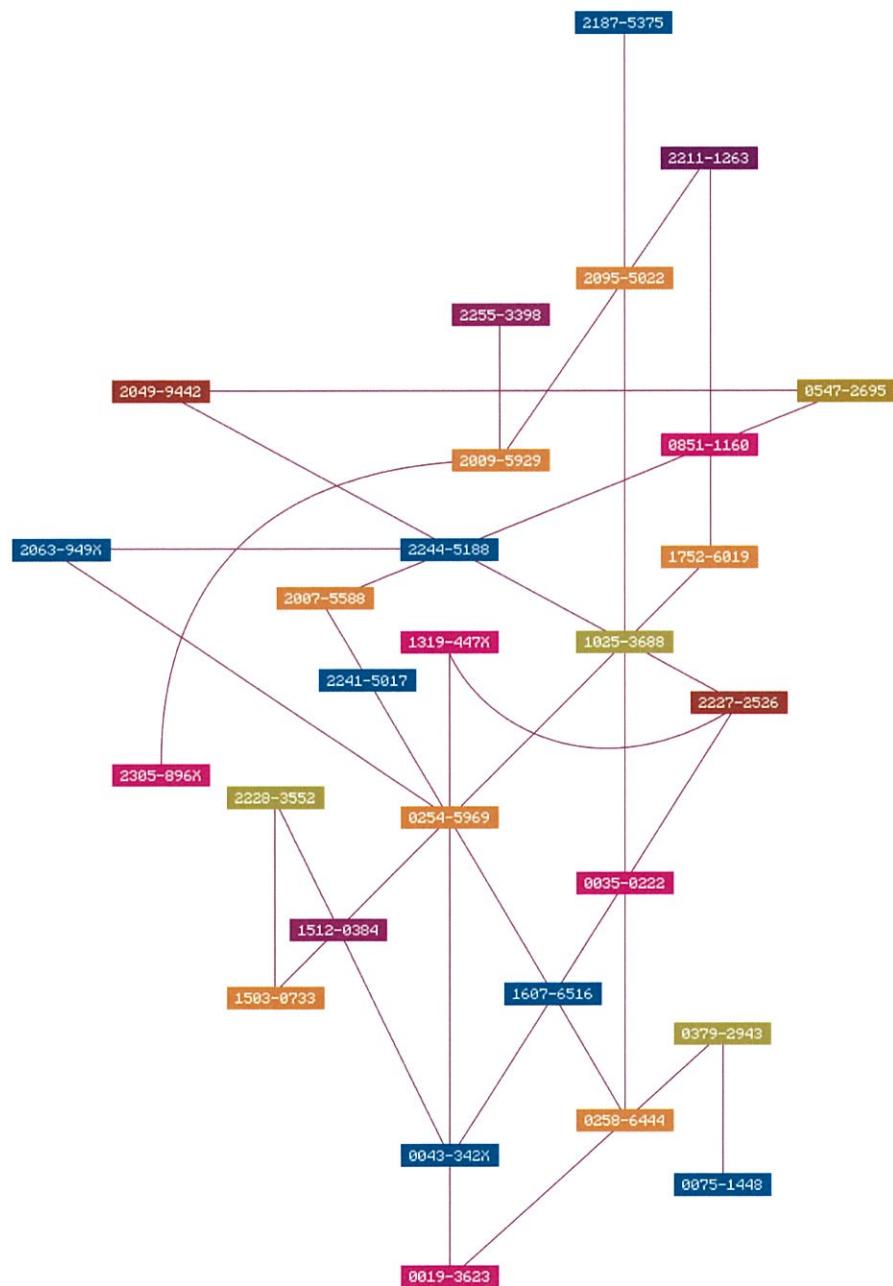


THE PROCESS AND PROCEDURES OF THE CALL FOR TENDER BY THE ISSN INTERNATIONAL CENTRE



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JANUARY 16, 2019

INTRODUCTION

This document describes the process and the procedures of the call for tender by the ISSN International Centre.

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1. THE TENDER PROCESS BY THE ISSN INTERNATIONAL CENTRE

1.1 DISTRIBUTION OF THE TENDER REQUIREMENTS

The call for tender is published on the website of the ISSN International Centre with a short description of the consultancy mission.

The ISSN International Centre has created a special email address (tenders@issn.org) and organisations that are interested in bringing out a proposal are asked to register themselves with an email to tenders@issn.org. All registered organisations will subsequently receive the document related to the consultancy mission under the agreement to keep it confidential.

1.2 TIMELINE FOR THE TENDER PROCESS

- The announcement of the call for tender:
 - January 16, 2019.
- Deadline for the submission of the tender:
 - Noon, February 13, 2019. Tenders received after the deadline will not be accepted. It is the responsibility of the tenderer to ensure that the tender has arrived by the deadline stipulated. There will be no appeals process for late tenders.
- Selection process:
 - February 13-18, 2019: selection of the tenderer(s) and if deemed necessary, clarifications and/or negotiations with selected tenderers.

