

**INVITATION TO SUBMIT AN OFFER FRAMEWORK CONTRACT
FOR GRAPHIC DESIGN AND CONTENT CREATION SERVICES FOR
2026**

Consultation No.: 02-2026

Date: 25 March 2026

The Patriots for Europe Foundation organises events, publishes studies and reports and produces an annual report each year.

Buyer: Patriots for Europe Foundation, 25 Boulevard Romain Rolland 75014 PARIS
SIRET: 823 400 239 00021, RNA number: W751230006

Estimated value of the contract (excl. VAT): €150,000

This amount covers all recurring services over the maximum duration of the framework contract. The contract is not divided into lots. The estimate is based on an expected volume of 20 events, 60 reports, and 1 annual report per year.

Over the coming year, the Foundation is seeking professional graphic design and content creation services to support all of its activities.

We are looking for a company or an individual to provide these services under a **framework contract** (no financial commitment until specific contracts or purchase orders are issued) for the following:

1. Event visual identity and social media assets

Design and creation of the complete visual identity for each event (estimated 10–30 events per year), including all necessary formats adapted to social media platforms (YouTube, Instagram, Facebook, X/Twitter and LinkedIn) in the official languages of the European Union.

Prices must be quoted according to the following tiers:

- 10–15 deliverables
- 16–20 deliverables
- 21–25 deliverables
- 26–30 deliverables
- ≥ 31 deliverables

2. Layout and design of studies and reports

Professional layout and graphic design of studies and reports, adapting texts and graphics supplied by the authors (estimated 20–100 reports per year, in the official languages of the European Union).

Prices must be quoted according to the following tiers, considering price per page:

- 20–39 deliverables
- 40–59 deliverables
- 60–79 deliverables
- 80–99 deliverables
- ≥ 100 deliverables

3. Annual Report (Book)

Complete design and production of the annual report compiling all activities and all reports published during the year, to be delivered before the end of the year.

Description of services

- Design and creation of full visual identity packages and social media assets for each event,
- Professional layout and design of studies and reports,
- Complete design and production of the annual report (book),
- Up to 3 rounds of revisions per deliverable,
- Delivery of all editable source files (Adobe Illustrator / InDesign / Photoshop) as well as print-ready and web-optimised versions,
- All work must be original and must comply with the Patriots for Europe Foundation's graphic charter (provided after contract award).

Technical specifications

All deliverables must be original creations produced in response to specific orders under the framework contract. Visual identities and layouts must be consistent with the Foundation's brand, delivered in high resolution in the following formats:

- PDF (print-ready)
- JPEG/PNG (web-optimised)
- Editable source files (Adobe Illustrator, InDesign, Photoshop)

Services will be requested throughout the year via specific contracts or purchase orders sent by email. The annual report must be delivered no later than **20th December** each year.

Deadlines (to be confirmed in each specific order):

- Minimum 3 working days for event assets
- Minimum 10 working days for report layouts
- 30 calendar days for the annual report

All prices must be **all-inclusive** (no additional charges for software, revisions up to 3 rounds or any other costs).

Type of contract

Framework contract with specific purchase orders issued by email for each assignment.

Payment terms

- 30 % upon signature of the specific contract (for assignments > €5,000)
- 70 % within 15 days after approval of deliverables and receipt of a compliant invoice

Subcontracting

Subcontracting is allowed only if clearly justified in the offer with indication of roles and added value. It must remain limited and fully transparent. All work and amounts invoiced by subcontractors must be documented.

Exclusion Criteria

Any bidder who:

- Has made a donation to the Patriots for Europe Foundation or to the Patriots for Europe party or
- Is in one of the exclusion situations listed in the tender specifications (bankruptcy, convictions for fraud/corruption, unpaid taxes or social contributions, etc.) or
- Has a conflict of interest with the Foundation or other bidders or
- Attempts to influence the decision-making process during the award procedure

will have their offer **excluded**.

Selection criteria (non-compliance = automatic rejection)

- Legal capacity to carry out the required professional activity
- Relevant experience demonstrated by a portfolio of at least 3 similar projects (event visuals, report layouts or annual reports)
- Average annual turnover of at least €30,000 in graphic design and content creation services over the last three financial years

Award Criteria (Best price-quality ratio)

- Cost and value for money (price) — **40 %**
- Ability to meet required deadlines — **30 %**
- Previous experience in similar work — **30 %**

Total Score formula: Total Score = (lowest price / bidder's price × 40) + (quality score / 100 × 60) (where quality score = sum of the two quality sub-criteria, scaled to 100 points maximum)

Contract Period

Framework contract: **1 May 2026 – 31 December 2026**, renewable up to a maximum total duration of 5 years (including renewals). The annual report must be delivered before 20th December each year. Early delivery is encouraged.

