**European Heritage Days**

**Call for Tenders - 05-2021 Flag Production**

**Purchase of design, production and delivery of Bespoke Flags
for the European Heritage Days (200x300cm and 100x150cm)**

 **Deadline for submission of tenders: Wednesday 10 November 2021**

The **European Heritage Days** are the most widely celebrated participatory cultural event shared by people living in Europe.  Held in September each year, up to 70 000 events take place in 50 different countries, attracting up to 30 million visitors.

Many of the participating monuments and sites display a special **European Heritage Days flag** during their events to indicate that they are open to the public. Since the flags are mainly used for attaching to the exterior of sites and monuments, they need to be hard-wearing, fully washable, colourfast and suitable for outdoor use. With a view to minimising the impact of flag production on the environment, priority is being given to the use of **recycled materials** in the manufacturing process.

Council of Europe’s Culture and Cultural Heritage Division is currently looking for Providers for the provision of **bespoke flag design and production services** for the purpose of the Lots listed below.

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| **Summary of Lots for Call for Tenders - 05-2021 Flag Production** |
| **Lot 1 -** Design, production and delivery of **LARGE FLAGS** (200cm x 300cm) made from standard **POLYESTER MATERIAL** for the European Heritage Days (a. Landscape style and b. Portrait style) |
| **Lot 2 -** Design, production and delivery of **LARGE FLAGS** (200cm x 300cm) made from **RECYCLED PET PLASTIC BOTTLES** for the European Heritage Days (a. Landscape style and b. Portrait style) |
| **Lot 3** - Design, production and delivery of **MEDIUM FLAGS** (100cm x 150cm) made from standard **POLYESTER MATERIAL** for the European Heritage Days (a. Landscape style and b. Portrait style) |
| **Lot 4** - Design, production and delivery of **MEDIUM FLAGS** (100cm x 150cm) made from **RECYCLED PET PLASTIC BOTTLES** for the European Heritage Days (a. Landscape style and b. Portrait style) |
| **Lot 5** - Design, production and delivery of ad hoc bespoke flags and banners in **non-standard sizes and styles** for special events organised within the framework of the European Heritage Days |

**Specification details for each Lot** can be found under **Section A** of the separate **Act of Engagement** document.

The purpose of this call is to create a **pool** of Providers with the relevant manufacturing facilities, background and professional experience to support the implementation of activities. Selected Providers will be commissioned on an ‘as-needed’ basis, with a separate order form being issued for each individual set of deliverables.

Providers are welcome to apply for one or several Lots.

**SUBMITTING AN OFFER**
Interested Providers are invited to:

1) Carefully read the attached **TENDER FILE**;
2) Carefully read and duly complete the attached **ACT OF ENGAGEMENT**;
3) Submit the following **required documents**:

* A completed and signed copy of the **Act of Engagement**;
* A list of all owners and executive officers, for legal persons only;
* Background information on company demonstrating ability to deliver the required services;
* Sample portfolio of work – including images and/or physical samples of relevant previous work carried out.
* Optional: other information considered relevant by the Provider

All documents should be completed in English or French and should be sent by e-mail to call-tenders.jep@coe.int citing the subject ‘**Tender - 05-2021 Flag Production**‘no later than **Wednesday 10 November 2021.**

Full instructions for submitting proposals, as well as details of further information to be provided, can also be found in the separate **Tender File-Terms of Reference** and **Act of Engagement**.

**QUESTIONS**

Questions on the tendering process may be submitted by e-mail to call-tenders.jep@coe.int no later than **Wednesday 3 November 2021**. We shall endeavour to respond to all questions sent by Friday 5 November. Please note that, in the interests of transparency, responses to questions shall be sent to all interested parties.