1.3 INDICATED FEE

- The indicated fee for the consultancy mission is €40,000 excluding taxes would be suggested.

1.4 PROCEDURES WITH REGARD TO BACKGROUND DOCUMENTS AND FURTHER ENQUIRIES

- The document with regard to the specifications for the consultancy mission will be sent to the applicants via email under strict confidentiality.
- Further enquiries:
 - Further enquiries have to be sent to tenders@issn.org.
 - Answers to one tenderer will be sent to all (potential) tenderers that have been registered.

1.5 SELECTION COMMITTEE TO BE APPOINTED

A selection committee will be appointed that will carry out the selection of the tenders in February 2019. The selection committee will also function as the steering committee during the consultancy mission.

2. REQUIREMENTS FOR THE TENDER

2.1 GENERAL SPECIFICATIONS

- Methodology proposed (*see specifications for the consulting mission*)
- Planning milestones of the project:
 - The results of the development of various scenarios for the strategy of the ISSN International Centre should be available for the Governing Board meeting on April 16, 2019 in order to select a preferred scenario;
 - The translation of the preferred and selected scenario into a detailed business plan with 3-year financial projections should be available before mid-June 2019.
- Risk assessment associated with the work and how these will be managed.
- Timetable and deadline for the deliverables of the final report.
- Definition of the deliverables (*see Specifications for the consulting mission*).

2.2 REQUIREMENTS WITH REGARD TO THE INFORMATION ON THE TENDERER

- Name of lead organisation in whose name the tender will be submitted and the contract signed; contact details, including the name of the lead contact, their position in the organisation, telephone number, email address, fax number and website.
- The nature of the organisation: whether a sole trader, Limited Liability Partnership (LLP), limited company, institution. If the tender is submitted on behalf of a consortium, list the members of the consortium and identify the lead member and a point of contact.
- The number of employees in the organisation and an overview of the organisation structure. When the tenderer is a consortium, this information is required for each member.
- A summary of the certified financial accounts of the year 2017 as deposited at the Chamber of Commerce.
- CVs of consultants who will undertake the activity.
- An overview of previous activities/experience in the field of the information supply chain such as consulting missions for publishers, library organisations or information intermediaries and related to strategic scenarios, marketing and sales strategies, business plans and ICT infrastructure development plans.

2.3 INFORMATION REGARDING PRICE STRUCTURE AND FINANCES

- The total fee sought for the work including all taxes and expenses. Bidders should ensure they mention VAT for the proposed activity if required.
- A breakdown of the costs provided. All costs should be clear and transparent.
- An explanation of how the total figure was arrived at – including the daily charge out rates for this work. Please indicate the name(s) of the member(s) of staff to be used and charge out rate(s).
- The ISSN International Centre wish to agree a fixed price for the work. The ISSN International Centre will pay on invoice or by instalments as agreed with the Contractor and associated with the deliverables or the achievement of clearly defined milestones (see 2.4).
- The invoices by the Contractor will be sent according to the agreed milestones (see 2.4). The invoices will be payable until 30 calendar days after the date of the invoice. Each invoice mentions:

- the name of the project
- the deliverable
- the total amount in euros
- VAT (if applicable).

2.4 CONDITIONS FOR THE TENDER

- Tenderers accept by submitting a tender the selection and decision process by the ISSN International Centre and will not appeal the selection of the final tender by the ISSN International Centre in any way.
- Information provision during the tender process:
 - **Registration:** Tenderers are required to register at the international ISSN centre of their intention to submit a tender by an email to tenders@issn.org.
 - **Specification document:** upon registration, tenderers will receive the specifications for the consultancy mission.
 - **Enquiries:** If the tenderer have additional enquiries, these enquiries will be emailed to tenders@issn.org. The answers will subsequently be emailed to all tenderers that have been registered.
- Tenderers will treat all information received from the ISSN International Centre sent during the tender process with the utmost confidentiality.
- Validity period: The validity for tender should extend to April 30, 2019
- Language of tender: English
- Currency of the tender: Euro
- Conditions with regard to transferability of the assignment: the assignment is non-transferable. The contractor can hire subcontractors for the execution of the assignment. In this case, the contractor shall list these subcontractors in the submitted tender with their assigned and clearly defined tasks. Contracts with the subcontractors are born by the tenderer. The ISSN International Centre is only contractually linked with the contractor.
- Intellectual property clauses: the ISSN International Centre receives the intellectual property of the deliverables as defined in the *Specifications for the consultancy mission*.
- Penalties in case of delay in the delivery of the deliverables: the ISSN International Centre reserves the right to apply penalties in case of a delay of the delivery of the deliverables of 75 Euro per calendar day. The deadlines are:
 - interim report with scenarios and market study: April 3, 2019
 - business plan based on the preferred scenario: June 11, 2019
- Certificate for non-collusion: the tenderers are demanded to sign the certificate of non-collusion (see appendix A) and submit this signed certificate together with the tender.

