

CycleLogistics promotion –sub-contract

The main activities are the following:

1. Disseminate *CycleLogistics* content and outcome to your organization's contacts & other stakeholders in your organization's regional & national network.
2. Use your organization's communication tools (newsletters, webpage, magazines, conferences and events) and local/regional/national media contacts to promote cargo cycling (ie all forms of moving goods by cycle).
3. Be the contact point for persons interested in *CycleLogistics*.
4. Do translations into your national language (as needed).
5. Present *CycleLogistics* and cargo bike topics at your organization's own events.
6. Disseminate Folders, etc.

Important information:

1. The project end date is 20 APRIL 2014 – therefore this work needs to be completed and reported well before then in order to qualify for payment.
2. The funds available for work are between 500 – 2500€, depending on the amount of services and contacts with members & stakeholders that your organization can supply.
3. The total bid amount must include VAT if you are required to pay it. E.G. if the amount agreed is 2000€, the VAT you pay will reduce the amount you receive for your services.

The questions at this time are:

1. Are you interested in participating?
 - a. please tell us by email ASAP.
 - b. If you are not interested in participating, we would be very happy to receive your suggestions for other organizations that you think are suitable to do the work.
2. If yes, can you prepare a bid? It should contain qualitative and quantitative descriptions of how you would meet the goals of the activities described above. (ie how many members you can reach by email, how often, number of visits to your website, number of events you foresee, the expected number of visitors, number of stakeholders you can reach, etc. We welcome your suggestions, proposals & ideas for promotion and dissemination of *CycleLogistics* that you believe fit the circumstances of your organization, situation and/or your country.

Note: you should specify the work that plan to deliver, and the amount of funding that you request for that work. If there are some types of work that you cannot foresee to deliver, that should be specified in the bid document.

Reporting & documentation: One final report is required with sub-sections on each type of work delivered. A brief analysis, evaluation and conclusion section should include explanations

and, where relevant, observations that help the reader to understand the factors related to the results you obtain and the conclusions you form.

Logos: Promotional material for the campaign should include the logos for the CycleLogistics project and the EU funding source “Intelligent Energy”. The EU have informed us of a strict policy “No logo = no payment.” We must follow that policy. These logos should appear on materials sent to or seen by the public, including printed, electronic or digital documents such as promotional flyers or brochures, survey / data collection, posters, advertisements in newspaper or magazines, website, etc.

Payment: The total payment amount includes VAT if you are required to pay it. The payment schedule is as follows: 50% of the total is paid at the beginning, after completion of the formalities, including signing the contract; The final payment is conditional on receipt and acceptance of documentation & reporting showing completion of the work as agreed. To receive payment from ECF, we must receive a request for payment (also called a bill or facture). Without this we cannot process payments.

Deadlines

For bidding:

Deadline for bid submission 7 August 2013. Early bids are most welcome. Feedback and information is available until July 3, and on August 5 & 6.

For the completion of campaigns:

The campaigns and survey/data collection from participants and reporting to ECF must be completed before 2 April 2014. Request for payment must be received before 20 April 2014.

If you have questions about this tender please send them ASAP to randy@ecf.com.