



SUBJECT : EX ANTE PUBLICITY-MID VALUE CONTRACT- AUDIO VISUAL SERVICES (<135 000 Euros)

Description of the contract: The Bio-based industries Joint Undertaking (BBI JU) envisages awarding a service contract for the production of audio-visual materials of BBI JU activities and the research projects funded by BBI JU. The contractor will need to produce audio-visual thematic video clips on BBI JU activities, including the projects which are located in regional areas across European member states and associated countries, in particular but not exhaustively Germany, Italy and Hungary. The production means the full process from concept through to post production final delivery, and includes developing and agreeing all (and any) related documents (shot lists, story boards, interview questions, narrative scripts, selecting and procuring appropriate music and other sound effects agreed, release forms, still photos, animations and images, etc.) that is agreed as part of the package to be delivered. The contractor will also have work with and advise BBI on choices of specialist techniques to be employed to ensure full and professional treatment and translation of the key communications messages for each video.

Material for the production will be gathered by the contractor through a number of means, including face-to-face and remote interviews with BBI and its associates, on-location and local shoots, developing animation and graphics as agreed. The supplier should include all actions that would be necessary in the post production phase to ensure editing, and audio-visual synchronisation and any other technical processes needed are delivered so that the final format of the video is both ready for communications purposes at events, and for the website, in the agreed final digital formats specified by BBI JU. Visual consistency must be maintained among all the materials and videos produced. The



specific products may also be used by external media outlets with the permission of BBI JU – for example - television stations, online webbased media, fully edited documentaries, corporate promotion videos or any other type of audio-visual products.

Description of the procedure: This ex-ante publicity is the first stage of a negotiated procurement procedure below 135 000 Euros with a minimum of 5 candidates, through which the BBI JU may award the above-mentioned contract. The purpose of this notice is to support the BBI JU in the selection of the list of candidates to be invited to submit an offer for the contract. Please note that offers submitted in the subsequent negotiated procedure with a value above 135 000 EUR will be rejected. All economic operators interested in providing the services described above should send a declaration of interest before **19/07/2016, 17h00 Brussels time**, by e-mail to **procurement@bbi.europa.eu** with the subject reference; audiovisual services. In their declaration of interest (300 words maximum) interested economic operators should demonstrate their ability to provide the relevant services. This information will be assessed in order to select suitable candidates. All interested economic operators will be informed of the decision of the BBI JU. The Request for Offers and related documents will be provided by e-mail only to the selected candidates. Please note that the BBI JU reserves the right to modify the conditions or to cancel the negotiated procedure. In case of cancellation, all interested economic operators would be informed of this decision.

Economic operators who do not express their interest before the deadline and to the address above will not be invited to submit an offer. The latter restriction will not apply to the economic operators directly invited by the BBI JU. We look forward to receiving your declaration of interest

Indicative date for launching the procedure (sending out the invitations): 20 JULY 2016