



TENDER INVITATION

Editorial and Design Services

GLOBAL WATER PARTNERSHIP ORGANISATION

STOCKHOLM

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1. Objective

Professional editing and design services for GWP knowledge products and corporate communications products.

1.1 About the Global Water Partnership

The Global Water Partnership vision is for a water secure world. Our mission is to support the sustainable development and management of water resources at all levels.

Global Water Partnership (GWP) is an intergovernmental organisation established in 1996 to support countries in their efforts to implement a more equitable and sustainable management of their water resources. The network spans 13 regions with more than 3,000 institutional Partners in 183 countries. The global secretariat is located in Stockholm, Sweden. More information: www.gwp.org

2. Instruction to Tenders

2.1 Procurement Procedure

This is a 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. One or two suppliers may be awarded the assignment. It is of the utmost importance 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 (SFS 2007:1091) but may undertake procurement anyway. 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:

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

Preparation of Tender Offers

The offer should also provide the following information:

- i. 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;
- ii. 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;
- iii. Samples of previous editorial and graphic design assignments shall be provided (maximum two for each category and only in electronic format);
- iv. Specify which languages the Contractor can work with;
- v. Shall specify how original material is archived and kept;
- vi. Shall specify how data communication and file transfer is handled;
- vii. 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;
- viii. Full name and contact details (including email addresses and telephone numbers) of up to three (3) clients as references.

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 excluding VAT, but if VAT will be charged the percentage should be stated.

All costs must be included in the tender offer (Annex A). The costs are to be specified in EURO, excluding VAT, 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

Language: The official language for the proposal, contract, reports, invoices and any other documents in relation to the assignment is English.

The tender offer is to

- ⇒ Be submitted in English in one (1) electronic version
- ⇒ Include all relevant individual/company names, address, contact persons and e-mail address, VAT-number (or other relevant tax registration number)
- ⇒ Be signed electronically by an authorised representative of the bidder
- ⇒ Be submitted as a PDF file by email with the subject “Tender for Editorial and Design Services” to the following address: procurement@gwp.org
- ⇒ Be marked as confidential

⇒ Specify an e-mail address of the supplier to which clarifications may be sent

By submitting a tender the bidder confirms that the company:

- 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 Buyer 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.

The bidder also confirms that the individual/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 may 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 Tenders

Final date for receipt of tenders is **9 July 2017**. 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 Tenders

A bidder may withdraw its tender at any time prior to the closing date, provided that notice of the withdrawal is received by GWPO prior to the closing date. Notice of withdrawal is to be sent by an authorized representative in an email to procurement@gwp.org and marked “Tender for Editorial and Design Services.”

2.3.5 Opening of Tenders

GWPO will open the tenders at its office after 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 Monika Ericson via email (Email: monika.ericson@gwp.org). GWPO will respond in writing (via email only) 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 posted to 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.

Evaluation Criteria	Relative Importance
<i>Ability to meet the Requirements</i>	45%
<i>Experience of similar services provided to others in a similar context of work</i>	25%
<i>Cost and delivery time</i>	30%

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 into detailed discussions with the bidder rated as having submitted the most advantageous bid to arrive at a contract for the assignment. In the event that 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. A framework contract will be for three years. If a bidder wants to include specific commercial conditions in a future 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 is a knowledge-based organisation that produces a wide variety of knowledge products, from Technical Committee publications – such as Technical Background Papers and Perspectives Papers – to more promotional and corporate communications materials. They are all aimed at achieving particular objectives and targeted at specific audiences.

The Contractor's work will be guided by GWP's language style guide as well as its Visual Brand – Policy and Guidelines (both attached). GWP will provide the required logos and other elements required. The Contractor is expected to have the fonts used by GWP (specified in GWP's Visual Brand – Policy and Guidelines)

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

SERVICES

The Contractor will provide high-quality

1. EDITORIAL SERVICES

For the definitions of the different editorial services, see for example [Society for Editors and Proofreaders](#)

- *Developmental/substantial editing*: Extensive rewriting or restructuring of the manuscript
- *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, copyright permission etc.

2. DESIGN SERVICES

- *Graphic design*
 - Creative, original design (e.g. infographics, covers, communications materials)
 - Table/figures in a publication

- *Typesetting/layout*
 - Using an existing template
 - Developing a new template

TYPICAL WORK MODEL AND DELIVERABLES

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

1. Each production will start with a request to quote based on a technical specification provided by GWP. Sometimes it could be editorial services only, sometimes design services only, and sometimes the full service for the product.
2. A production schedule will be issued by GWP in collaboration with the Contractor specifying the output, file-format for delivery, time schedule and price, based on the quote.

Editorial Services

- Before the assignment starts, it will be agreed what type of editorial 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, and cover images required (unless specified otherwise).
- For many assignments a PDF-file will be provided by the Contractor for proofreading. GWP will return the PDF-file with comments highlighted using the commenting function in Adobe Acrobat. The Contractor will implement the changes as instructed by GWP.
- For typesetting assignments, GWP will provide the Contractor with InDesign files 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 which includes the front and back cover for the website
 - 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 in order to prepare the files for print (regarding colour profiles, etc.).

REPORTING

The Contractor will work on specific assignments with the Communications Team or any other team of GWP as directed by the Communications Team. The Contractor will work closely with the Senior Communications Officer.