

FLANDERS INVESTMENT & TRADE

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PUBLIC CALL FOR APPLICATIONS

FOR THE SELECTION OF

AN ANTENNA IN NEW ZEALAND

Deadline for responses:

Friday 9 February 2018, 12:00 pm (UTC +1)

FLANDERS INVESTMENT & TRADE

LEGAL ENTITY

Flanders Investment & Trade (FIT) is an external autonomous agency of the Government of Flanders, with registered head office at Koning Albert II-laan 37, 1030 Brussels, Belgium and corporate registration number 0242.401.911.

FIT is a 100 % government-operated agency of the Government of Flanders (Belgium), headed by HE Minister-President Geert Bourgeois. The agency promotes sustainable international business, in the interest of both Flanders-based companies and overseas enterprises. FIT is a public agency operating under the exclusive and integral responsibility of the Government of Flanders, Belgium. It was established by Decree on May 7, 2004, and started operation pursuant to the Decree of July 1, 2005 (B.S. July 15, 2005). Its legislative framework is the Flemish Administrative Regulation of July 18, 2003.

MISSION

The mission of FIT consists of promoting international entrepreneurship in a sustainable way as an element of the social-economic development in Flanders, by means of its domestic and foreign network, by offering high-quality and specific services to all companies in Flanders, with the objective to counsel, support and stimulate them in all aspects of international entrepreneurship.

In addition, FIT has the mission to attract foreign investments in Flanders, in order to offer a significant contribution to the international development of the Flemish economy.

We assist, support and stimulate companies in international business. FIT offers tailored advice and guidance. Companies can call on our networks of contacts both at home and abroad. And we give financial support and information on a wide range of financial incentives.

THE REGION OF FLANDERS

Flanders has many assets for ambitious Flemish enterprises and SMEs as well as for interested international companies.

For Flemish companies, our region is a perfect gateway. For them, we try to lower the threshold to doing business abroad. We promote our services, provide information and knowledge about export and

REQUEST FOR PROPOSAL FOR THE SELECTION OF AN ANTENNA FOR NEW ZEALAND BY FLANDERS INVESTMENT & TRADE

FIT would like to proceed with the selection of an Antenna operating in New Zealand. This antenna may be a physical person as well as a legal entity according to New Zealand laws.

The natural person or organization acting as an Antenna will receive a payment for delivering the demanded services in the form of a monthly fee, based on a working scheme of 4 full days a month, a full day being defined as 8 working hours. This fee will include all overhead expenses (such as office space, office equipment consumables, utility, travel and telecommunication expenses).¹

Moreover, you will receive a fee (on an hourly basis) in case of the delivery of extra services (exceeding the monthly service delivery of 4 days a month), all overhead expenses included (such as office space, office equipment, consumables, utility, travel and telecommunication expenses).

We pay no extra costs on top of the agreed fees (unless required for the implementation of *project based additional services* (see below) the Antenna and FIT agreed upon).

Those fees do not include applicable local taxes but you will be asked to provide a complete overview of all taxes FIT will have to pay on the monthly invoice.

Your main task will be to answer questions from Flemish companies that want to engage in commercial business, whether it be export or international enterprise transactions, the opening of a representative office or the creation of a business all the way.

If ever a New Zealand company would like to set up business in Europe, the antenna will point out the advantages of investing in Flanders and direct the would-be investor to the inward investment department at FIT.

Also, we could invite you to speak on a seminar on New Zealand, in Belgium or in New Zealand, or ask you to be our local contact for the organization of a business delegation mission to New Zealand (contacts with governments, organization of B2B, logistics ...). In case of a trade mission, expenses will be paid on a project basis (see further: additional services).

¹ See participation in "Contact Days" or "Export Fair" further on page 6. Please note that the travelling and accommodation expenses for the yearly participation in the Contact Days or Export Fair should not be included in the fee of the antenna; those costs will be directly covered by FIT (on top of the agreed fee).

ANTENNA FOR THE PROVISION OF SERVICES IN NEW ZEALAND

CONCEPT OF THE ANTENNA

On promising foreign markets where it does not have an office of its own and cannot rely on the support of an office of one of its partners (Wallonia Export and Investment Agency AWEX or Brussels Invest & Export BI&E), FIT looks at the possibility of concluding contracts with local service providers to support Flemish companies for their prospection and business development on that market.

