Reference: 13-10900

INVITATION TO TENDER

World Water Week 2019-2020: Media Services

# General Information

## Introduction

World Water Week is the annual focal point for the globe’s water issues. It is organized by SIWI. In 2018, over 3,300 individuals and around 380 convening organizations from 135 countries participated in the Week. The programme consists of over 250 sessions of different types.

This procurement is for media services for SIWI, mainly taking place in the lead-up to, and during World Water Week, held between **25-30 August 2019**, and **23-28 August 2020**. In 2019, the event will take place in the Tele2 Arena for first time (and again in 2020).

We are looking for one or more competent, creative and service minded partners who 1) will help us to deliver quality for our conference partners, convenors and participants, 2) is respectful of our financial constraints (civil society), and 3) can help us to innovate and strengthen World Water Week through media production. Experience working on environmental or sustainability projects, or with relevant stakeholders, is an advantage. As is experience working in the new venue

The procurement consists of nine (9) Lots. Tenders can tender for any or all Lots. There are separate to accommodate the breadth of tasks/expertise required, however where strategically and economically advantageous, we will seek to streamline the lots with a single Tenderer. Where a supplier is awarded a contract for more than one lot, these will be consolidated into a single agreement.

We also welcome tenders that include an offer of partnership with SIWI. For example, a discount in exchange for World Water Week partner benefits (e.g. ‘World Water Week Tech Partner’ marketing benefits, exhibition space). More information can be found in Section 6.2.1 and 6.2.4 of this document, and Section 4.2.4 of the Tenderer Form.

The outcome of this procurement will be a 1+1-year agreement for this project. The specific contents of the contract will need to be agreed on a year-to-year basis as requirements may vary somewhat year-to-year. As there are several variables in the years ahead – especially due to the move to the new venue, there may be some Lots that either only happen in 2019 or 2020, and/or not at all. This could be due to project demands (additional requirements for the move), insufficient demands from convenors, or may be budget-related (e.g. require sponsorship) in one or both years.

There may also be services required that while not specifically outlined in these Lots, fall under the same category of services.

We have done our best to give clarity around the likelihood under each respective Lot in the technical specifications, and SIWI’s goal would be to provide as much clarity around requirements as early as possible.

The bulk of the planning and preparation work will take place during the between April – August each year. Availability and flexibility during this period are hence important criteria for this procurement. Some additional (and earlier) project management should be anticipated in 2019.

## Stockholm International Water Institute, SIWI

SIWI is a knowledge organization using its expertise and convening power to strengthen water governance for a just, prosperous and sustainable future. SIWI arranges the yearly World Water Week in Stockholm. SIWI is established as a foundation in Sweden.

Name: Stockholm International Water Institute

Organization No: 802425-8702

Postal address: Box 101 87 Stockholm, SE-100 55 Stockholm

Visiting address: Linnégatan 87A, 115 23 Stockholm

Telephone: +46 8 121 360 00

Telefax: +46 8 121 360 01

Webpage: [www.siwi.org](http://www.siwi.org)

## Subject matter and scope of the procurement

The tender is for media services:

* LOT 1: World Water Week opening, high-level plenary, and closing (26, 29, 30 August 2019; 24, 27, 28 August 2020 (2020 dates tbc))
* LOT 2: Highlight films: Stockholm Water Prize ceremony, and Stockholm Junior Water Prize ceremony (28, 27 August 2019 respectively; 26, 25 August 2020 (2020 dates tbc))
* LOT 3: WWW Promotion/ highlights video(s)
* LOT 4: Media training (approx. March and August 2019 and 2020).
* LOT 5: The Sofa (at World Water Week).
* LOT 6: Interviewer(s) (at World Water Week)
* LOT 7: Advisory and/or project management services
* LOT 8: The Podcast Lounge (at World Water Week)
* LOT 9: Session livestreaming via social media (at World Water Week)

## The Procurement Procedure

Any economic operator may submit a tender. SIWI may sign a contract with more than one (1) tender.

In the following, economic operators taking part in this procurement procedure are referred to as ‘candidates’. Candidates that have submitted a tender are referred to as a ‘tenderers’.

