



## NATO STRATEGIC COMMUNICATIONS CENTRE OF EXCELLENCE

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### INVITATION TO TENDER FOR THE PUBLISHING COPY-EDITOR SERVICES

To be supplied to the NATO Strategic Communications Centre of Excellence (NATO StratCom COE)

|                                |   |
|--------------------------------|---|
| <b>Revision</b>                | Version 1   |
| <b>Release Date</b>            | 08 August 2022  |
| <b>Issuer</b>                  | Ms Zane Stala   |
| <b>Suppliers Response date</b> | <b>29 August 2022</b> submitted via e-mail: <a href="mailto:tender@stratcomcoe.org">tender@stratcomcoe.org</a> by 23:59 hrs (Eastern European Time zone: UTC+02:00) |

## **Invitation to Tender (ITT) for the publishing Copy-editor services**

You are kindly invited to submit a tender to provide publishing Copy-editor services for the needs of the NATO Strategic Communication Centre of Excellence (NATO StratCom COE).

By participating in this tender, you are indicating your acceptance to be bound by the guidelines set out in this letter. We provide below the key details of the NATO StratCom COE requirements, which you should take into account in your response. Please acknowledge via e-mail safe receipt of this letter within two working days together with your confirmation of your intention to tender by e-mail: [zane.stala@stratcomcoe.org](mailto:zane.stala@stratcomcoe.org).

To simplify exchange of information regarding this invitation to Tender (ITT) please nominate a Bid Manager and relevant contact phone and e-mail address.

Please direct any questions regarding the ITT content or process to the NATO StratCom COE Event Manager, Ms Zane Stala. You should not contact other NATO StratCom COE personnel unless directed to do so by the NATO StratCom COE representative. The NATO StratCom COE reserves the right to disqualify and reject proposals from suppliers who do not comply with these guidelines. All questions should be submitted in writing to the e-mail: [zane.stala@stratcomcoe.org](mailto:zane.stala@stratcomcoe.org).

As part of this tender process the NATO StratCom COE makes no obligations in any way to:

- (i) pay any supplier for and ITT response; or
- (ii) award the contract with the lowest price proposal or any bidder; or
- (iii) accept any ITT information received from suppliers; or
- (iv) include suppliers responding to this ITT, in any future invitations; or
- (v) any other commitment to suppliers whatsoever.

Looking forward receiving your response.

**Yours Sincerely,**  
**Ms Zane Stala**  
**Event Manager, Framework Nation Support Branch**  
**E-mail address: [zane.stala@stratcomcoe.org](mailto:zane.stala@stratcomcoe.org).**

Whilst care and attention has been exercised in the preparation of this document, it remains subject to contract and all warranties whether express or implied by statute, law or otherwise are hereby disclaimed and excluded.

These limitations are not intended to restrict continues business discussions between the NATO StratCom COE and suppliers.

Any proposal received by the NATO StratCom COE is subject to contract with the NATO StratCom COE.

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## 1. Introduction and Overview

- 1.1. The NATO StratCom COE Background - The NATO StratCom COE, based in Riga, Latvia, contributes to the improved strategic communications capabilities within the Alliance and Allied nations. The NATO StratCom COE designs programmes to advance StratCom doctrine development and harmonisation, conducts research and experimentation to find practical solutions to existing challenges, identifies lessons from applied StratCom during operations, and enhances training and education efforts and interoperability.
- 1.2. The contract will be awarded within two weeks after the announcement of the winner. The contract shall be executed **by December 29, 2025**.

## 2. Subject of the ITT

- 2.1. Subject of this tender is to provide publishing copy-editor services for the NATO StratCom COE. As a copy-editor, you will ensure that edited content pieces clear, consistent, complete and credible, and that text is well written, grammatically correct and accessible. You will receive the initial material, or the copy, and we will expect you to make it ready for publication. You will be required to correct spelling, grammar and layout (proofreading), check content, impose consistent styles and reword or rewrite (copy-editing).
- 2.2. Expected workload: the NATO StratCom COE publishes between 22 and 26 research papers every year. Research papers vary in the length from 25 up to 150 pages. In addition, the NATO StratCom COE every year publishes two editions of the academic journal "Defence Strategic Communications", each of them consisting of up to 10 academic articles.

## 3. Requirements

### **3.1. The NATO StratCom COE is looking for copy-editor who will be:**

- 3.1.1. Correcting spelling mistakes and grammatical errors in English language;
- 3.1.2. Sub-editing text written by a number of authors to ensure consistent house style;
- 3.1.3. Ensuring that illustrations are correctly captioned and referred to in the text;
- 3.1.4. Formatting research references according to the internal guidelines.

