

Call for Tender

Service Agreement for design, layout and printing services

The Rosa-Luxemburg-Stiftung is one of the largest political education institutions in Germany today, with branches in many countries worldwide. The Brussels Office operates as a think tank reflecting on European and international issues such as the global power shift and the socio-ecological transformation of today's society.

The Brussels Office of the Rosa-Luxemburg-Stiftung would like to conclude a long-term agreement for design/layout (Lot 1) and printing services (Lot 2) for printed materials, awarding these services through a bidding process. This call for offers comprehends two (2) different lots, which are going to be treated separately. Any individual tenderer may submit an offer for lot one, two or both. Any tenderer has to submit a separate tender for each lot they are tendering for. The lots are independent of each other and may be awarded to different tenderers.

We hereby request you to submit your binding offer in English with the signed & scanned documents.

Please note that only the terms of order and agreement – see separate documents – apply.

We will only evaluate offers from applicants who fulfil all five of the following points:

- have signed with a legally binding signature the attached “Terms of order and agreement for design and layout services” and/or “Terms of order and agreement for printing services”, to indicate that they agree with it,
- have filled out in detail and signed with a legally binding signature the attached indicative financial offer(s) – see: appendix 1 and appendix 2,
- have submitted three references of design, layout and/or printing services to similar clients,
- have submitted their binding offers by **26.01.2024**, 20:00 Brussels Time.

A decision will be taken before the **15.02.2024**.

All offers received are weighed according to the following criteria:

Price	50%
References of design, layout and/or printing services to likewise clients	50%

If you need further information, please contact:

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Thank you in advance.
Best regards,

Sophia Thoenes
PR Manager