

Press comments for British Embassy in Argentina		Proposal by Maria Belen Quellet	Reference Number:	COMMS-2021-01
	FCDO Requirement	FCDO Question	% Weighting	Supplier Response
1	The 2+1 year contract will be subject to the attached Terms and Conditions.	Please confirm that you accept these terms and conditions	Yes/no	YES
2	Total cost The cost of the service shall be expressed in monthly fees in US dollars, which shall be paid after the services of the corresponding month have	Please provide a quotation for a monthly fee in US dollars. Please specify the cost of each extra daily report, in case they are	25	Monthly fee in US dollars is \$ 1,200. With an extra cost for each extra daily report, in case requested by the Embassy's Press Section, of 25 USD each; throughout the proposed contract and possible renewal. This quote is valid for 90 days from the required date of receipt.
3	Minimum requirements For a period of two years (renewable for another year) the supplier will send to a distribution list defined by the British Embassy three weekly reports with a contextualized summary in English of what the press published in Argentina.	Please provide three examples (in attachments) of the product that your company would be in a position to send on a typical day. The examples should simulate having been made with real news published during three	50	The product will be sent in the morning on Mondays, Wednesdays and Fridays (regardless of the holidays calendar in Argentina). Each report will have an approximate length of 3,000 words and will cover the main political and economic issues in Argentina, as well as the UK-Argentina bilateral relationship, the local perspective on current issues in the UK and other specific topics that the Embassy's Press Section may indicate. The report will be sent with accessible links to the original sources of the publication. I, the supplier, will be available to answer any questions regarding the content of the report, in case any recipients have questions or need further explanation on a specific article, context or information about the media it was published in. I will also keep the distribution list updated by responding to the requests of those who want to be added or taken out of said list, in coordination with the Embassy's Press Section.

4	Deadlines The reports should arrive in the morning, preferably on Mondays, Wednesdays and Fridays (regardless of the holidays calendar in Argentina). Each report will	Please confirm that you can meet this delivery date. Please describe how you will ensure that this deadline will be met.	10	Delivery dates can be met without a problem. I have a proven record of compliance with them as the current supplier of these reports. The time to monitor the news and write each report are scheduled in my workload so as to make sure no other assignment overlaps, regardless of the holidays calendar in Argentina), and of other commitments.
5	Quality Standards and Key Performance Indicators The Head of Communications at the British Embassy will evaluate the quality of each report and collect feedback	Please confirm that you accept these measures and provide evidence that you can meet or exceed these standards or how you will achieve them when	5	My commitment to the task is to make sure the reports are useful to the intended audience. I am therefore more than willing to make the necessary adjustments to the product in order to serve the intended audience better. The reports will also include Op-Eds by highly influential journalists that have an impact on public opinion.
6	Security and confidentiality The supplier commits to maintain the strictest confidentiality and secrecy, as well as not to disclose to third parties any information to which it has access in connection with the services provided hereunder (including the email distribution list and	Confirm that you accept these conditions and describe how you will meet them.	5	I accept these and any future conditions the Embassy's Press Section may deem necessary to set. I am the only user of a password protected computer and the distribution list will not be disclosed to third parties. I use a private and password protected internet connection. I will consult with the Embassy's Press Section before responding to a request to be included in the distribution list, or to be taken off for that matter. I will also consult with the Section before responding with a particular request or doubt about the reports from any of the members of the distribution list. I will cc them on the answer. I will not engage in private conversations with any of the persons in the distribution list. I understand the sole purpose of my communication with them is to send the report three times a week, or when requested by the Embassy's Press Section.
7	Change control. Changes and Variations to this contract will be notified in writing.	Please confirm that you accept the change control process and describe how you will manage change control in your organisation.	2	I accept the change control process. Email notification will be considered as sufficient notification. I will respond to the Embassy's Press Section requests for any changes and variations within 24 hours.

8	Dependencies and assumptions. The supplier shall be responsible for having its own facilities, equipment and personnel for the realization of this product. The Embassy will provide it with access to their clipping agency's reports for quick access to keyword	Please set out any assumptions you have made in developing your quotation and anything upon which your performance will be dependent.	3	My quotation is based on the time and expertise required to monitor the news, read the various articles from various news websites, plus printed editions, translate, summarize and contextualize them for the intended audience's best understanding. I have my own facilities, equipment and do not depend on any personnel for the realization of this product. My academic background, a BA in International Relations, together with my work experience in communication, journalism, social networks and media strategy complete my profile as a communication and media consultant with more than ten years of experience.
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Signed: _____ MARIA BELEN QUELLE (INSERT name in Block Capitals)

In the capacity of: _____ SUPPLIER _____

Duly authorised to sign Tender myself (INSERT what you are authorised to sign tenders on behalf of -)