# Call for Services

### Title: **PROMOTION OF EU VALUES AND ACTIONS THROUGH CULTURAL, SPORTS, INTELLECTUAL, EDUCATIONAL and OTHER SOCIAL INITIATIVES IN SERBIA**

Contracting Authority: EPTISA Southeast Europe d.o.o, Dubljanska 8, 11118 Belgrade, Serbia, on

behalf of the EU Delegation to Republic of Serbia

### Project: EU IN SERBIA COMMUNICATION NETWORK (EUINFONET)

### Reporting to: EPTISA Southeast Europe d.o.o, Dubljanska 8, 11118 Belgrade, Serbia, on

### behalf of the EU Delegation to Republic of Serbia

Contract Type: Service contract

Duration: 26/01/2023 – 31/12/2023

OFFER FORM

# Summary

|  |  |
| --- | --- |
| **Title of the action** | <The title of the provided service should reflect its purpose> |
| **Desired start date and end date** | <Please suggest the most suitable dates for the proposed activity > |
| **Venue/Location of the action:** | <> |
| **Target group(s):** | <please list the main stakeholders and the audience you would like to have and attract for this action> |
| **Type of action:** | <Conference, festival, competition, workshop, street action… > |
| **Main responsible person:** | <Name, last name, job title and contact details> |
| **Expected Outputs:** | Please list the main outputs of the provided services,  the promotion/branding material produced,  the engagement with traditional media,  and social media outreach |
| **Benefits for EU visibility** | <please state would this action would contribute to further promotion of European values and/or of EU’s opportunities and assistance to Serbia> |

# Description of the offered services

## Background and context

Please describe the general environment in which the services would be carried out and how this environment relates to the proposed action. Indicate if any previous action has tackled the needs of the target groups. If applicable, provide information on what has been done so far, and whether the proposed action is linked to those activities (max. 500 words).

## Objectives of the proposed action

Please describe the main elements of the proposed services: its rationale, partners and stakeholders involved, proposed activities, and expected results (max. 600 words).

## Relevance of the proposed action to the defined target groups

Please explain the relevance of the proposed action for the targeted stakeholders, beneficiaries and/or the audience. Also, please explain how you would ensure their interest and involvement in this action (max. 300 words).

## Promotion of EU values and policies in Serbia

Please explain how would the proposed action promote the EU, its values, policies and actions and/or Serbia’s alignment with the EU standards and policies (max. 300 words).

## Visibility and promotion

Please explain how would you disseminate information about your action to the public and target groups and what type of outputs would you consider to have the EU branding (max. 500 words)

## MEDIA PROMOTION PLAN:

Pls describe your media promotion plan (for both traditional and social media) for the whole Action and/or for any specific events (max. 500 words)

## Partners of the action

If applicable, please describe if you plan to liaise with any partners for the proposed action and/or ensure ownership of your constituency (i.e. local/state stakeholders, local associations and communities, etc. – max. 300 words).

## Proposed budget

Please fill in the table with requested budget for the proposed services, with a break-down of costs divided according to their type (i.e. event costs, travel costs, communication and branding costs, etc.).

**OFFER for Services:** <EUR (VAT excluded)>

< Please include a detailed list of all items with technical specification (for example if you are offering services for technical equipment through which EU values will be promoted in Serbia, you should list all equipment with details on technical specifications for this equipment; if you are offering to raise EU visibility through printed materials, you should list all promo materials and details on the number of promo materials, plus technical specification of format and paper>

**BUDGET**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task/Item** | **UNIT NO.** | **UNIT PRICE** | **EURO** | **Remark** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **TOTAL (VAT EXCLUDED)** |  |  |  |  |

# The Applicant

1. Full name and acronym (if applicable) of the applicant:
2. Contact details of the main contact point for this call for services: name, email address, phone number:
3. Legal status of the applicant: Indicate the applicant’s legal status according to the national law.
4. Brief description of the applicant: Provide a concise description of the applicant (i.e. brief background, main activities, etc.) – max. 600 words.
5. Has the applicant ever applied for any type of EU-funded opportunities (i.e. grants, calls for offers, services, etc.)? If yes, which one(s)?
6. Has the applicant ever benefitted from the EU assistance or took part in any of EU-funded opportunities? If yes, please provide a short overview.