procedure**

This is an open competitive procurement procedure. Bidders will submit a written tender offer and GWPO will subsequently enter into detailed discussions with one or more of the bidders. GWPO may sign a framework agreement with more than one bidder. It is important that all terms and conditions contained in the tender invitation are fully followed.

NOTE: GWPO as an inter-governmental organisation is not bound by the Swedish procurement act. This tender invitation does not obligate GWP to contract for the supply of any products or services.

2.2 **Content of Tender Offers**

Bidders should offer services for the complete assignment as defined in the Specification of Requirements. Please note that each requirement in the specification is to be addressed separately, with clear reference to the requirements. For evaluation purposes, the tender offer should follow the same disposition as the Specification of Requirements. The offer will include:

1) Editorial Services (Developmental/substantial editing, copy-editing, proof-reading, other)
2) Design Services (Graphic design, typesetting)
3) Translation Services (OPTIONAL)
4) Typical Work Models and Deliverables.

**Preparation of Tender Offers**

The offer should also provide the following information:

- A brief description of the company. This description should include such items as: size; number of staff; numbers and types of clients; age of company; location of company headquarters; geographical network and scope of operations;
- A description of relevant experience of working on similar contracts as the one required by GWP. This should include the names and size of up to three such clients;
- Samples of previous editorial and graphic design assignments shall be provided (maximum two for each category and only in electronic format);
- Specify which languages the Contractor can work with;
- Specify how original material is archived and kept;
- Specify how data communication and file transfer is handled;
- Standard production time shall be specified in the matrix for submitting prices – see Annex A (below). The range of services listed as examples in the specification of requirements shall be used;
- Full name and contact details (including email addresses and telephone numbers) of up to three (3) clients as references.
• If a Contractor provides translation services (optional) and wants these services to be part of the framework agreement, they should complete the Translation Services section in Annex A.
• A Contractor not bidding for translation services will not be disadvantaged in being considered for the other services.

Financial proposal
The financial proposal must be prepared using Annex A – the Price Matrix for submitting prices which forms part of the tender documents. The price for the different products detailed in the matrix for submitting prices should be quoted including VAT (percentage should be stated).

All costs must be included in the tender offer (Annex A). The costs are to be specified in EURO, in the manner set out in the specification. The frequency of service requests will depend on the work programme of GWP.

Please also take note of the evaluation criteria described below.

2.3 Submission of Tender offers
The tender offer shall be
⇒ Submitted in English to procurement@gwp.org
⇒ Complete with all relevant company names, address, contact persons and e-mail address, VAT-number (or other relevant tax registration number)
⇒ Signed by authorised representative of the bidder
⇒ Considered as confidential
⇒ Specifying an e-mail address of the supplier to which potential clarifications may be sent

By submitting a tender, the bidder confirms that the bidder:
• Is registered in the professional and trade registers in the country where the supplier is based (certificate may be requested by GWPO).
• Has not been convicted of any criminal offence and is, if requested, able to produce an extract from a legal register, or in the absence of such a register, a certificate issued by an authorized legal or administrative authority in the country of origin or in the country where the supplier is based, as means of proof.
• Is not in debt with either the tax authority or the enforcement service regarding the payment of any required taxes and/or social security contributions (certificate(s) may be requested by the GWPO where appropriate). VAT-number, if any, should be stated.
• Is, if requested, able to present adequate papers proving that they have not been convicted of any crime concerning the exercising of a profession, been the subject of a legal verdict or been found guilty of gross misconduct whilst providing a professional service.
• Is not bankrupt or currently the subject of bankruptcy proceeding, compulsory liquidation, compulsory management arrangement or accord. The bidder also
confirms that they have not cancelled payments or been made the subject of a trading ban or any other similar arrangement

- Does not feature on the list of EU restrictive measures, which is published on the following website: www.sanctionsmap.eu.

- Has not been engaged in wrongful conduct such as fraud, corruption, money laundering, child labour, trafficking, etc.

The bidder also confirms that the company has the financial capacity, as well as the technical, quality assurance, research and development capacities and abilities for the assignment/fulfilment of the bidder’s contractual obligations

Certificates and other proof as stated above may be requested by the GWPO where appropriate. Note that certificates should only be supplied upon separate request from GWPO. Bidders failing to produce proof if requested by GWPO will be disqualified.

To verify that the exclusion and qualification criteria are fulfilled, GWPO may acquire information from a credit-reporting bureau.

2.3.1 Closing Date for Submission of Tender

Final date for receipt of tenders is 31 May 2021, midnight CET. GWPO may extend the final date for submission of tenders for any reason including requests from bidders to do so.

Tender received after the final date of receipt of tenders will be disregarded.

2.3.2 Cost of Tender

Costs for the preparation of tenders will not be reimbursed.