Financial Offer Requirements

Unit prices (EUR, excl. VAT) must be provided for:

- Complete event visual identity package + all social media formats **per event**
- Layout of one study/report-price per page.
- Complete production of the annual report (book)

Prices must be firm for the first year. For renewals, prices will be indexed according to Eurostat's Harmonised Index of Consumer Prices (HICP).

Submission of offers

Offers must be submitted **no later than Friday 10 April 2026 at 23:59 CET**. Late offers will not be considered.

Required documents:

- Technical proposal (portfolio, methodology, workflow)
- Financial offer (unit prices + total based on the realistic scenario of 20 events + 60 reports + 1 annual report)
- Proof of compliance with selection criteria
- Signed declaration regarding exclusion and selection criteria

Submission email: eszter.gyovai@pfe-foundation.eu

Offers may be submitted at any time before the deadline and may be re-submitted if necessary.

The Foundation will directly invite at least three independent candidates and may publish the call more widely on its website to ensure genuine competition.

Additional Information

- Any requests for clarification must be sent exclusively by email to: eszter.gyovai@pfe-foundation.eu
- Submission of an offer implies full acceptance of all terms and conditions in this document and in the draft framework contract.
- The Foundation reserves the right to withdraw from the process at any time, to negotiate with shortlisted bidders, to accept partial offers, or to award the contract to one or more providers.
- All costs related to the preparation of the offer are borne by the bidder.
- Bidders must declare any potential conflicts of interest.

Copyright The Patriots for Europe Foundation will receive full perpetual ownership and all rights to all deliverables. The selected provider grants the Foundation an irrevocable, worldwide license to use, reproduce and adapt the works.

ANNEX 1 – DRAFT FRAMEWORK CONTRACT

FRAMEWORK CONTRACT FOR GRAPHIC DESIGN AND CONTENT CREATION SERVICES

Contract No.: [to be completed upon signature] **Date:** [to be completed upon signature]

BETWEEN

Patriots for Europe Foundation 25 Boulevard Romain Rolland 75014 PARIS SIRET number: 823 400 239 00021 RNA number: W751230006 Represented by András László, President

hereinafter referred to as “the Foundation”

AND

[Name of the successful bidder] [Insert full legal name / company registration] [Insert full address] VAT Number: [Insert VAT number] Represented by [Insert name and title]

hereinafter referred to as “the Service Provider”

WHEREAS

The Foundation launched an open call for tenders on 24 February 2026 for graphic design and content creation services under a framework contract;

The Service Provider submitted an offer that was judged the most economically advantageous in accordance with the award criteria published in the tender specifications;

The parties wish to conclude a framework contract with no financial commitment until specific contracts or purchase orders are issued;

IT HAS BEEN AGREED AS FOLLOWS:

Article 1 – Object and Scope

1.1 This framework contract concerns the provision of graphic design and content creation services as described in the tender specifications dated 25 March 2026.

1.2 The services include: visual identity for events (10 to 30 per year), layout of studies and reports (20 to 100 per year), and one annual report (book) per year.

1.3 Specific orders will be issued by the Foundation for each assignment. Each specific order will specify the deliverables.

Article 2 – Duration

2.1 This contract enters into force on the date it is signed by both parties and runs until 31 December 2026.

2.2 It may be renewed up to four times for successive periods of 12 months, subject to written agreement and satisfactory performance. The total duration may not exceed five (5) years.

Article 3 – Price and Payment

3.1 The prices are the unit prices indicated in the successful offer. They are exclusive of VAT and all-inclusive.

3.2 For each specific contract exceeding €5,000, the Foundation may pay an advance of 30 % upon signature of the specific contract. The balance (70 %) shall be paid within 15 calendar days following receipt of a compliant invoice and validation of the deliverables.

3.3 Invoices must mention the contract name, VAT number, specific contract or purchase order number, and provide a clear description of the deliverables.

3.4 In the event of multi-year renewal, prices may be indexed in accordance with Eurostat's Harmonised Index of Consumer Prices (HICP) for France, based on the latest index known at the date the consultation was launched.

3.5 All payments are subject to verification of the principles of sound financial management (economy, effectiveness and efficiency).

Article 4 – Performance and Quality

4.1 The Service Provider undertakes to perform the services in accordance with the tender specifications and its own offer.