3. PROCEDURE FOR TENDER SELECTION

3.1 SUBMISSION DETAILS

- Deadline for the submission of the tender:
 - Noon, February 13. Tenders received after the deadline will not be accepted. It is the responsibility of the tenderer to ensure that the tender has arrived by the deadline stipulated in electronic and printed form (see table below). There will be no appeals process for late tenders.
- Tenders should be emailed in electronic form (in PDF format) to tenders@issn.org and in printed form to CIEPS, 45 rue de Turbigo, 75003 Paris, France, *together with the signed certificate of non-collusion and the declaration of no conflicting interests* in a closed envelope with the mention “name of tenderer; Consultancy mission; ISSN International Centre; do not open before February 13, 2019, 12.00h”. The postal delivery will be considered as the official submission.
- Tenderers shall submit offers on the basis of so doing at no cost to the ISSN International Centre.

By email	by post (contractual documents)
Tender	Tender
	Signed declaration of non-collusion and no conflicting interest
	Overview certified financial accounts of 2017 as deposited at the Chamber of Commerce
	Signed copy with the written text ‘agreed’ of the document ‘process and procedures of the call for tender’

3.2 CRITERIA FOR SELECTION AND THEIR WEIGHING

Criteria	Weight
1 Value for money (including daily rate(s)): the pricing (the total price as well as the various parts of the pricing) will be evaluated. For each of the parts, tender will contain all costs, such as travel cost etc. Costs that are not included in the tender cannot be invoiced.	30%
2 Understanding/knowledge/experience of the information supply chain: the experience of the contractor, the résumés of the consultants and their relevant references, experiences and education will be assessed, especially with regard to the following expertise domains: <ul style="list-style-type: none"> • Sector-specific expertise • Expertise with regard to the development of strategic scenarios • Expertise with regard to the composition of business plans We expect that the knowledge and experience of the proposed consultant(s) with regard to the above-mentioned expertise domains will be demonstrated by a short description of relevant projects, publications or presentations at conferences. Links to publications or presentations or contact data of references may be added in an appendix in order to facilitate the assessment of the affinity with the above-mentioned expertise domains.	30%
3 Appropriateness and feasibility of the proposed approach, project plan and methodology. The tenderer will explain the approach to the project in a detailed manner with a clear timeline. Eventual variables and options have to be clearly indicated. <p>The approach will be evaluated on the basis of:</p> <ul style="list-style-type: none"> • Comprehensiveness • Detail and clarity • Realism and risk management • Interim moments for evaluation and control by the ISSN International Centre • Phasing and timeline • Transparency With regard to transparency: <ul style="list-style-type: none"> • If the consulting mission will be carried out by various consultants, the tender will describe how the knowledge and insights from one expertise domain will be made available to another expertise domain. 	30%
4 Quality of the tender: the comprehensiveness, clarity, the details, the logical structure and the detailed description of the deliverables of the proposal will be assessed.	10%

To each criterion a weight will be assigned. Tenderers must have for each criterion at least 50% and on the total at least 60% of the points to be selected.

3.3 DETAILS ON THE SELECTION ITSELF

The contract will be awarded to the most economically advantageous tender, taking into account the criteria listed above.

The ISSN International Centre shall be under no obligation to accept the lowest, or any tender.

The ISSN International Centre retains the right to negotiate with the top-3 of the selected tenderer(s). In this case, the decision to negotiate will be notified by the ISSN International Centre to the retained tenderers by email. In this email, the requirements for adaptations to the retained tenders will be described and the tenderer will be asked to submit a revised tender.

APPENDIX A. DECLARATION OF NON-COLLUSION AND NO CONFLICT OF INTEREST

We certify that:

- The prices in the Tender have been arrived at independently, without consultation, communication, agreement or understanding for the purpose of restricting competition, as to any matter relating to such prices, with any other Tenderer or with any competitor.
- Unless otherwise required by law, the prices which have been quoted in the Tender have not knowingly been disclosed by the Tenderer, directly or indirectly, to any other Tenderer or competitor, nor will they be so disclosed.
- No attempt has been made or will be made by the Tenderer to induce any other person or firm to submit or not to submit a Tender for the purpose of restricting competition.
- No attempt has been made directly or indirectly to canvass any employee or Governing Board member of the ISSN International Centre concerning the award of the contract which is the subject of this invitation to tender.
- Our company is not involved in any situation or action that might be regarded as a potential conflict of interest with the consultancy mission for the ISSN International Centre.

Signed:

Name:

Date:

Position:

On behalf of: