

CALL FOR PROPOSALS

In the framework of the Project of the DG Migration and Home Affairs **Brokering Migrant's Cultural Participation - MCP Broker" (HOME/2013/EIFX/CA/CFP/4259)**, Culture Action Europe (CAE) has been asked by the partners of the project to succeed the Platform for Intercultural Europe. Since the DG Migration and Home Affairs has not yet officially confirmed CAE as part of the project, this call is therefore subject to its official approval. Shall the Commission confirm the organisation as a partner of the project, CAE will need technical assistance to achieve phase 3 in the domain of documentary filmmaking.

1) Participation

Participation in this tender procedure is open on equal terms to all natural and legal persons. The tenderer should bear in mind the provisions of the draft contract, which specifies the rights, and obligations of the contractor, particularly those on payments, performance of the contract, confidentiality, and checks and audits.

2) Content of the tender

The tenders must be presented as follows:

1. Identification of the tenderer
2. Evidence for selection criteria
3. Financial offer

Identification of the tenderer: legal capacity and status

The tender must include the name of the tenderer and its status.

3) Evaluation and award

Evaluation steps

The evaluation is based on the information provided in the submitted tender. It takes place in three steps:

- (1) Selection of tenderers on the basis of selection criteria
- (2) Evaluation of tenders on the basis of the award criteria Only tenders meeting the requirements of one step will pass on to the next step.

- (1) Selection criteria

Tenderers must prove their technical and professional capacity to carry out the work subject to this call for tender. The tender must include the CVs of the staff undertaking the activities as well as at least a minimum of 5 activities of the same nature undertaken by the tenderer.

- (2) Award Criteria The tender will be assessed:

Quality of the offer: 50 points

Experience of the tenderer: 20 points

Financial offer: 30 points

The minimum threshold for the tender to be considered will be 60 points.

Please note that Culture Action Europe has the right of not awarding this tender to any of the tenderers if the minimum criteria are not matched. In case of no responses or not a sufficient number of responses, CAE could nevertheless choose to award the tender.

4) Financial offer

The price for the tender must be quoted in euro. Tenderers from countries outside the euro zone have to quote their prices in euro. The price quoted may not be revised in line with exchange rate movements. It is for the tenderer to assume the risks or the benefits deriving from any variation.

Prices must be quoted inclusive of all duties, taxes and other charges, including VAT. The quoted price must be a fixed amount, which includes all charges.

OBJECTIVES

Culture Action Europe (CAE) is the Belgian partner of the MCP Broker project. For this purpose CAE is seeking for assistance of a technical partner in the domain of documentary filmmaking. The contractor will deliver 5 documentaries produced during the Learning Partnerships' phase on March 24th and 25th 2015.

DESCRIPTION OF THE TASKS

Please find in the following the main element of the collaboration we are seeking for:

The chosen partner will collaborate in the framework of the implementation of a set of learning partnership (LPs) involving representatives of the following categories: cultural institutions, employment agencies, schools, non-governmental organisations. During the LPs the contractor will produce 5 documentaries.

The LPs will take place in Brussels and it will be held in French.

The partner is required to:

1. Detailing the documentaries structure: supporting CAE in defining the main topics, planning the duration of each documentary and establishing the time-schedule to produce the 5 documentaries during the Learning Partnerships on March 24th and 25th.
2. Manage the pre-production phase of the 5 documentaries according to the structure stated with CAE.
3. Attending the Learning Partnerships on March 24th and 25th in order to achieve the production of the 5 documentaries.
4. Manage the post-production phase and assemble the 5 documentaries.
5. The contractor will deliver the 5 documentaries by May 15 2015.

ORGANISATION AND TIMETABLE

The contract will last until June 2015 from the signature of the contract.

Please note that this call is subject to the official confirmation of CAE as a partner of the project by the European Commission. DG Migration et Affaires Intérieures. Unité HOME E2 Fonds Asile, Migration et Intégration