2.3.3 Period of Validity of Tender

The offer outlined in the tender is to be valid for a minimum period of 90 calendar days after the closing date. If necessary, GWPO may ask for the bidder’s agreement to an extension of the period of validity (preferably in writing).

2.3.4 Withdrawal of Tender

A bidder may withdraw its tender at any time prior to the closing date if notice of the withdrawal is received by GWPO prior to the closing date. Notice of withdrawal is to be signed by an authorized representative and sent to procurement@gwp.org

2.3.5 Opening of Tenders

GWPO will open the tenders at its office on the day following the closing date. Bidders will not be allowed to participate in the opening of the tenders. The names of the tenders will be kept confidential until the contract with the successful bidder has been signed.
2.3.6 Communications during the procurement procedure

If the bidder has any questions regarding the invitation to tender, please contact GWPO at procurement@gwp.org. GWPO will respond to any request for clarification of the tender invitation that it receives prior to the closing date of the tender.

GWPO’s response to all questions (including an explanation of the query but without identifying the source of enquiry) will be published on the GWP website.

2.4 Tender Evaluation

The evaluation of tenders will be carried out in two steps.

2.4.1 Exclusion and Qualification Criteria

GWPO will examine the tenders to determine whether they are complete, the documents have been properly signed, and the requirements have been addressed. A tender may be rejected if the tender is incomplete, not signed or fails to address the requirements.

2.4.2 Evaluation Criteria

The second stage consists of an evaluation of the tenders according to the evaluation criteria listed below.

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Relative Importance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ability and capacity to meet the Requirements</td>
<td>50 %</td>
</tr>
<tr>
<td>Cost and delivery time</td>
<td>30 %</td>
</tr>
<tr>
<td>Experience of similar services provided to others in a similar context of work</td>
<td>20 %</td>
</tr>
</tbody>
</table>

GWPO may in writing ask any bidder for clarification of any part of its proposal to assist in the examination and evaluation. GWPO may also invite any number of bidders to present or otherwise confirm the services, or parts thereof, followed by a question-and-answer session. The presentation will be held in Stockholm, Sweden or by videoconference/internet.

2.4.3 Award of assignment

GWPO will enter detailed discussions with the bidder rated as having submitted the most advantageous bidder to arrive at a contract for the assignment. The draft contract including commercial conditions for the services is attached. If such discussions are unsuccessful, GWPO may invite the second rated bidder for discussions.

By submitting a tender offer the bidder confirms that it will enter into negotiations for a framework agreement. GWPO will enter into a three-year framework agreement, with the possibility to extend the agreement twice, by one year each time. GWPO may sign a framework agreement with more than one bidder. If a bidder wants to include specific commercial conditions in a contract, these should be clearly stated in the tender offer.

Please note that GWPO is not bound to select any of the tender offers submitted.
Specification of Requirements

OBJECTIVES OF THE ASSIGNMENT/SCOPE OF WORK

GWP produces a wide variety of products such as technical papers, promotional material, digital products, and donor reports and proposals. They are all aimed at achieving particular objectives and targeted at specific audiences.

In addition, GWP hosts Cap-Net UNDP who also produces similar material and will use the services being procured.

The Contractor’s work will be guided by GWP’s Style Guide (on website) as well as its Visual Brand Guidelines (on website). Please note that the Visual Brand Guidelines has developed since it was produced, so please see for example GWP’s recent Strategy document and a recent publication Mobilising Change Makers – 10 Stories of Impact. The Contractor is expected to have the fonts used by GWP (specified in GWP’s Visual Brand Guidelines).

The Contractor may be acknowledged on the colophon page of publications at the discretion of GWP, but not always on communications material.

1. EDITORIAL SERVICES

For the definitions of the different editorial services, see for example Chartered Institute for Editing and Proofreading.

- Developmental/substantial editing: Extensive rewriting or restructuring of the content
- Copy-editing: The aim of copy-editing is to ensure that whatever appears in public is accurate, easy to follow, fit for purpose and free of error, omission, inconsistency, and repetition.
- Proof-reading: Checking that the work of author, editor, and designer/typesetter is satisfactory, marking amendments. Proofreading could also be of text only (not a laid-out document)
- Other: Indexing, references, copyright permission, etc.

2. DESIGN SERVICES

- Graphic/Visual design
  - Creative, original design, focusing on usability (e.g., infographics, photos, covers, communications materials, video) - to be used for digital and/or print.
  - Tables/figures/charts/graphs, etc. in a publication (digital and/or print)
  - Design should follow standard visual design principles (e.g., 10 principles of simplicity)
- Typesetting/layout
  - Using an existing template
  - Developing a new template

3. TRANSLATION SERVICES (optional)

- GWP’s main language is English but sometimes there is a need for products to be translated from English into French, Spanish, Russian, and Portuguese. Translations into Chinese or Arabic are rare, but possible.
- Quality assurance: sometimes GWP receives translations from local translators and a quality check needs to be done.
- If a Contractor provides translation services and wants these services to be part of the framework agreement, they should complete the relevant section in Annex A.
- A Contractor not bidding for translation services will not be disadvantaged in being considered for the other services.

