

Athens, 15/3/2016
R.No: 727

Subject: Request for Offer (RFO) submitted to the Organization “K.S.D.E.O. EDRA” for

- the provision of graphic design services (lay out) for the creation of the NEFELE project publicity and dissemination materials
- the printing of the above publicity materials

within the frames of “NEFELE” project, co-funded by the Creative Europe programme / Culture Sub-programme.

You are invited to review and respond to this Request for Best Offer (RFO). In submitting your RFO, you must comply with the instructions found herein. The services required are delineated below (Annex 1). Please read the enclosed document carefully.

The RFO due date is **21/3/2016**.

Please send us your response by regular mail, courier, e-mail or facsimile, along with 2 copies, clearly labelled to:

K.S.D.E.O. “EDRA”

Nicos Andreopoulos

NEFELE Project Manager

5 Eschilou Street, GR-12134, Peristeri Attica

Telephone: 0030 212 21043898,

Email address: secretariat@edra-coop.gr

Any questions regarding this RFO should be directed to the contact named above.

Please note that applicants are solely responsible to ensure that their response and offer arrives prior to or on the due date the close of the business day (18:00).

Annex 1

1. GENERAL INFORMATION

A. Background and Purpose

Overall objective of the project:

Overall goal is to strengthen of all kinds of artistic creation connected with the field of mental health with the aim of broadening the cultural activities for the benefit of artists and enriching therapeutic procedures for the benefit of patients and society as a whole. NEFELE Project is the first step towards the establishment of a European Network of Art Festivals on Mental Health

Partnership:

- K.S.D.E.O “EDRA”, Peristeri, Greece
- FIRSTFORTNIGHT FESTIVAL, Dublin, Ireland
- INTRAS FOUNDATION, Vayadolid , Spain
- EURO - NET Basilicata, Potenza, Italy
- Aukstelke A.S.O.K, Šiauliai, Lithuania

Objectives

- Organization of a European pilot art festival focused on mental health
- Support to four local festivals organized by the project Partners in each one’s country
- Development of tools for the professional support of artists
- Networking and promotion of the idea of art festivals focused on mental health in EU wide scale

Festivals’ topics

- “Visual Communication Activism”, combines a large number of artworks in digital format that can easily travel and be printed and exhibited in situ, as street art in each partner’s venue.
- “Inclusive Imaging”, showcases illustrations on mental health issues appearing in writings, books, comics, etc.
- “Performance Installation”, digitally broadcasts performances in staged environments.
- “Art Residencies in Mental Health Units”, professional artists visit mental health units and conduct short-term creative workshops with the members-potential artists.

Tools to be created

- An “Artist and Social Entrepreneurship” handbook.

- An introductory guide for “Promotion of Art Therapy in the mental health treatment”

B. PRODUCTION

Provision of creative design services for the communication needs of the NEFELE project. The mentioned services will cover:

- the lay-out of the publicity materials.
- The lay out of printed deliverables of the project.
- The design of materials for the dissemination activities.

The provider of the services must keep a close cooperation with the project management and insure the necessary availability during the whole duration of the project as the requested services are scheduled according the project implementation and cant be provided at once as a package.

QUANTITIES AND TECHNICAL CHARACTERISTICS

BUDGET LINE	DESCRIPTION OF THE ITEM	QUANTITY
2.1.1	Project leaflet - 1000 pcs of 2 full color pages, A4, velvet 150 gr	1.000
2.1.2	Tools' document printing - 500 pcs of 32 pages A4, velvet 130 gr	500
2.1.3	Booklet of festival activities, 24 pages, velvet 130 gr 15 χ 21	10.000
2.2.2.1	Project poster, 50 X 70, Full color, velvet 170 gr	100
2.2.2.2	Festival poster, full color, velvet 170 gr	1.200
	Festival program velvet 90 gr (A3 open or 7x12 closed)	10.000
	Project folders A4	300
	Festival flyer (apprx 7x 12) velvet 150 gr	10.000
	Rollup Banners 200x80cm	3
	Flying Banners, 3m	1
2.2.3.2	Lay out of the above materials' package (graphic design services)	1

C. KEY DATES

It is recognized that time is of the essence.

All interested parties submitting proposals are advised of the following time limitations which must be adhered to strictly and without exception:

Start Date: 25/03/2016

Completion of delivery: 31/1/2017

D. BUDGET

The available budget for the services and materials to be provided is 22.000 € including VAT for the cost for lay out and the printing of the materials in the above referred quantities and following the technical specifications.

The total price offered should include VAT. The project is co-funded by the Creative Europe programme / Culture Sub-programme

Award of a contract resulting from this RFO will be based on the “lowest price” method.

Please note that only the proposal that is finally selected will be contacted.

G. TERMS OF PAYMENT

Prepayment of 30% after the sign of the contract

Interim payment of 40% on November 2016.

Final payment of 30% plus VAT according to the invoice to be issued on February 2017

K.S.D.E.O. “EDRA”