## 4. Deliverables

### **4.1. The tender submission should consist of:**

- 4.1.1. Copy of Bidder's Certificate issued by the national Commercial Register. If that is not applicable (for example, the Bidder is an individual), please provide an explanatory statement and a different form of a document confirming your identity and, if possible, permit to engage in a commercial activity.
- 4.1.2. Evidence of the work experience with similar work. At least 5 links to materials that have been recently copy-edited.
- 4.1.3. Profile of the key personnel to be working on the Contract delivery providing evidence of skills, knowledge and experience (for example, a CV) The following experience is required for the Bidder to be eligible for selection:
  - preferably a native English speaker with a strong knowledge of the British English grammar;
  - a methodical working style;
  - concentration, accuracy and great attention to detail;

- the ability to multitask;
- tact and diplomacy for negotiating changes with authors;
- the ability to work to tight deadlines;
- self-motivation;
- IT skills;
- general knowledge about geopolitical tendencies, interest in international security and NATO;
- knowledge about NATO-related vocabulary, abbreviations and terminology;
- experience in editing academic texts and reports related to defence and security themes.

4.1.4. At least two references from former customers (can be in the form of an email with customer’s contact details, date and time when issued, sender and recipient’s email addresses).

4.1.5. Price proposal – fee per page – one (1) page 1800 characters with spaces. Please, also indicate your page fee with all taxes included.

## 5. Timetable

|                                     |   |
|-------------------------------------|---|
| <b>General</b>                      |   |
| <b>Confirmation of bid</b>          | Please confirm you have submitted your bid by notifying: <a href="mailto:zane.stala@stratcomcoe.org">zane.stala@stratcomcoe.org</a> |
| <b>Delivery time for submission</b> | <b>23:59 hrs on August 29, 2022 (Eastern European Time zone: UTC +02:00)</b>  |
| <b>Contract implementation date</b> | <b>Upon agreement</b>   |
| <b>Questions</b>                    | Questions arising from this document should be given to Ms Zane Stala   |
| <b>Full contact details</b>         | Ms Zane Stala, <a href="mailto:zane.stala@stratcomcoe.org">zane.stala@stratcomcoe.org</a> , +371 67335468                           |

## 6. Respondent Instructions

6.1. This section provides detailed instructions to be followed in responding to this ITT. Included are Response Guidelines and the NATO StratCom COE Contact Information.

6.2. Response Guidelines:

6.2.1. The proposal should be submitted if possible on Bidder Company’s official template electronically prepared and signed documents that complies with the indicated requirements (see Section 4. Deliverables) to e-mail:

[tender@stratcomcoe.org](mailto:tender@stratcomcoe.org) not later than: **29 August 2022 23:59 Hrs.**

6.2.2. Bidder should submit for entire ITT.

6.2.3. The NATO StratCom COE will disregard any response submitted after the timetable deadline.

6.2.4. Bidders are expected to supply all required information, or clearly state the reasons for being unable to do so.

6.2.5. Any assumptions used in preparing responses should be clearly stated. Any appropriate supporting documents e.g.: brochures, photos, presentations, should be included.

6.2.6. If any of the requested documents in the Section 4. Deliverables is not submitted, the Contract Award Committee shall have the right to exclude the applicant from further participation in the procurement.

6.3. Questions relating to clarification of the ITT will only be accepted in writing to the NATO StratCom COE representative. Likewise, all responses from the NATO StratCom COE will be written and may also be made available to other suppliers (subject to confidentiality). In the event that any answer

materially affects the ITT specification, an amendment of the original requirements will be escalated to all suppliers. The NATO StratCom COE will attempt to answer any questions within two working days of receipt of that request; otherwise it will respond within that timescale notifying you of the estimated time to obtain the information.

6.4. The NATO StratCom COE reserves the right to modify the provisions of this ITT at any time prior to the scheduled date for written responses. Additional scope and requirements can be added. Notification of such changes will be provided to all suppliers.

6.5. All information supplied in this tender to date, any further information supplied during the tender process will remain confidential and available only to the Contract Award Committee members.

## **7. Tender Assessments**

7.1. Evaluation Criteria and Process. The NATO StratCom COE for the evaluation of every Submission has prepared a set of evaluation criteria.

7.2. The evaluation criteria will be based on all of the following aspects of the Bidder's proposal (not in order of significance):

7.2.1. Commercial

7.2.1.1. Clarity of price (in EUR with VAT and w/o VAT);

7.2.1.2. Competitiveness of price.

7.2.2. Service capability:

7.2.2.1. Capacity to conduct copy-editing to high standards for the NATO StratCom COE requested work amount (see Section 2.2.) within the agreed timelines, based on previous experience and recommendations;

7.2.2.2. Previous experience with copy-editing academic texts and reports related to defence and security themes;

7.2.2.3. knowledge about NATO-related vocabulary, abbreviations and terminology.

7.3. You are reminded that through the process the NATO StratCom COE will continually assess all contact with the bidders' organizations including compliance to the process, presentation. The NATO StratCom COE reserves the rights at its sole discretion to disqualify without further consideration any submission that does not satisfy this basic requirement.

## **8. Briefing for Unsuccessful Participants**

The NATO StratCom COE reserves the right to control the format and content of any such briefing, and to limit it in any way believed by the NATO StratCom COE to be appropriate (which includes, in exceptional circumstances, the right to refuse a briefing without giving any reasons for doing so).

## **9. Contract Details**

- 9.1. Contractual and payment details will be subject to negotiation with the selected supplier.
- 9.2. The NATO StratCom COE reserves the right to modify the scope of this tender, after receiving the bids (including price estimates).
- 9.3. The contractor will be required to sign a confidentiality agreement with the NATO StratCom COE.