



Date: September 5, 2024

INVITATION TO TENDER

SERVICE ADVERT FOR THE PRODUCTION OF THE “IMPEL TRAINING BOX”

Introduction

The European Union Network for the Implementation and Enforcement of Environmental Law (IMPEL) is an international non-profit association comprising the environmental authorities of the EU Member States, acceding and candidate countries, as well as EEA and EFTA countries. Registered in Belgium with its legal seat in Brussels, IMPEL currently has 57 members from 38 countries. The organization’s working language is English.

IMPEL’s mission is to drive progress in the effective application of environmental legislation across the European Community. By fostering the exchange of information and experience, IMPEL contributes to the development and implementation of environmental legislation. The organization is recognized in several EU legislative and policy documents for its significant role in environmental protection.

The IMPEL Training Box (ITB) aims to educate and engage participants on environmental laws and practices through an interactive set of questions and answers and requires the development and production of educational board game materials. The Training Box will serve as an educational tool to enhance understanding of European environmental legislation and promote environmental awareness.

Materials Specification

The materials required for the board game include:

1. **Outer Box:** A sturdy, aesthetically pleasing outer box to house all game components.
2. **Rulebook:** A comprehensive rulebook consisting of 6-8 sheets, detailing the game rules and objectives.
3. **Player Markers:** Five player markers representing the IMPEL symbols of five different colours (blue, orange, red, yellow and green), each with bays to hold 12 correct answer markers.
4. **Answer Markers:** 60 correct answer markers of five different colours (blue, orange, red, yellow and green), 12 for each colour.
5. **Training Board:** A visually engaging training board depicting Europe, as provided in draft by IMPEL.

6. **Question Binder:** A durable binder to organize and store questions.
7. **Question and Answer Cards:** At least 400 cards printed front and back, with questions on the front and answers on the back and IMPEL logo. The Cards must have a thickness of approximately 0.3 mm
8. **1 plastic outer package, 1 plastic inner package**
9. **1 six sided dice**

All materials should be made of sustainable materials such as wood, cardboard, or recycled materials.

Service Specification

The service required includes the following key deliverables:

1. **Design and Production of Game Components:** This includes the design, production, and assembly of the outer box, rulebook, player markers, game board, question binder, and question and answer cards.
2. **Sustainability Compliance:** Ensure that all materials used are environmentally friendly and comply with sustainability standards.
3. **Quality Assurance:** High-quality production to ensure durability and usability of the game materials.
4. **Production of a minimum of 250 boxes:**
5. Secure packaging of the final product and delivery to the specified location.

Essential Requirements & Skills

1. **Experience in Educational Game Design:** Proven experience in designing and producing educational board games.
2. **Sustainability Expertise:** Knowledge and experience in using sustainable and recycled materials for production.
3. **Attention to Detail:** High attention to detail to ensure accuracy and quality in production.
4. **Project Management Skills:** Strong organizational skills and ability to manage production timelines effectively.
5. **Communication Skills:** Excellent communication skills in English for liaising with IMPEL project leaders and team members.

Conditions

A service contract of €20,000 VAT included will be awarded to the successful service provider for the development and production of the materials from October 1, 2024, to November 15, 2024.

Additional costs related to specific materials, additional boxes, or other characteristic different from this tender could be negotiated up to additional €5,000 VAT included.

The service provider is responsible for all social security and tax obligations related to the contract fees and any compensation paid under this service contract.

All communication will take place in English. The service provider will report to IMPEL and take part in meetings and workshops as requested. If necessary, reasonable travel expenses for such

meetings, including hotel, meals, and flights, will be covered by IMPEL according to its rules and procedures, subject to approval by the IMPEL Board.

Application

Interested service providers should submit a service proposal, including their best economical offer, the materials that are intended to use also with different prospect of prices according to the material chosen and an example of a similar work developed in the past, up to 25 September 2024. Applications should be submitted to:

- info@impel.eu, marco.falconi@impel.eu, rob.kramers@impel.eu, alfred.drijer@impel.eu

Shortlisted service providers will be informed by September 27, 2024. Teleconference interviews (TEAMs) with shortlisted candidates will be conducted on October 1, 2024.

- For more information on the tendered service, please contact info@impel.eu and marco.falconi@impel.eu