

## REQUEST FOR OFFER

Valenzano, 09/01/2026

### **Subject: Invitation for the submission of an offer for services related to communication and dissemination activities.**

In the framework of the project “**Food Governance and Policies at local level – FOODGaP**” (CUP: C63C25000630007) financed by the Interreg NEXT MED Programme, CIHEAM Bari hereby invites the submission of offers for the provision of services related to the realization of the visual identity, printing materials, and video production.

The overall objective to which this action contributes is the “WP2 - Communication and dissemination” of the Project FOODGaP and, particularly, in “Activity 2.3.1 Realization of an inception video”, “Activity 2.3.2 - Realisation of the final video” and “Activity 2.2.1 - Realisation of communication products”.

#### **A. Conditions of the offer:**

1. The language to be used for drafting the offer, correspondence and documents is English. The Contract form will be sent in case of positive feedback to the offer sent by your Company.
2. The financial Offer must be in EUR currency for the services described in the Terms of Reference (Annex 1).
3. The offer must specify that VAT and any other taxes are excluded.
4. For each service requested it is mandatory to indicate a timeline for the final delivery from the contract signatures' date in total days (within a maximum of 4 months).
5. The **validity date** of the offer **must be at least 30 days** and must be explicitly stated in the offer.
6. **Payment will be made in EURO by bank transfer:** Please, verify your bank account can receive euros.
7. **Payment will be made in two instalments:**
  - a. **1<sup>st</sup> instalment:** 30% of the total amount of the accepted offer, paid after the signature of the contract.
  - b. **2<sup>nd</sup> instalment:** 70% of the total amount of the accepted offer, after the finalization and approval of the required services.
8. **Incomplete offers** that will not include all the mandatory information and technical documents (pointed out in the next list) and annexes **might not be taken into consideration**.

#### **B. Documentation to be included in the offer:**

- 1) Technical offer written on headed paper of the services to be provided.
- 2) Financial offer written on headed paper (minimum specifications required or above) as per ANNEX 1 (Terms of Reference).
- 3) Company profile, including description of the following:
  - a. Previous experience of the company on activities relative to the above-mentioned term of reference
  - b. Previous experience with the INTERREG Programmes and CIHEAM Bari, if any
- 4) Timetable of the planned services, indicating intermediate milestones (if any).

Please note that the following documents are to be attached to the offer and submitted along with the above documents:

- Annex 1: Technical and financial offer.
- Annex 2: Identification Form.

The offer must be submitted before **09/02/2026 at 11:59 pm** at the following address:

[gareappalti@iamb.it](mailto:gareappalti@iamb.it) and [volpe@iamb.it](mailto:volpe@iamb.it)

Any information or clarification may be requested from the Contracting Authority in good time at least 2 working days before the deadline for the submission of the offer to the following address: [volpe@iamb.it](mailto:volpe@iamb.it)

**This request for quotation does not commit the Contracting Authority to award the contract. In no event shall the Contracting Authority be liable for any damages whatsoever including, without limitation, damages for loss of profits, in any way connected with the closing of this request without awarding the contract or implement the activities.**