## Procurement Documents

The procurement documents form a single unit. The tenderer must read the procurement documents in their entirety. The procurement documents are structured as follows:

1. **Invitation to tender (this document)**

Contains general information about this procurement as well as information regarding the, conduct of the procurement procedure, administrative conditions, exclusion grounds and selection criteria.

1. **Tender form**

Contains information about requirements relating to the tenderer. Consists of a form to be filled out by the tenderer regarding identification of the tenderer, non-exclusion and selection criteria.

1. **Technical specifications**

Contains requirements relating to the subject matter of the procurement. Consists of a form to to be filled in by the tenderer.

1. **Financial specifications**

Contains requirements relating to prices, costs and terms of payment. Contains templates to be filled in by the tenderer.

## Questions

Candidates may submit questions regarding the procurement procedure. Questions must be sent by email to the designated SIWI contact, stating the reference and the procurement title in the title of the email.

For the question to be answered, SIWI must receive the question no later than 2019-01-31.

Information provided to a candidate in response to a question will be provided to all candidates.

## Contact

The SIWI contact for the procurement procedure is:

Rowena Barber

E-mail: Rowena.Barber@siwi.org

Telephone.: +46 8 121 360 39

## Disclaimer

This invitation to tender is in no way binding on SIWI. SIWIs contractual obligation will commence only upon signature of a written contract by the authorized signatories of SIWI and the successful tenderer.

SIWI reserves the right to accept any tender without prior negotiations. SIWI reserves the right to reject any tender and to cancel the process and reject all tenders at any time prior to the signing of the contract, without thereby incurring any liability to the affected tenderer(s).

SIWI will not be responsible for, or pay for, expenses or losses that may be incurred by a candidate or tenderer in the preparation of its tender and/or in connection with the procurement process.

# Administrative Conditions

## General information

This Invitation to tender contains a number of compulsory requirements, which are so designated by the term **must** in bold type. In order for a tender to be evaluated, these compulsory requirements have to be fulfilled.

## Formal requirements relating to the tender

### Preparation of the tender

#### One tender only

A tenderer may only submit only one tender for this contract. If more than one tender is submitted by a tenderer, all of its tenders will be rejected.

#### Lots

This procurement is divided into 12 lots. The tender may be submitted either for one or more individual lots, or for the entire contract. SIWI may enlist more than one Tenderer for Lots 6 and 10 should the number of interviews require it to do so.

#### Content of tender

The tender **must**:

* be prepared in accordance with the requirements set out in the procurement documents,
* be written in English,
* be perfectly legible so that there can be no doubt as to words and figures,
* include all the required information and documents,
* be signed by the authorized signatory of the tenderer.

#### Structure of tender

The tender **must** be submitted as a single pdf-file.

The tender **must** be structured in the following way:

1. **Tender form**
2. **Technical specifications**
3. **Financial specifications**
4. **Short motivation for why you have (only) tendered for specific Lots.**
5. **At least one (1) reference**
6. **At least one (1) relevant example per type of service provided (excl. media training)**

### Submission of tender

The tender **must** be submitted by email as one complete set, as a pdf-file attached to the email.

The tender **must** be submitted to the following email address: Rowena.Barber@siwi.org

### Period of validity of the tender

The tender **must** be valid and binding on the tenderer until 2020-12-31.

### Ownership of the tender

SIWI acquires and retains the ownership of all tenders received. Tenderers are not entitled to have their tenders returned to them.

### Time limit for receipt of tenders

The time limit for receipt of tenders is 2019-02-03 12:00.

Tenders received by SIWI after the time limit may be rejected.

## Information concerning the Tenderer

The tender **must** include the official name, organisation number, vat-registration number or equivalent and the contact information of the tenderer.

## Consortia

In case the tenderer forms a consortium, all members of the consortium assume joint and several liability towards SIWI. Tenderers **must** designate one of the members as a lead member and single point of contact for SIWI for administrative and financial aspects as well as operational management of the contract.

The documents required and listed in the procurement documents **must** be supplied by every member of the consortium.

After the award of contract, SIWI will sign the contract either with all members of the consortium, or with the leader on behalf of all members of the consortium, duly authorized by the other members.

