

The Secretary General

Barcelona, 25th May 2016

Subject: CALL FOR TENDERS

Dear Tenderer,

We are pleased to publish an open call to **provide services for the layout design for the GOLD IV Report and the GOLD IV Executive Summary with ref. 005-2016**. 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

Yours sincerely,



Josep Roig
Secretary General



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Ref. 005-2016 - Annex 1

Terms of reference for layout design for the GOLD IV full Report and the GOLD IV Executive Summary

1. General context: UCLG and the Report of the Global Observatory on Local Democracy and Decentralization (GOLD)

- United Cities and Local Governments (UCLG) is the largest world organization of local and regional governments. Headquartered in Barcelona, UCLG's mission is "to be the united voice and world advocate of democratic local self-government, promoting its values, objectives and interests, through cooperation between local governments, and within the wider international community". Present in 140 of the 191 UN Member States in seven world regions, UCLG's members include over 1000 cities across 95 countries, as well as 112 Local and Regional Government Associations (LGAs and RGAs), and 17 committees and working groups – organizations that represent cities and local governments at national level within a given country and at continental level (through Regional Sections in each continent) – meaning that UCLG represents almost every LGA in the world.
- In line with our strategic objective to strengthen the voice of local and regional authorities at the international level, every three years UCLG publishes a Global Report called *Global Observatory on Local Democracy and Decentralization* (GOLD, with the English acronym). The next GOLD Report, the fourth one, will present the *Global Agenda of Local and Regional Governments for the 21st Century*.
- The Report should be published in time for the 5th World Congress of UCLG, which will take place in Bogotá (12-15 October 2016). The document will be approximately 350-pages-long in its English version. It will be accompanied by a shorter publication, called *Executive Summary*, of around 80-90 pages, that will be published in English, French and Spanish.
- After the Bogotá Congress, UCLG will revise the Report, finalizing its edition and translating it into the two other UCLG working languages, French and Spanish. The new version of the full Report should be published in the three languages during the first semester of 2017. The English version is expected to have around 350 pages. Experience with the previous reports suggests that the French and Spanish versions will have about 400 pages.

2. GOLD IV: format and modeling

2.1. The GOLD IV full Report

The GOLD Report IV will consist of five main chapters, plus annexes.

The five parts are organized as follows:

- An introduction, 10-15 pages;
- A chapter on Metropolitan areas, 85-95 pages;
- A chapter on Intermediary Cities, 85-95 pages;
- A chapter on Territories (regions, small towns and rural areas), 85-95 pages;

- A conclusion, 35-40 pages;
- Annexes and Covers, 10-15 pages.

2.2. The GOLD IV Executive Summary

As a summarized version, the Executive Summary of the Report will also be edited, and consist of about 80-90 pages.

3. Objective

The overall objective of this task is to design, layout and format both publications: the full GOLD IV Report and the Executive Summaries of GOLD IV in three languages (English, French and Spanish). This includes the design and layout of:

- Cover and full text
- Visual and graphic elements: maps, charts, graphs, infographic, etc.
- Photos to illustrate the cover and different parts of the book.

The format of the general style and presentation of both texts will have to follow those of the previous GOLD Reports and Executive Summaries.

The documents will be presented in Word format, Excel for the tables and charts, jpeg or other images format for photos.

4. Deliverables

The final documents, the master copies of the Reports, as well as the Executive Summaries in the three languages, should be delivered ready to be printed and published (in PDF and specific software for printing).

- **Page Format:** A4, 21 x 29,7 cm (alternatively, American Letter can be used just for printing the Report's **first version** in Bogotá);
- **Pages:** full color;
- **Covers:** full color

5. Calendar and important dates

Phase 1: First version of the Full Report and Executive Summaries

A first version of the full GOLD IV Report will be published and presented in Bogotá on October 10, 2016, a master copy should be ready to be sent to Bogotá on **September 24, 2016**. Accordingly, the layout and formatting of a **first version of the GOLD IV Report** should be done between **August 15 and September 23, 2016**. This process will have to imply **at least two back-and-forth revisions of the output**. Similarly, the layout and formatting of the **three Executive Summaries (in English, French and Spanish)** should be done in the same time bracket, i.e., between **August 15 and September 23, 2016**.



Phase 2: Final version of the Full Report

The layout and formatting of **the revised English version**, as well as the **French and Spanish versions**, of the **full GOLD IV Report** should be done throughout the **first semester of 2017**. The three finalized versions of the Report, in English, French and Spanish must be published before **July 1, 2017**.

6. Requirements

This tender is addressed preferably at professionals and/or companies with proven senior expertise in this field of service. Experience with publications in the field of local government, public advocacy and public policy will be strongly considered. Experience in editing and formatting of publications in – at least – English, French and Spanish will also be valued.

7. Budget

The current available budget for the abovementioned tasks is between EUR 15,000.00 – 20,000.00 (+ VAT)

ANNEX 2 CONTRACTUAL BINDING CONDITIONS

Ref. Tender: 005 -2016

Publication date:	25-05-2016	Deadline for submitting tenders:	14-06-2016 18:00
Document:	Layout design for the GOLD IV full Report and the GOLD IV Executive Summary		
Name and address of the Contracting Authority:	ORGANIZACION MUNDIAL DE CIUDADES Y GOBIERNOS LOCALES UNIDOS (UCLG) Avinyó 15 08002 Barcelona (Spain) Tel: +34 933428750 Fax.: +34933428760 e-mail: tender@uclg.org		
Short Description:	Every three years UCLG publishes a Global Report called <i>Global Observatory on Local Democracy and Decentralization</i> (GOLD, with the English acronym). The next GOLD Report, the fourth one, will present the <i>Global Agenda of Local and Regional Governments for the 21st Century</i> . The Report should be published in time for the 5 th World Congress of UCLG, which will take place in Bogotá (12-15 October 2016). The document will be approximately 350-pages-long in its English version. It will be accompanied by a shorter publication, called <i>Executive Summary</i> , of around 80-90 pages, that will be published in English, French and Spanish. The overall objective of this task is to design, layout and format both publications: the full GOLD IV Report and the Executive Summaries of GOLD IV in three languages (English, French and Spanish). This includes the design and layout of cover and full text, visual and graphic elements: maps, charts, graphs, infographic, etc., and photos to illustrate the cover and different parts of the book. <i>More information included in Annex 1</i>		
Contract type:	Services contract		
Duration of the contract:	12 months		
Procedure type:	Open procedure		
Budget:	EUR 15,000.00 – 20,000.00 (V.A.T not included)		
Language of the services and communication:	English, Spanish, French		
Language submission (preference)	English, Spanish, French		
Status:	Open		
Notification of award to the successful tenderer:	15 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.
 - Intellectual property originated by the awarded tenderer shall be the sole and exclusive property of UCLG.
- 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. It will not be accepted any tender beyond the submission date, except that otherwise informed in 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. 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) 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.
- 8) 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.
- 9) 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.

10) 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.

11) 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.

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

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