



To whom it concerns,

## **Interreg IIIB North Sea Programme**

### **Re: Project Presentation – Invitation to Submit Quotation**

The North Sea Programme Secretariat is inviting interested parties to submit a quotation for the production of a Project Presentation section of the Programme's projects for the website and as potential print version, as well as other related modes of presentation.

The section will be aimed at showcasing the results and outcomes of the North Sea Programme 2000-2006; the 70 approved projects as well as overarching Programme results and outcomes.

The costing should be as detailed as possible given the information available, with a break down of the different parts of the quotation. You are free to suggest features and improvements other than what is stated in the specification. If so, the costs and added value of the specific feature should be included.

#### **Content of Quotation**

The quotation should at least contain the following:

- A suggestion of how to showcase the results and outcomes, based on the assessment of relevant materials and information to include (appendix 1),
- The suggested showcase should be web based but include a printing option or interface in which parts of the presentation or the presentation in its entirety can be printed,
- Cost to graphically design the interface, including different pages and relevant layers and elements,
  - The overall cost for the all relevant programming measures needed to implement the above design (with a breakdown of any relevant bulk costs),
  - If applicable, software and licences needed to set-up and run the web pages / sections of the website,
  - All other relevant costs related to the above,
  - Indicative time-frame for the project, from start to finish,
  - Hourly/Daily rate for relevant competences in the production process for any work outside of contract.

#### **Please note** (all of the below should be considered in the costing)

- The contractor must be totally self-financed and independent of the Secretariat,
- Precense in Viborg at the Secretariat might be expected in the work process (costs incurring for travel and accommodation should be part of costing),
- All equipment needed for the fulfilment of the contract must be supplied by contractor,
- The secretariat will not provide any kind of office or other facilities or support,

## **Background information**

The North Sea Programme is an EU programme focused on regional development in the North Sea region. More information about the programme can be found on the Programme website ([www.northsearegion.eu](http://www.northsearegion.eu)).

The IIIB Programme 2000-2006 which the Project Presentation Section focuses is coming to a formal finish. The subsequent IVB Programme 2007-2013 is being implemented currently.

## **Key features of the Project Presentation**

- **Promoting the Programme** – The final product is intended to show the work and results of the North Sea Programme 2000-2006,
- **Accessible and user friendly** – The Presentation should be as accessible and user friendly as possible,
- **Versatile** – The Presentation should be designed and programmed to enable for it to be exported to other media and to enable print versions to be made (in parts or in full – as a choice for the viewer),
- **Intro sequence** – An intro sequence should be developed for the Project Presentation (which could potentially be exported to other media).

## **Technical features**

- **Copyright issues** – The contractor must ensure world wide copyright for any purchased or otherwise acknowledged music, footage or other material used in the Project Presentation.

## **Contractor Qualifications and Experience – MUST SHOW**

- Contractor must show substantial experience with planning projects as the one indicated,
- Personnel supplied by the contractor must show substantial professional experience in relevant fields of work,
- Contractor must show access to necessary personnel capacity and production equipment for timely delivery according to deadlines,
- Contractor must show experience from multicultural professional environments and experience from English speaking working environments,
- The contractor must show a track record of timely delivery, according to deadlines.

Please submit links and/or digital copies of previous work in proof of the above, including references with relevant contact details.

**Selection Criteria**

All quotations which meet the formal requirements and contain all the stated information will be assessed against how well they meet the criteria stated under 'Contractor Qualifications and Experience' in relation to the costing.

We look forward to receiving your quotation as soon as possible but no later than 3 weeks after this notice is officially posted on the Programme website.

Do not hesitate to contact Henrik Josephson if you have questions regarding this tender ([henrik.josephson@northsearegion.eu](mailto:henrik.josephson@northsearegion.eu), +45 4117 1122)

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