



# Invitation for tender for video creation

## 1. Awarding authority

The Council of the Baltic Sea States (CBSS) serves as an overall regional forum for intergovernmental cooperation and coordination among the 11 CBSS Member States – Denmark, Estonia, Finland, Germany, Iceland, Latvia, Lithuania, Norway, Poland, Russia, Sweden, as well as the European Union. The Permanent International Secretariat was established in Stockholm in October 1998. The budget of the Secretariat is financed by annual contributions from the CBSS Member States as well as through project funds. The Secretariat is organized in a core team and specialized units. There are usually around 25 employees and 2-4 interns working at the Secretariat. The Secretariat's premises are located in Södermalm, Stockholm.

## 2. Requested services

For the 30th anniversary of the CBSS, a 3-5-minute-long video about the achievements and future challenges shall be produced. It would be featured on our YouTube channel and on our [website](#) and shown at the beginning of each important event (such as the annual meeting of the CBSS Foreign Ministers, as well as planned virtual and live celebrations of the anniversary). Shorter version (approx. 1 minute) would be produced based on the longer version to be used on social media. The company hired for the job should also present creative ideas and suggestions on the realisation of the video, taking into account the time, the logistics and the final costs.

Two options are currently being considered for the video:

- one with interviews and visuals mixed into one video, like the [Arctic Council's trailer](#) of their 25th anniversary documentary.
- one an animation for which a script would be produced by the Secretariat in collaboration with the company chosen.



For more information on the services required, don't hesitate to contact:

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Contact person authorised for contracts with tenderers:

Gertrude Opira  
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### **3. Additional information and conditions**

The Contractor will offer a number of feedback loops (a minimum of 3) to be able to make necessary edits without additional costs at the request of the Awarding Authority. Any mistakes or major deviations from the agreed format/content will also be adjusted by the Contractor with no additional fee.

By submitting their offer, the tenderer accepts that the Awarding Authority has the right to request in the future additional services from the Contractor relating to those requested in this tender. Such services shall be provided at an additional fee.

By submitting their offer, the tenderer accepts that the ownership and copyrights to the finished product developed under this contract will belong exclusively to the Awarding Authority, which the Contractor will present after the completion of contract in a desired format.

#### **3.1. Timeframe**

The work shall start immediately after the selection process, in the second half of January 2022, and the finished product is expected by 1 March 2022.

#### **3.2. Place of delivery**

Stockholm, Sweden/Remote

#### **3.3. Eligibility**

Contractors residing in any Member State of the CBSS are free to submit proposals.

#### **3.4. Assessment criteria**

Services provider will be selected based on the offered price, portfolio, experience, client support, availability during the indicated timeframe for delivery.

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### **3.5. Subcontracting**

Full subcontracting will not be authorized; partial subcontracting may be admitted.

A bid may be made by a consortium of legal and/or natural persons. In such a case the leading partner has to be designated, who will take full responsibility for successfully providing the contracted service.

### **3.6. Submission of Tenders**

The offers must be submitted by email and must arrive no later than 15 January 2022.

### **3.7. Documents to be submitted by tenderers**

The Tenderer must submit the documents listed in Annex 1.

All correspondence relating to this invitation for tender must be done in English. The Awarding Authority reserves the right to request further information from tenderers after receipt of their documents. Tenderers will be notified of the receipt of their bids.

### **3.8. Duration of contract**

The Awarding Authority intends to have the contract period begin in January 2022. However, the Awarding Authority reserves the right to postpone this date without stating the reason. The contract period will be negotiated with the Contractor based on an agreed upon project timeline.

### **3.9. Proposals**

All proposals are to be sent via email to [cbss@cbss.org](mailto:cbss@cbss.org), with [paulina.ek@cbss.org](mailto:paulina.ek@cbss.org) in CC.

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## Annex 1

### Information to be submitted by tenderers

Tenderers are required to submit a letter of interest accompanied by information strictly following the list provided below. Offers that will not meet this requirement will be effectively disregarded. Tenderers are also required to advise the Awarding Authority of any change in their situation so that their dossier may be kept perfectly up to date.

#### **1. Tenderer's identification**

Name, legal status, address, phone numbers, e-mail address.

#### **2. Registration document**

A copy of a document confirming legal registration must be attached by a tenderer.

#### **3. Managerial staff**

A document indicating the names and positions of the persons included in its managerial body must be submitted.

#### **4. Contact person**

Name and position of the contact person duly authorized for contacts with the Awarding Authority.

Phone numbers and e-mail address must be given, if different from those provided in item 1.

#### **5. Executing staff**

Name(s) and professional qualifications of staff responsible for the execution of the required services.

#### **6. Financial and economic standing**



Tenderer's statement that its financial and economic standing allows it to timely and completely execute the service.

### **7. Experience and knowledge in the required field of services**

Information presenting tenderer's experience and knowledge must be provided for an appraisal of its competence to perform the indicated task.

### **8. References**

Name and contact details of two companies that can give reference.

The Awarding Authority reserves the right to contact these companies to ask for reference.

### **9. Offered price**

Price shall be stated in Swedish Krona (SEK) or Euros (EUR).

### **10. Other relevant information**

Other relevant information may be presented.

### **11. Person submitting the bid and the date of submission**

Name, position and signature of the person authorized to bid.

Date of submission of the bid.

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