

## TITLE OF THE PROCEDURE Provision of layout services

Authorising department: Policy and Public Outreach Department

Planned launch date: 09/04/2021

Budget: 100,000 EUR

**Scope of the procedure:** provision of layout services, covering a range of items (such as periodicals, factsheets and leaflets, reports, guides and toolkits), in line with the ETF's design handbook and/or a pre-defined template or model to support the ETF's communication needs

**Type of contract:** Service Framework contract over 4 years

**Selection criteria - technical and professional capacity requested to the economic operator:**

- A minimum of three years' experience implementing similar services
- A team demonstrating at least three years of relevant experience
- Technical equipment and software applications suitable to ensure the provision of the services; measures in place to ensure the quality of the services
- A contact person demonstrating suitable technical and linguistic experience and knowledge to be able to discuss the activities with the ETF managing officer

Are you interested in this procedure? Please send an email to [Procurement@etf.europa.eu](mailto:Procurement@etf.europa.eu) including:

- **Provision of layout services**
- Name, address and contact person of the legal entity<sup>i</sup> interested in participating in this procedure

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<sup>i</sup> Natural person, public body or private entity.