

Subject: Call for tender for the Selection of a Service Provider – Social Media Manager (REVES/LeTs-Care/2024)

Dear Madam/Sir,

The European Network of Cities and Regions for the Social Economy – REVES AISBL (hereinafter referred to as the contracting body), acting in the framework of the project “LeTs-Care” (ID: 101132701, co-funded by the EU in the framework of the Horizon Europe Programme), intends to select a service provider to support the project’s communication via new media. In particular, the contracting body intends to select a social media management service provider to support the project management during the implementation of the project, from 15 April 2024 for a period of 32 months. More information related to the requested service is included in the annexed specifications.

Economic operators interested in this contract are invited to submit a proposal in English.

1. Submission of proposals

Proposals must be submitted by email only, using the following email account: REVES.Secretariat@revesnetwork.eu. Object: submission - REVES/LeTs-Care/2024

Proposals submitted by any other means (e.g. by post, or delivered by hand) will not be considered.

The deadline for receipt of proposals is **1st APRIL 2024 at 17.00 (CET)**.

Any proposal received after the deadline will be rejected.

Tenderers must ensure that their submitted proposals contain all the information and documents required by the contracting body at the time of submission as set out in the Procurement Documents.

After submitting a proposal, but before the deadline for receipt of tenders, a tenderer may definitively withdraw its tender, or withdraw it and replace it with a new one.

All costs incurred for the preparation and submission of proposals are to be borne by the tenderers and shall not be reimbursed.

2. Legal effects of the invitation to tender and submission of a service proposal

This invitation to tender is in no way binding on the contracting body. The contracting body's contractual obligations shall not commence until the contract with the successful tenderer has been signed by both parties.

Up to the signature of the contract, the contracting body may cancel the selection procedure without the tenderers being entitled to claim any compensation. Reasons must be given for any such decision and the tenderers must be informed thereof.

The submitted tender shall be binding on the successful tenderer for the duration of the contract.

3. Contacts during the procurement procedure

Contacts between the contracting body and tenderers aimed at obtaining further details of the content to be provided by the proposed service are permitted throughout the procedure, provided that this does not give an unjustified advantage to a particular tenderer.

4. Opening and evaluation of proposals

Proposals will be opened after the deadline and evaluated by a committee composed of the contracting body and one representative of the other partners in the Consortium implementing the “LeTs-Care” project.

Tenderers may be contacted for further information.

Successful tenderers will be notified by email.

5. Data protection

If processing a reply to the invitation to tender involves the recording and processing of personal data (such as name, address and CV), such data will be processed pursuant to regulation (EU)2016/679

Luigi Martignetti

Secretary General

(e-signed)

Annexes to the invitation to tender:

- Annex 1 – Tender specifications and annexes
- Annex 2 – Model Declaration of Honour