4.2 Deadlines are set out in each specific contract (minimum: 3 working days for event assets, 10 working days for report layouts, 30 calendar days for the annual report).

4.3 Up to 3 rounds of revisions are included in the prices.

4.4 Any delay or non-conformity shall give rise to a penalty of 0.5 % per day of delay, capped at a maximum of 10 % of the value of the specific contract.

Article 5 – Intellectual Property

5.1 The Foundation acquires full worldwide, perpetual and irrevocable ownership of all deliverables and all associated rights.

5.2 The Service Provider grants the Foundation an exclusive license for the use, reproduction, adaptation and publication of the works.

Article 6 – Subcontracting

6.1 Subcontracting is authorised only with the prior written consent of the Foundation and within the limits specified in the offer.

6.2 The Service Provider remains fully responsible for the performance of the contract. Subcontracting must remain limited and fully transparent.

Article 7 – Conflict of Interest

7.1 The Service Provider declares that there is no conflict of interest.

7.2 It must immediately inform the Foundation of any situation that may give rise to a conflict of interest and take the necessary remedial measures.

Article 8 – Confidentiality and Data Protection

The Service Provider undertakes to treat all information received as confidential and to comply with the General Data Protection Regulation (GDPR).

Article 9 – Termination

9.1 Either party may terminate the contract in the event of a serious breach, subject to 15 days' written notice.

9.2 The Foundation may terminate the contract without notice in the event of fraud, conflict of interest or serious misconduct.

Article 10 – Governing Law and Disputes

10.1 This contract is governed by French law.

10.2 Any disputes arising from this contract shall be submitted to the exclusive jurisdiction of the courts of Paris.

Article 11 – Final Provisions

11.1 This contract, together with the tender specifications and the Service Provider's offer, constitute the entire agreement between the parties.

11.2 The documents must be retained for 5 years after the final payment related to the European Parliament.

11.3 The Service Provider confirms that it complies with all applicable tax, social security and labour regulations.

IN WITNESS WHEREOF, the parties have signed two original copies.

For the Foundation Name:

András László

Title: President

Signature: _____

Date: _____

For the Service Provider Name:

Title: _____

Signature: _____

Date: _____

ANNEX 2 – TO BE COMPLETED BY THE APPLICANT

CONSULTATION FRAMEWORK

Requested Services:

Services covering:

- Design and creation of the visual identity for each event (estimated 10–30 events per year), as well as the various formats adapted to all social media platforms (YouTube, Instagram, Facebook, X/Twitter and LinkedIn, in the official languages of the European Union).
- Professional layout and design of the studies and reports that the Foundation will publish, adapting the texts and graphics provided by the authors (estimated 20–100 reports per year, in the official languages of the European Union).
- Complete design and production of an annual report (book) compiling all the Foundation’s activities and all reports published during the year, to be delivered before the end of the year.

CANDIDATE: DATE OF SUBMISSION OF THE OFFER:

Please complete the form below by detailing the main characteristics of your service offer. These characteristics will be included in your commercial proposal (letter of engagement).

Note / 100 points

Amount of fees: Euros excl. VAT

Service No. 1: Design and creation of the visual identity for each event (estimated 10–30 events per year), as well as the various formats adapted to all social media platforms (YouTube, Instagram, Facebook, X/Twitter and LinkedIn, in the official languages of the European Union).

- 10 to 15 deliverables: € excl. VAT
- 16 to 20 deliverables: € excl. VAT
- 21 to 25 deliverables: € excl. VAT
- 26 to 30 deliverables: € excl. VAT
- ≥ 31 deliverables: € excl. VAT

Service No. 2: Professional layout and design of the studies and reports that the Foundation will publish, adapting the texts and graphics provided by the authors (estimated 20–100 reports per year, in the official languages of the European Union).

- 20 to 39 deliverables: € excl. VAT
- 40 to 59 deliverables: € excl. VAT
- 60 to 79 deliverables: € excl. VAT
- 80 to 99 deliverables: € excl. VAT
- ≥ 100 deliverables: € excl. VAT

Service No. 3: Complete design and production of an annual report (book) compiling all the Foundation’s activities and all reports published during the year, to be delivered before the end of the year.

Price No. 3: € excl. VAT

Note / 40 points

Responsiveness and Availability:

- Visuals for events: 3 days 7 days 15 days
- Report layout: 10 days 15 days 20 days
- Annual report production: 30 days 35 days 40 days

Note / 30 points

Experience: Indicate the date of creation of the company, the number of projects already completed, number of employees, etc.

Note / 30 points