

## INVITATION FOR BIDS

**Re.** Bid Proposals for public relations, publicity and social networking services.

**To:** Whom it may concern.

The *Permanent International Secretariat* (PERMIS) of the Organization of the *Black Sea Economic Cooperation* (BSEC) wishes to contract a public-relations expert for a period of 6 months, starting from 01.02.2021 until 31.07.2021 and will be accepting relevant bid proposals from interested parties.

Among other, the referenced services shall include:

- Regular consulting on public relations issues in order to expand the visibility of the BSEC PERMIS;
- Following events / projects, indicated by PERMIS, and formulating the relevant draft Press Releases in the English language;
- Following the presence of BSEC PERMIS in social media and informing accordingly;
- Formatting the texts in English that BSEC PERMIS will decide to upload to its social networking media;
- Advising on ways and means for enhancing the visibility of BSEC PERMIS in the Organization's Member States and in third countries;
- Following the media outlets of other BSEC Related Bodies, in order to achieve the necessary coordination among them.

As the official communications language of the BSEC PERMIS is English, interested bidders should master the latter as their native language.

Bids must be received no later than the 25<sup>th</sup> of January 2021 at the following BSEC PERMIS e-addresses:

[nyavuzalp@bsec-organization.org](mailto:nyavuzalp@bsec-organization.org)

[evgenia@bsec-organization.org](mailto:evgenia@bsec-organization.org)

The date on the e-message forwarding the bid of the interested party will be considered.

Bids received after the above date will not be accepted and will be returned to the sender.

All bids received by the deadline date shall be reviewed by a Committee of BSEC PERMIS senior staff members. All bids must include a detailed CV of the bidder, the requested information and be accurate, truthful and comprehensive.

The fixed amount for the requested services covering all the above 6 months period is twelve-thousand Euros (12,000).

Upon selection of the winning contractor BSEC PERMIS will send a Bid Award Notice to the selected contractor.

Istanbul, 5 January 2021

The Secretary General

(signed)

Ambassador Michael B. Christides