

IPOS Communication Agency Tender Rules of Consultation

1. Purpose and documents of the consultation

These Rules of Consultation govern the selection of a service provider for an annual communication, graphic design and editorial production support contract for TEST-IPOS.

The consultation package is composed of:

- the Terms of Reference;
- these Rules of Consultation;

2. Contracting authority and contact point

Contracting authority: Fondation CNRS, hosting Ocean Sustainability Foundation (OSF).

Contact for the consultation: Pierre Karleskind, Secretary General OSF, pierre.karleskind@ipos.earth, copy Victoire Provost, victoire.provost@ipos.earth

All exchanges during the consultation must be made in writing through the contact points indicated above.

3. Procedure and timetable

Indicative timetable:

Step	Indicative date
Publication of the consultation	20/07/2026
Deadline for submission of proposals	16/08/2026
Possible interviews with shortlisted candidates	17 th -21 th August
Expected start of the assignment	01/09/2026

The contracting authority may modify the timetable where necessary. Candidates will be informed of any substantial change.

4. Budget ceiling

The maximum financial envelope available for the assignment is EUR 48320 including VAT and all applicable taxes for a period of 13 months.

Candidates must propose the level of service they can provide within this ceiling, including monthly production capacity, services included, limits of the fixed fee and any potential additional costs. Proposals exceeding the budget ceiling may be considered non-compliant.

5. Submission of proposals

Proposals must be submitted by email to pierre.karleskind@ipos.earth and victoire.provost@ipos.earth by the 16th of August, 2026.

The subject line should read: "TEST-IPOS communication and design support – Proposal – [candidate name]".

Proposals must be submitted in English, in PDF format. Candidates may attach portfolio extracts or links to relevant references.

Proposals must remain valid for at least 90 calendar days from the submission deadline.

6. Content of proposals

Candidates must submit a concise proposal including:

1. a presentation of the provider, the proposed team and the reference contact person;
2. a short methodological note describing the proposed workflow, production process, validation process and coordination with the internal communication officer;
3. a proposed monthly service level, including expected production capacity and prioritisation method;
4. relevant references and examples of comparable work, in particular institutional, scientific, environmental or international communication materials;
5. a financial proposal, including the total 12-month price, monthly price, VAT/tax treatment, any unit rates for additional work and any external costs not included in the fixed fee;
6. a short statement on intellectual property, source files, confidentiality and absence of conflict of interest.

7. Evaluation criteria

Proposals will be assessed on the basis of best value for money, according to the following indicative criteria:

Criterion	Indicative weighting	Elements assessed
Understanding of the assignment and methodology	35%	Understanding of IPOS needs, clarity of workflow, relevance of the proposed production process, coordination with the internal team.
Creative and editorial quality	25%	Quality of portfolio, visual consistency, ability to translate complex scientific or institutional content into clear and accessible materials.
Team, organisation and responsiveness	20%	Quality and availability of the team, clarity of roles, proposed turnaround times, capacity to handle recurring needs.
Financial proposal and service level	20%	Adequacy of the proposed level of service within the budget ceiling, clarity of pricing, limits of the fixed fee and value for money.

8. Clarifications and interviews

The contracting authority may request clarifications from candidates and may invite shortlisted candidates to an interview. Clarifications must not substantially alter the proposal, except where the contracting authority explicitly requests a revised or final offer.

9. Selection and contracting

The contracting authority will select the proposal offering the best overall value in light of the evaluation criteria. The contracting authority reserves the right not to award the contract if no proposal is considered satisfactory or if the consultation is cancelled.

The selected provider will be invited to finalise contractual arrangements, including scope, price, reporting, intellectual property, confidentiality, termination and invoicing conditions.

10. Confidentiality and conflicts of interest

All information made available to candidates as part of this consultation must be treated as confidential and used solely for the purpose of preparing a proposal. Candidates must disclose any actual or potential conflict of interest in their proposal.

11. Background information

Information on IPOS activities might be found on the [website](#) and on the [LinkedIn account](#).