



NOTICE OF A CALL FOR TENDERS

Production of ESMA's 2013 Annual report

Description of required services / products:

ESMA is seeking a creative agency to produce its annual report for 2013 of approx. 100 pages.

Description of Contract – Contract value and duration:

The production of ESMA's annual report includes its layout, graphic design, printing and posting. The contract period is from February to June 2014.

Companies are asked to state a total fixed price in Euro. Prices quoted must be exclusive of all taxes (excluding VAT), shall be firm and not subject to revision. The total fixed price must include professional fees, travel and any subsistence costs. The indicative total budget for this assignment is: € 20,000 – 30,000.

Selection criteria - Conditions for participation:

ESMA seeks an experienced graphic design company to layout and produce its ESMA's annual 2013 report. The company should:

- be a communications/graphic design agency with a good knowledge in conceiving, designing and managing the production of (printed) reports;
- have proven experience in producing annual reports (ideally incl. for the public sector);
- be able to provide a project team that can communicate and review text in English;
- be physically available for at least two face-to-face meetings in Paris during the planning phase and if necessary further meetings during the production of the annual report;
- be able to react quickly and provide on-going support (via phone and/ or e-mail) throughout the project.

How to obtain the full Invitation to Tender:

Should you be interested in participating in this tender, please request the full tender documentation by sending an e-mail with the tender reference <ESMA's Annual Report 2013> to:

Email: Sabrina.Bellaouel@esma.europa.eu