



Brussels
7 January 2020

Call for Tender

Production and delivery of customized promotional materials (goodies)

Deadline for announcing participation – 15 January 2020

Deadline for submitting documents – 20 January 2020

The **Party of European Socialists (PES)** is looking for a company that can produce, store and deliver upon request in Brussels or other cities across the EU variety of customised promotional materials (goodies).

1. Background Information

The **Party of European Socialists (PES)** is the second biggest European political party, bringing together 33 full member parties from all EU countries and Norway. We have associated and observer members from Europe and beyond. The PES is represented in the European Parliament by the Group of the Progressive Alliance of Socialists & Democrats. For more details visit www.pes.eu. The PES organises series of events and activities across Europe and for the majority of these events different branded promotional materials are required.

2. Purpose of the tender

The PES needs a reliable supplier of different types of customised promotional materials (goodies), such as custom branded pens, pencils, notebooks, t-shirts, power banks, USB flash drives and many others to be used during the events and activities organised by the PES. The supplier has to have its own warehouse/storage facility where the already produced goodies can be kept in storage and delivered upon request to various places in Europe (mainly EU countries).

3. Requirements and conditions

A successful tender applicant should be able to provide high quality promotional materials on competitive price and with short production and delivery timing.

A successful tender applicant should be able to propose as much as possible options for promotional materials produced in the EU.

A successful tender applicant should be able to deliver promotional materials that are made from recyclable materials or are easy to recycle and environmentally friendly.

A successful tender applicant should be able to propose effective and environmental-friendly delivery options.

4. Participation and Evaluation

In order to participate in the tender, the suppliers should send a short presentation of their companies, a short resume of their experience with political parties and organisations and to fill according to their capabilities the **ANEX1** of this call for tender.

The tender applicants will be evaluated based on the price they offer and the speed of the delivery of a number of standard goodies used by the PES so far. The list of the sample goodies is in **ANNEX 1** of this Call for tender.

The tender attendants will be evaluated by the number and the variety of the new and innovative proposals for branded materials to be used by the PES. A table for proposing such new branded materials is also in ANNEX 1 of the Call for tender.

5. Language

The PES will be communicating with the suppliers in English, so they should be able to provide English speaking account managers. The English language shall be used throughout the project duration for all communication and reports.

6. DEADLINES

Attendees to the tender should **confirm participation** in the tender no later than **Wednesday, 15 January 2020** by sending a confirmation e-mail to pes.communication@pes.eu and cc to finances@pes.eu with the subject "TENDER – promotional materials"

Attendees to the tender should **submit their proposals** no later than **Monday, 20 January 2020**.

Evaluation will be completed by the PES team by **1 February 2020** and the results will be announced in the **week 3-7 February 2020**.

For additional information, please contact pes.communication@pes.eu

**Brussels,
7 January 2020**

ANNEX 1

Call for Tender for production and delivery of customized promotional materials (goodies)

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List of random promotional materials to be completed with prices and delivery time

Product	Price for 500 units branded with one colour	Price for 1000 units branded with one colour	Aprox delivery time
Power banks 1200 mAh			
Recyclable Balloons			
Notebooks from recyclable paper			
Pencils			
Raincoats (degradable)			
Textile Bags 40x30 cm			
Water bottles 500 ml			
USB sticks 8GB			
Lanyards (eco cotton)			

Table of new and innovative promotional materials to be filled with proposals

Product	Description	Country of production	Link to pictures or description

For additional information, please contact pes.communication@pes.eu

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