

Request for Offer – Terms of Reference

Editor of the first ESPON Scientific Report

Technical and Administrative Terms and Conditions

*Implementation Framework: The ESPON 2013 Operational Programme
Adopted by the European Commission
Decision C(2007) 5313 of 7 November 2007*

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The ESPON Coordination Unit hereby invites you to make an offer for the editing of the first ESPON Scientific Report under the ESPON 2013 Programme. The target group of this publication is the European community of researchers and experts working in the field of territorial science. The style of the report should reflect this.

Please read these terms of reference carefully, in order to send in a correct offer.

I. Our needs:

For being the editor of the first ESPON Scientific Report the following services are requested:

- 1) Review of draft final versions of three scientific papers (about 20 pages) of the projects FOCI, EDORA and ReRisk with the following timing:
 - a) Delivery of the review ultimately 30 July 2010 (3 weeks after receipt of the papers from the ESPON CU).
- 2) Editing of three discussion sections (each about 1 page) summarizing the discussions that took place at the RSA Annual Conference where these three papers have been presented. The draft discussion sections will be drafted by the authors and the following timing will be used:
 - a) Delivery of the edited discussion sections ultimately 30 July 2010 (3 weeks after receipt of the draft discussion sections from the ESPON CU).
- 3) Preparation of a Table of Contents, list of Figures, list of maps and an introduction to the ESPON Scientific Report (about 4 pages) giving a condense overview of the scientific results of the three projects to be delivered ultimately 27 August 2010.
- 4) Processing the remarks on the draft Scientific Report, made by the ESPON CU and MA, and delivering the final version of the ESPON Scientific Report according to the following timing:
 - a) Delivery of the final version ultimately 10 September 2010 (1 week after receipt of the remarks from the ESPON CU).

The above indicated services are considered as one single package and an offer shall cover the entire package.

II. How to send in your offer:

1. Please address your offer to:

Centre de Recherche Public Henri Tudor
ESPON Programme
29, avenue JF Kennedy
L-1855 Luxembourg
Grand Duchy of Luxembourg

2. Your offer should be in the English language

3. Content of the offer:

- a) Your offer should have a cover letter, **signed and stamped** (if relevant).
- b) Your offer should mention the services described in Section I, the total price and a confirmation that you will respect the deadlines for deliveries.
- c) Your offer should indicate your experience as an editor, your familiarity with the ESPON Programme and your knowledge in the field of territorial competitiveness and cohesion.
- d) The percentage of VAT applicable

4. Budget:

The total available budget for this contract is maximum € 4.800 inclusive of all taxes.

5. Evaluation of the offer:

The following evaluation criteria (in total 10 points) will be used to evaluate your offer:

- a) Experience as an editor (max. 4 points);
- b) Familiarity with the ESPON Programme (max. 2 points);
- c) Proven knowledge in the field of territorial competitiveness and cohesion (max. 4 points).

6. Please send your offer to us **by fax** to the following address:

Centre de Recherche Public Henri Tudor
ESPON Programme
P.O. Box 144
L-4221 Esch sur Alzette
Grand Duchy of Luxembourg

7. Please send your offer before the deadline of **23 June 2010 (14h00)**

III. Invoicing:

Should your offer be selected, you can send the invoice to the following address:

Centre de Recherche Public Henri Tudor
ESPON Programme
Service comptabilité
29, avenue JF Kennedy
L-1855 Luxembourg
Grand Duchy of Luxembourg

The invoice needs to include:

- Date of invoice
- Legal name and address of the service provider
- IBAN and SWIFT numbers for international payments
- Reference: Editor of the first ESPON Scientific Report
- A list of the services provided with the total price
- The amount of VAT

The total amount shall be paid, following the receipt of the invoice, within 30 days after the approval of the services/deliveries by the contracting authority.

Applicable law and jurisdiction

In case of dispute, the laws of Luxembourg only will apply. Luxembourg courts only will have jurisdiction.

Any conflict between the parties resulting from the interpretation or application of the contract which cannot be settled amicably will be brought before the Luxembourg court.

IV. Additional Information:

You can find more information on the ESPON 2013 programme on our website:
<http://www.espon.eu>