The members of a consortium assume joint and several liability towards SIWI for the performance of the contract as a whole.

## Subcontracting

Subcontracting is permitted, but the main contractor (i.e. the tenderer) **must** assume full liability towards SIWI for performance of the contract as a whole.

Tenderers are required to identify subcontractors whose capacity is necessary to fulfil the selection criteria.

During the performance of the contract, the change of any subcontractor identified in the tender or any additional subcontracting **must** be subject to prior written approval by SIWI.

# Description of the Procurement Procedure

## Introduction

This section contains information regarding the procurement procedure and does not require any answer, declaration or any documents to be submitted by the tenderer.

## Time plan

The procurement procedure will be conducted in accordance with the following time plan:

Contract notice published 2018-12-19

Time limit for receipt of questions 2019-01-31

Time limit for receipt of tenders 2019-02-03 12:00

Tender opening session 2019-02-04

## Opening of tenders

Tenders will be opened at the SIWI offices on 2019-02-04 in a closed session of the evaluation committee.

## The evaluation process

### Administrative compliance

Tenders will be examined to ensure that they were received by SIWI before the deadline stated in Section 2.2.5. Tenders which are found not to have been received by SIWI within the time limit may be rejected.

Tenders received within the time limit will be examined to ensure that they conform to the administrative conditions stated in Section 2. Non-conforming tenders may be rejected.

### Non-exclusion

Administratively compliant requests to participate will be examined to verify that none of the exclusion situations listed in Section 4.1 applies to the tenderer.

### Selection of tenderers

Tenderers having submitted an administratively compliant tender and who are not subject to any of the exclusion grounds will be qualified in accordance with the selection criteria in Section 4.2.

### Evaluation of tenders

The tenders of qualified tenderers will be evaluated in accordance with the award criteria stated in Section 4.2.

## Notification

SIWI will inform all tenderers of decisions reached concerning the award of the contract, including the grounds for any decision to cancel the procurement procedure.

SIWI will inform all unsuccessful tenderers of the reason for rejecting their tender.

Tenderers will be informed of the outcome of this procedure by e-mail. It is the tenderer’s responsibility to provide a valid e-mail address together with their contact details in their tender.

## Processing of personal data

SIWI will process personal data included in tender documents and communications. For information about SIWI’s processing of personal data, please use the following link:

[Processing of personal data](http://www.siwi.org/about/about-this-website/processing-personal-data/)

# Requirements relating to the tenderer

## Exclusion grounds

A tenderer will be excluded from participation in a procurement procedure where SIWI is aware that the tenderer has been the subject of conviction by final judgement for any of the following reasons:

* participation in a criminal organization,
* corruption,
* fraud,
* terrorist offences or offences linked to terrorist activities,
* money laundering or terrorist financing, or
* human trafficking.

A candidate will also be excluded if a person who has been subject to such conviction is a member of the administrative, management or supervisory body of that economic operator or has powers of representation, decision or control therein.

A tenderer may be excluded from participation in a procurement procedure where SIWI is aware that the economic operator is in any of the following situations:

1. where it has been established by a final judicial or administrative decision that the economic operator is in breach of its obligations relating to the payment of taxes or social security contri­butions;
2. where it can be demonstrated by appropriate means that the economic operator is guilty of a violation of applicable obligations in the fields of environmental, social or labour law;
3. where the economic operator is bankrupt or is the subject of insolvency or winding-up proceedings, where its assets are being administered by a liquidator or by the court, where it is in an arrange­ment with creditors, where its business activities are suspended, or it is any analogous situation arising from a similar procedure under national laws and regulations;
4. where it can be demonstrated by appropriate means that the economic operator is guilty of grave professional misconduct;
5. where a conflict of interest cannot be effectively remedied by other less intrusive measures;
6. where the economic operator has been guilty of serious misrepresentation in supplying the information required as a condition of participation in the procurement procedure or has withheld such information;
7. where the economic operator has undertaken to unduly influence the decision-making process, to obtain confidential information that may confer upon it undue advantages in the procurement procedure or to negligently provide misleading information that may have a material influence on decisions concerning exclusion, selection or award.

## Selection Criteria

Tenderers **must** prove that they have the legal capacity necessary for the performance of the contract.

