

Barcelona, 14<sup>th</sup> July 2021

**Subject: CALL FOR TENDERS**

Dear Tenderer,

United Cities and Local Governments, the world local and regional government organization based in Barcelona, is looking for a partner to work with in developing a broadcasting and audiovisual coverage service for certain Congress and annual meetings.

We are pleased to publish an open **Call to provide advice, assistance and broadcast production on UCLG's Congress and online meetings** with Ref. 01-2021 for the period July 2021- July 2023 (24 months). All the information related to the purchasing procedure is contained in Annexes 1 and 2. We kindly recommend you read it carefully and follow the instructions contained in these documents.

UCLG is the World Organization representing local and regional governments and the contracting party in this tender will be the UCLG World Secretariat, based in Barcelona (Spain). The contract will be governed by Spanish law and the courts of Barcelona.

The principles of transparency, publication and dissemination, free access, equality, competition, economy and fairness will be respected by UCLG in this tender.

Yours sincerely,

Documents attached:

- Annex 1: Technical Terms of Reference
- Annex 2: Contractual References

**UCLG WORLD SECRETARIAT**



Carrer Avinyó, 15  
08002 Barcelona (Spain)  
Tel. +34 933 428 750

Fax +34 933 428 760  
info@uclg.org  
www.uclg.org



## **Terms of reference for Broadcast production**

Our Congress and meetings are held in different places, depending on their agenda. Some of these are celebrated virtually, mixing physical and virtual stages. The main yearly events are; the Annual retreat, the Executive Bureau and the World Council.

Our need to communicate has made us look for means that facilitate and simplify our meetings and events, helping us to communicate in an agile and modern way with our community.

For this reason, and adapting to current needs and the rapid evolution of communications, UCLG requires streaming and online services for its large annual meetings that are pre-produced through audiovisuals.

These requirements should cover the two main needs we currently face; firstly, the events that will be celebrated in a hybrid manner, both physically and virtually. Secondly, those that will only be virtual and will not have any specific physical space.

**To provide advice, assistance and broadcast production on UCLG's Congress and online meetings, the tasks of the audiovisual consultants would include:**

### **1. Assistance to the UCLG TEAM**

#### *Assistance to COMMUNICATION TEAM*

1. Cross check the graphic material and designed visual identities, especially in how it integrates with the broadcast interface and examine its technical viability for different formats.
2. Design the production in close coordination with the UCLG team.
3. Respond to any technical questions that may arise for the communication team related to the full hybrid or physical realization of the meetings.
4. Cooperate in a proactive and mutually interested way with the established timing.
5. Schedule technical visits to ensure the viability of the set.

#### *Assistance to Direction*

1. Be available to the direction for pre-production meetings, where concepts, orders and needs of each event are defined.
2. Have the ability to respond in an agile manner to changes that may arise during broadcasting due to changes to the Agenda.

## **2. Production Functions**

1. Provide professional equipment for the production of the events.
2. Ensure the correct successful broadcast of meetings as well as have enough resources to solve in an agile way any technical problems that may arise.
3. If needed, be able to manage to find other elements derived from an audiovisual production, such as (but not limited to); decoration, lighting, visual needs or set support.
4. Deliver the recordings of all the productions and fully assign the rights to UCLG.
5. Take care of all the logistics involved in moving equipment, regardless of its location. Always respecting the rules of the venues/spaces where these events are held.
6. Ability to diversify audiovisual products according to needs.
7. Count with infrastructure to move equipment nationally and internationally and take charge of their traveling permits.

## **3. Technical Requirements and work methodology**

1. 3 4k tv cameras and fiber reels
2. At least 1 Crane Camera
3. RACK of broadcasting
4. Active license and realization software.
5. Sound RACK and professional equipment
6. Professional lighting equipment.
7. Professional qualified staff for the following positions;
  - i. Computer technician of production,
  - ii. Director,
  - iii. Sound engineer
  - iv. Camera operators.

