



## **EDUU Project**

**co-funded by the European Union**  
*“Education and Cultural Heritage  
Enhancement for Social Cohesion in Iraq”*

**Invitation to Tender for Museum and  
Archaeology promotional animated  
short movie**

Dear Sir / Madam,

We kindly invite you to submit your **tender for the services related to the elaboration of a museum and archaeology promotional animated short movie**. This movie will be realized in the frame of the project “EDUU – Education and Cultural Heritage Enhancement for Social Cohesion in Iraq”, funded by the European Union, within the activities related to the development of Museum Learning Itineraries.

When preparing your tender, please be guided by this invitation to tender.

Tenders should be submitted in English through the following mean not later than **22/10/2019**.

- a) **by email to [disci.eduu@unibo.it](mailto:disci.eduu@unibo.it)** : kindly ensure that your tender are signed and stamped and in the **PDF** format. An acknowledgement of receipt will be sent to you accordingly.

Please add the below reference in the subject of the email:

|  |
|--|
| <b>EDUU project “Invitation to Tender for Elaboration of 1 Museum and Archaeology promotional animated short movie</b> |
|--|

The quotation must be addressed to the following address:

CRAST

Centro Ricerche Archeologiche e Scavi di Torino

Piazza Statuto n. 10

10122 Torino

C.F. 80088290012

***For any additional information, please do not hesitate to contact us by phone or by email.***

Emmanuel Di Tommaso

EDUU Project Coordination Team Member

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### Part I - Project Description

#### 1.1. About EDUU

EDUU is a 30 months (2017-2019) international project funded by the European Union in the frame of the EuropeAid - Civil Society Organisations-Local Authorities Programme in Iraq.

Eduu is the verb "to know" in the Akkadian language that was spoken by the inhabitants of ancient Mesopotamia from the 3rd through the 1st millennia BC – seeks to create an EU-Iraq partnership in the area of education and cultural heritage enhancement, connecting Universities, secondary schools, and museums. This partnership will work together with the aim of enhancing the pluralism of Iraqi civil society, raising awareness on the diverse and multicultural past of Iraq.

1. To increase the **knowledge of pre-Islamic societies in Iraq** through archaeological and environmental research in the governorates of Al-Qadisiyah and Wasit, and raise awareness on Iraqi cultural heritage.
2. To better **protect cultural heritage and to promote its use as a tool for dialogue** between different sectors of society by improving the skills of SBAH personnel and community leaders.
3. To promote interest in the common **cultural heritage and identity of Iraqi society** among younger generations through courses in secondary schools and rural communities.
4. **To improve the local museum assets** and engage civil society in cultural heritage initiatives promoted by museums.
5. To promote and disseminate in Iraq and also internationally the **value of cultural heritage as a tool for community building**.

These objectives will be achieved by sharing knowledge and expertise, and by improving the technical and management capacity of target groups, final beneficiaries and of course the partners themselves.

#### 1.2. EDUU Partners – Project Consortium

The following institutions from Partner and European countries are involved in the project consortium:

1. University of Bologna (UNIBO) - **Project Coordinator and contractor**

2. University of Turin (UNITO), Italy
3. CRAFT, Italy
4. University of Baghdad (UoB), Iraq
5. University of Kufa (UoK), Iraq
6. University of Al-Qadisiyah, Iraq

### **1.3. Disclaimer**

*"This project has been funded with support from the European Commission. This document reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein"*

## **Part II – Tender Specifications**

### **2.1. Object of the Tender**

The **EDUU Project Consortium** announces a tender for the services related to the elaboration of a museum and archaeology promotional animated short movie, within the technical specifications provided in the Part-III of this document.

This invitation to tender is in no way binding on the contracting authority. The contracting authority's contractual obligation commences only upon signature of the contract with the successful tenderer.

### **2.2. Currency and Language of the Tender**

The tenders shall be presented in EURO for both the unit prices and the overall amount of the commitment. The currency of payment will be also in EURO. The tenders shall be presented both in English and Italian languages.

### **2.3. Submission of the Tenders: Means and Deadline**

Tenders should be submitted in English through the following mean not later than 22/10/2019.

- by email to [disci.eduu@unibo.it](mailto:disci.eduu@unibo.it) : kindly ensure that your tender are signed and stamped and in the PDF format. An acknowledgement of receipt will be sent to you accordingly.