TYPICAL WORK MODEL AND DELIVERABLES

The work process varies depending on the assignment, but below is a description of a general model:

Each production starts with a ‘request for quote’ based on a brief and any known technical specifications provided by GWP. The assignment can include all or any aspect of editorial services, design services, and translation services.

If the quote is accepted, a production schedule is produced by the Contractor and/or GWP, specifying the output, file-format for delivery, and time schedule, and a breakdown of price, based on the quote.

Editorial Services
- Before the assignment starts, it will be agreed what type of services are required.
- The Contractor will send back the edited file in track changes (unless agreed otherwise).
- In the edited file, the Contractor normally provides questions, asks for clarification of meaning, requests missing information, etc. for GWP and the authors to answer.

Design Services
- Before the assignment starts, the process will be discussed and it will be agreed how many design proposals will be provided by the Contractor for the assignment, how many rounds of corrections will be included, and what type of design is required.
- GWP will provide the required logos, text blurbs, digital assets (from our licenses in online community for creative assets) and cover images required (unless specified otherwise). GWP may ask a Contractor to do a search for photos or other visuals.
• For many assignments a PDF-file (or any other formats) will be provided by the Contractor for proofreading. GWP will return the PDF-file with comments highlighted using the commenting function. The Contractor will implement the changes as instructed by GWP.

• For typesetting assignments, GWP will provide the Contractor with InDesign files (or other formats, e.g., .ai, .eps) that should be used as templates together with the required logos, text blurbs, and cover images.

• All original files shall be submitted to GWP at the end of the assignment.

• At the end of the assignment, the Contractor will deliver:
  a) a low-resolution PDF-file for the website which includes the front and back covers
  b) print-ready PDF-files (separate files for cover and inlay) with crop marks
  c) the InDesign file with all its corresponding links and fonts.

• On some occasions, the Contractor will be expected to communicate directly with the printer to prepare the files for print (regarding colour profiles, etc.).

Translation Services (optional)

• Provide translations from English into Arabic, Chinese, French, Portuguese, Russian, and Spanish as part of an assigned project or as a stand-alone service.

• Quality assure translations done by local translators.

REPORTING

The Contractor will work on specific assignments with the GWPO Communications Unit, or another person designated by GWP. The Contractor will work closely with the Senior Communications Specialist.
GLOBAL WATER PARTNERSHIP ORGANISATION

Contract No

Contract on Terms and Conditions for Services
to be provided on a call off basis by NNN

between

This Contract (hereinafter, together with the appendices attached hereto, called “the Contract”) has been made and entered into by and between:

A. The Global Water Partnership Organisation, GWPO, an intergovernmental organisation established in 2002 by an agreement between the Governments of Sweden, Chile, Pakistan, Denmark, the Netherlands Argentina, Hungary, and Jordan as well as the World Bank and the World Meteorological Organisation, herein represented by Dario Soto-Abril in his capacity as Executive Secretary (the organisation being hereinafter referred to as “GWPO”).

And

B. (the Consultant), a limited liability company incorporated/a commercial entity, registered under the laws of country. With the company number XXX, herein represented by Name, in his/her capacity as Title.

WHEREAS

a) GWPO has requested the Consultant to provide consulting services in relation XXXXX (hereinafter called the “Project”).

b) the Consultant has represented that s/he is professionally competent to provide such services.

NOW THEREFORE, the Parties hereto have agreed as follows:

Article 1 The Services

1.1 Scope of Services
The Parties hereby agree that the Consultant shall perform services as agreed from time to time based on specific terms of reference and a budget for each assignment on the terms
and conditions set out in this Contract. Any such services provided within the framework of this Contract are hereinafter referred to as “the Services”.

All work performed by the Consultant shall be made in accordance with the terms of reference, budget and time schedule approved by GWPO.

1.2 Position of the Consultant
The Consultant shall not be considered as an employee of GWPO, and s/he shall not be entitled to any extension of this Contract for any reason, unless mutually agreed between the Parties. The Consultant is not entitled to any benefits other than those specifically stated in this Contract. Swedish labour laws shall not apply to this Contract.

1.3 Time Schedule
The Services to be provided within the framework of this Contract shall be provided during the period YYYYMMDD until YYYYMMDD.

1.4 Call-off procedure
An assignment to carry out specific services within the framework of this Contract shall be agreed between the Parties in writing and be signed by the authorised representative of each party as set forth in Article 5.2 below and shall contain terms of reference, a budget, and a time schedule for the Assignment (hereinafter referred to as Assignment).