**Since events are of different dimensions, it is recommended that tenderer submit their proposals following the criterion of offering unit prices for each element (personal or physical) necessary to achieve the objectives included in the tender.**

## **ANNEX 2            CONTRACTUAL BINDING CONDITIONS**

Ref. Tender: 01-2021

<b>Publication date:</b>	14 <sup>th</sup> July 2021	<b>Deadline for submitting tenders:</b>	8 <sup>th</sup> August 2021
<b>Document:</b>	Contract notice. <b>Audiovisual Coverage and broadcast</b>		
<b>Name and address of the Contracting Authority:</b>	ORGANIZACION MUNDIAL DE CIUDADES Y GOBIERNOS LOCALES UNIDOS (UCLG) Avinyó 15 08002 Barcelona (Spain) Tel: +34 933428750 Fax.: +34933428760 e-mail: tender@uclg.org		
<b>Short Description:</b>	<b>To provide advice, assistance and broadcast production on UCLG's Congress and online meetings</b>  <i>More information included in Annex 1</i>		
<b>Contract type:</b>	Service Provider Contract		
<b>Duration of the contract:</b>	July 2021-July 2023 (24 months)		
<b>Procedure type:</b>	Open procedure		
<b>Budget:</b>	Not defined. Please, see selection criteria		
<b>Language of the services and communication:</b>	English, Spanish and French		
<b>Language submission (preference)</b>	English, Spanish or French		
<b>Status:</b>	Open		
<b>Notification of award to the successful tenderer:</b>	30-45 days after deadline for tenders		

- 1) The contractor is responsible for implementing the task entrusted to it in the Terms of Reference (see Annex 1)
- 2) Legal aspects:
  - UCLG may require information on the Tenderer to be in compliance with their obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of its country.
  - Following the notification of award, tenderer(s) to which the contract is to be awarded, must supply evidence about fiscal residence in its country.

- The Tenderer and its staff must comply with human rights and undertake not to offend the political, cultural and religious mores of the country(ies) where the action is implemented. In particular and in accordance with the applicable basic act, tenderers who have been awarded contracts must comply with core labour standards as applicable and as defined in the relevant International Labour Organisation conventions.
- 3) Drafting and content of the tender documents to be submitted by the tenderer. Tender documents must contain the following provisions and information:
- Description of the Tenderer (Organization, Expert, Consultant, Company...) and the persons having powers of representation, decision making or control.
  - Key experts and CVs, in case individuals involved.
  - Technical offer according to Annex 1 requirements.
  - Financial offer including indirect tax if applicable.
  - All the financial identification information including the financial identification number. In a later phase of the contract drafting, the bank account details will be provided to UCLG.
- 4) The Tender set of documents need to be sent to UCLG no later than the date and time indicated at the deadline set up above by e-mail to: [tender@uclg.org](mailto:tender@uclg.org). No tenders will be accepted beyond the submission date, except when otherwise informed on the web site.
- 5) In case additional information is required to submit the proposal, we kindly invite you to contact UCLG in the e-mail address [tender@uclg.org](mailto:tender@uclg.org). Only relevant questions in writing concerning clarifications of the Tender will be answered.
- 6) Tenderers are entitled to withdraw their offer at any time.
- 7) Tenderers will receive an automatic answer from the system informing of the reception of the Tender documents.
- 8) UCLG might request additional information of the proposal in case unclear concepts raised to UCLG. If this is the case, the tenderers whose submissions require clarification, will be asked to reply within a reasonable deadline set by the assessment team. If the tenderer submits a self-declaration/statement as documentary proof, the contracting authority reserves the right to ask for further documentary evidence.
- 9) If UCLG suspects that a candidate, tenderer or applicant does not comply with the rules, it must ask the candidate/tenderer/applicant to provide evidence demonstrating actual compliance with the applicable rules.
- 10) Evaluation Criteria: UCLG will take care that the awarded tenderer does not have a potential conflict of interest with the organization and will decide whether or not the submitted proposals:
- Comply with the essential requirements of the tender dossier: technical, administrative and financial.
  - Satisfy the requirements set in the tender dossier
  - Contains the complete documentation
  - Language required by the tender dossier has been used

The selection criteria concern the tenderer's capacity to execute the contract. The successful tenderer will be the one submitting the least expensive tender classified as 'technically compliant' during the evaluation.

**11)** The tenders will be assessed according to the eligibility and the financial, economic, technical and professional capacity of the tenderers. Tenders will be compared and the contract awarded. The decision of who is the successful tenderer will be final.

**12)** Choice of contractor:

As a result of its deliberations, UCLG will decide on the following recommendations:

- Award the contract to the tenderer which has submitted the least expensive offer and complies with the formal, technical, administrative and financial requirements
- Cancel the tender procedure:

Once award of the contract the successful tenderer will be notified.

**13)** Once the tenders have been analysed, they are compared and the successful tenderer is chosen. No negotiation is allowed.

**14)** UCLG must ensure equal treatment of tenderers and keep the tenders confidential.