Please add the below reference in the subject of the email:

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*For any additional information, please do not hesitate to contact us by phone or by email.*

Emmanuel Di Tommaso

EDUU Project Coordination Team Member

Department of History and Cultures of the University of Bologna

P. San Giovanni in Monte, n. 2 – 40124 – Bologna (BO), Italy.

[disci.eduu@unibo.it](mailto:disci.eduu@unibo.it)

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As mentioned above, the deadline for submission of tenders is 22/10/2019. No offer may be submitted or modified after this date.

#### **2.4. Documents to be Submitted by the Tenderer**

The tenderer must complete and provide the following documents:

1. Tender duly signed, dated and sealed; including:
  - Main contact’s name, phone number, email and address;
  - Economic offer with unit and total prices **excluding VAT**;
  - Any necessary technical information of the offered services;

Additional documents may be requested by the EDUU Project Consortium if necessary.

#### **2.5. Deadline for Engagement**

Tenderers shall remain bound by their tenders for a period of thirty (30) days from the closing date for submission.

#### **2.6. Subcontracting**

It is prohibited for the tenderers to subcontract parts of the tender to third parties. The tenderer will be the only responsible part who will contact the WALADU Project Consortium.

## 2.7 Payment Terms

The payment shall be done according to the following:

- 40% upon awarding of the contract and issuing of invoice;
- 60% upon video elaboration;

The payment terms can be changed according to the terms of the offers that will be received. The EDUU Project Consortium will promptly inform the selected tender if changes incur in the payment terms.

## 2.8 Evaluation and Award of the Contract

The key principles that shall govern the process of evaluation of tenders are listed as follows:

- **Non-discrimination:** Any discrimination with regard to tenderers on the basis of nationality is forbidden;
- **Equal treatment:** All tenders submitted within the set deadline are to be treated equally. They will be evaluated on the basis of the same terms, conditions and requirements set in the tender documents;
- **Transparency:** Detailed written records are to be kept (normally in the form of reports and minutes of the meetings held) of all actions of the evaluation panel. All decisions taken will be sufficiently justified and documented. In this way, any discriminatory behaviour can be prevented and if not prevented, then monitored;
- **Confidentiality:** The process of evaluation of tenders are confidential. Information concerning the process of evaluation of tenders and the award recommendation is not to be disclosed to the tenderers or to any other person who is not officially concerned with the process, until information on the award of the contract is communicated to all tenderers;

**Exclusion criteria:** Tenderers are excluded from participation in procurement procedures if:

- they have submitted a tender that does not meet all the requirements provided in this document, including the ones in the clause 2.4;
- they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- they have been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata;
- they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;

- they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the national legal provisions;
- they have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;

**Selection criteria:** Tenderers will be selected based on the following criteria:

- having submitted the tender that complies with **all** of the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected;
- having the necessary economic, financial, technical and professional capacity to perform the contract;

**Award criteria:** The awarded tenderer will be the one who offered the best quality and price tender out of those submitted by tenderers which are not excluded and which meet the selection criteria. The awarded tenderer should:

- be in full compliance of tender to the tender specifications and details;
- have international experience in the elaboration of promotional video;

The contract will be awarded to the tenderer whose tender has been found to be in conformity with the invitation to tender. The award method will be the "**best value for money**" meaning that the winning tender is the one offering the best quality/price ratio., taking into account the criteria announced in the specifications.

## **2.9. Evaluation Committee**

Tenders will be evaluated by the EDUU Project Tender Evaluation Committee comprising at least 6 (six) members appointed for the purpose, 1 for each organization that is part of the Consortium.

## **2.10. Notification of Results**

Tenderers will be notified of the results by email. Thus, it is important to provide the email of the main contact person.

## **Part III – Technical Information and Details**

The following services are requested within this tender:

- Elaboration of a storyboard on issues related to the importance of archaeology, museums, cultural heritage and the work of the archaeologist;
- Graphic elaboration of the characters and environments;
- Dubbing records;
- Audio and video montage;

The duration of the video must be at least four (4) minutes. The storyboard will be agreed with the EDUU project coordination team members. UNIBO will provide external support for the translation in Arabic and English languages.

The estimate value of this tender is **15.000 EUR**.