### Legal capacity

Tenderers **must** have the legal capacity required for the performance of the contract.

**Criterion 1:** The tenderer **must** be registered with the appropriate authorities, provided that such registration is required by law or regulation in the tenderer’s country of establishment.

**Criterion 2:** The tenderer **must** be registered to pay all applicable taxes (e.g. value added tax, withholding tax, employee contributions or similar taxes or charges), provided that such registration is required by law or regulation in the Tenderer’s country of establishment.

### Technical and professional capacity

See details “Technical specifications 1 - 9” for the different lots. The Tenderer **must** provide at least two (2) written references referring to relevant projects demonstrating The Tenderer's professional capacity.

### Environmental assurance system

The Tenderer must provide a written explanation of how the Tenderer addresses social and environmental sustainability issues in its business operations.

### Partnership

The Tenderer should provide a written indication of whether or not they would consider some form of partnership, and if so, the percentage discount or maximum amount (SEK) it would be willing to consider as part of a partnership, as well as any additional limiting conditions.

# Requirements relating to the services

Requirements relating to the services to be performed under the contract are set out in the Technical Specifications.

# Evaluation of Tenders

## General information

The most economically advantageous tender will be selected following an overall assessment of the following award criteria.

Proposals shall be credited for well-founded comments and /or alternative suggestions where relevant to specifications, issues and questions outlined in the technical specifications.

## Award Criteria

### Price – 25%

* Tenderer’s Score = (Lowest tender price before any discount / Tenderer’s price before any discount) \* (max. points for price criterion)
* Reduced fee as part of a partnership fee (%) (if any)

### Competence – 35%

*Core team*

* Capable and confident project management (ALL)
* Knowledge of all aspects of the production process (TS 1; 2; 3; 7; 8; 9)
* Demonstrated expertise producing high-profile sessions or events (TS 1)
* Demonstrated expertise filming high-profile sessions or events (TS 1; 2)
* Able to film and post-produce interviews and required b-roll (TS 2; 3; 4; 5)
* Able to create concepts that shows creativity and an understanding of the objectives and specifications of film (TS 2; 3)
* Fluent in English (reading, writing and speaking) (ALL)
* Additional languages a plus (TS 6)
* Broad knowledge of water/environmental/development issues (TS 4; 6)
* Experience with message formulation for media and interview techniques. International media experience a plus (TS 4; 6)
* On-camera experience and presence (TS 6)
* Ability to coach interviewees/high-level speakers to improve their on-camera interview performance (TS 1; 2; 3; 4; 6)
* Knowledge of, and experience producing digital content optimised for social media channels (TS 2; 3; 7; 8; 9)

### Approach and Methodology – 25%

Assessment will be based on the tenderers:

* Understanding of the purpose, and context of the assignment (ALL)
* Ability to work flexibly with a matrix, international organization (ALL)
* Ability and willingness to be a creative partner, working with us to improve the Week from a media production perspective (TS 1; 2; 4; 5; 6)
* Willingness and ability to innovate and think creatively to be able to offer cost-effective, effective media service solutions (ALL)
* Experience at the venues (TS 1; 3; 5; 7; 8; 9)
* Demonstrated expertise working with high-profile sessions with multiple stakeholders, and for a global audience. (TS 1; 2; 5; 6; 8; 9)
* Shared values (ALL)
* Familiarity with water/environmental/development issues (TS 1; 3; 4; 6; 7)
* Relationship management skills (ALL)
* Interpersonal skills (ALL)

### Partnership – 15%

* Interest in participation in World Water Week, e.g. an exhibition or session
* Strategic advice over and above the tender

## Evaluation Model

A numeric score will be given for each award criteria and weighted according to the breakdown below.

0 – inadequate

1 – poor

2 - adequate

3 – good

4 - excellent

TS = Technical Specification

# Special Conditions

The Tenderer **must** accept the following special conditions:

Be available for:

* 2-4 planning meetings, and able to respond to queries/requests from February 2019 to the event, including, the month before the conference
* Media training in March and August 2019
* Set up for, and carry out the tasks between the conference set-up 23-24 August and conference 25-30 August 2019