Article 2  Standard Conditions
For the purposes of this Contract, the Consultant’s Home Country is <country>.


However, the following deviations from the Standard Conditions are hereby agreed:

Article 3  Reporting
The terms of reference for each Assignment shall set out the requirements for reporting.

If, in GWPO’s opinion, a report does not correspond to the Consultant’s undertaking, GWPO shall, within two months, give its reasons for this opinion. The Consultant shall either contest GWPO’s opinion within two weeks or agree to present, within an agreed period, a revised report that meets the requirements of the Contract.
Article 4  Liability

The Consultant’s liability under this Contract is limited to <amount> Euro for each Assignment. If the Assignment value is less than <amount> the liability is limited to the value of the Assignment.

Article 5  General Provisions

5.1 Language of Documents
All documents prepared under the Services shall be prepared in the English language.

5.2 Authorised Representatives
For changes or amendments to this Contract GWPO’s authorised representative shall be Darío Soto-Abril or his designated representative.

For matters regarding the implementation of the Services GWPO’s authorised representative shall be NNNN or her/his designated representative.

5.3 Notices or requests
Notices or requests shall be deemed to have been duly given or made when they have been delivered in writing by hand or e-mail the following addresses, or such other address as the party may designate in writing:

To GWPO: Global Water Partnership Organisation
Organisation number in Sweden: 9020003845
PO Box 24177
SE-104 51 Stockholm
SWEDEN
Fax: 46 (0)8 121 386 04

gwp@gwp.org

To the Consultant: <Name>
<Address>
<Fax>

Article 6  Remuneration

6.1 Currency
The currency of this Contract is Euro.

6.2 Fee
The Parties hereby agree that the Consultant is entitled to a fee for work performed under the Services of <amount> Euro per day. The terms of references for each Assignment shall
specify how many days the Consultant shall be entitled to the daily fee under the respective assignment.

The fees include all taxes, VAT and similar charges, vacation pay, social charges, insurance, pension benefits and similar payments.

The Consultant is responsible for paying any preliminary taxes or social security charges to the relevant authorities.

6.3 Reimbursable costs
The Consultant is entitled to reimbursement for preapproved costs as stipulated in GWPO’s Standard Conditions for Consultancy Contracts, Appendix A.

6.4 Adjustment of the Fee
The agreed fee is valid during the entire contract period. Adjustments relating to collective pay, cost development, changes in exchange rates, or any other cause shall not be made.

6.5 Ceiling amounts
The terms of reference for each Assignment shall specify ceiling amounts for the Consultant’s fee as well as for reimbursable costs for that Assignment.

Article 7 Coordination and Follow Up
The Parties to this Contract may decide to hold follow-up meetings. The reimbursement of the Consultant’s costs/fee for participating in such meetings shall be separately agreed upon.

Article 8 Invoicing and payment
The Consultant shall send an invoice to GWPO after conclusion of an assignment, or in respect of assignments that have a duration exceeding one month, on a monthly basis.

The Consultant shall compile the invoices for all assignments undertaken on a monthly basis and send one invoice to GWPO. The invoices shall clearly describe the work undertaken, when the Services have been performed (in the form of a tabular timesheet), and the status of the Services (in progress or accepted by GWPO).

Where the Consultant fails to invoice GWPO for Services performed within four months after the month the Services were performed, the Consultant shall forfeit the right to payment for the Services.

Invoices shall meet the requirements of the Standard Conditions for Consultancy Contracts, Appendix A.
All invoices shall be sent to GWPO by e-mail to address: invoices@gwp.org.

Payment will be made by GWPO within 30 days of receipt of the invoice to the following account:
Account No: < >
IBAN: < >
Bank: < >
Swift number: < >

**Article 9  Applicable law**

The law of Sweden shall apply to this Contract, subject to clause 1.2 above.

**Article 10  Settlement of Disputes**

Should any dispute of difference, which cannot be settled amicably, arise regarding the meaning and/or interpretation of the provision of this Contract or relating to the rights and obligations of any of the Parties, or their successors in title, such dispute or difference shall be submitted to and determined as set forth in Section 8 of the Standard Conditions for Consultant Assignments, Appendix A.

**Article 11  Entry into force and Termination**

This Contract shall enter into force upon signature by both parties and shall remain in full force until the Services have been performed and all obligations of the Parties have been fulfilled.

This Contract has been executed in two original copies of which each party has kept one.

Stockholm ..........................

For and on behalf of the Global Water Partnership Organisation

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Dario Soto-Abril
Executive Secretary

Place and date.................................................................

..............................................................................................
_Name of Consultant_

Appendix A  Standard Conditions for Consultancy Contracts (on website)