The Antenna will perform the Services in an independent and autonomous manner and it will perform its professional activities the way it considers appropriate within the boundaries set by the Sustainable Development Goals of the United Nations. The Antenna will thus define for itself and its Service Staff the conditions (like working time, way of execution of the Services and means of execution) under which it will organize and perform the Services.

Without interfering with the Antenna's independence and autonomy, the Antenna will perform the Services according to the policy and the guidelines set out by FIT.

Insofar FIT would give to the Antenna general directives on how to perform the Services, they will only concern the effective execution of the contractual duties. They do not interfere with the modalities of execution of the Agreement which belongs to the Antenna's exclusive autonomy.

SERVICES TO BE DELIVERED BY THE ANTENNA

FIT engages the Antenna to provide the following Services to FIT:

Standard services (basic package)

The Antenna can be contacted directly by Flemish companies that have an interest in exploring business opportunities in New Zealand. The following tailor-made information will be given by the Antenna to the companies (at no charge for the company):

- (1) Market information: (basic) information about the local market;
- (2) List of addresses and contact information of potential customers, importers, distributors, etc.;
- (3) Appointment program: individual B2B meeting program;

(4) Consulting: individual guiding discussion during contact days or Export fair in Flanders ².

Other services to be rendered to FIT

- (5) investigate and prepare trade proposals from New Zealand importers;
- (6) investigate and follow up on leads in the field of investment of New Zealand companies in Flanders.

Project based additional services

FIT may ask additional services from the Antenna which exceed the basic package and which will be separately charged. Included in these services is the (partial) organisation of company missions.

For any additional service requested, a separate agreement will be drawn up mentioning the services to be provided and the financial remuneration thereof.

BASIC REQUIREMENTS AND RELEVANT KNOWLEDGE & EXPERIENCE

- The applicant (when a natural person) is living in New Zealand, must have the right to work in New Zealand on a permanent basis and should be able to provide the required services 4 days a month OR the company/organisation/chamber of commerce is based in New Zealand and should be able to provide the required services 4 days a month;
- Excellent knowledge of English is required, knowledge of Dutch is an advantage;
- Education: minimum degree of Bachelor;
- A good knowledge of international trade and business practices;
- An existing network at ministries, government agencies, intermediary organizations and within the private sector is an advantage.

² Every year FIT organizes "Contact days" or an "Export Fair" which consist of individual consults/meetings in Flanders between the country experts from the FIT foreign network and Flemish companies. The difference between both events: contact days are spread out over the year, each of them focusing on a few countries; the Export Fair is organized with the entire FIT foreign network being in Flanders at the same time.

Every year the antenna should be represented on the Contact Days or Export Fair in Belgium during 3 working days (plus the travelling time).

Please note that the travelling and accommodation expenses for the yearly participation in the Contact Days or Export Fair should not be included in the fee of the antenna; those costs will be directly covered by FIT (on top of the agreed fee).

PROCEDURE FOR APPLICATION

All applications, whether by postal services or by e-mail, should arrive duly dated and signed, and with all the necessary annexes, at the headquarter of FIT by Friday 9 February 2018, 12:00 PM (UTC +1), to the attention of:

Sabine Vincke, area manager Southeast Asia & Oceania
International Trade Department
Flanders Investment & Trade
Koning Albert II-laan 37
1030 Brussels - Belgium
T: 02/504 87 41 – E: sabine.vincke@fitagency.be

The application should contain:

1) Natural person:

- The CV of the applicant;
- Detailed explanation of relevant experience;
- Ideas on your business approach for the representation of FIT and for serving its member companies;
- Fee proposal for the basic service delivery of 4 days a month (on a basis of 8 hours a day) including all overhead;
- Fee proposal for the extra service delivery on an hourly basis, including all overhead;
- Other relevant information.

2) Private company/organisation/chamber of commerce

- Copy of the registration with the Register of Legal Entities in New Zealand (“Companies Register”, administered by the New Zealand Companies Office);
- The CVs of the persons to be involved in executing the services to be delivered by the Antenna;
- Detailed explanation of relevant experience;
- Ideas on your business approach for the representation of FIT and for serving its member companies;
- Fee proposal for the basic service delivery of 4 days a month (on a basis of 8 hours a day) including all overhead;
- Fee proposal for the extra service delivery on an hourly basis, including all overhead;
- Other relevant information.

Applicants who meet the basic requirements, will be invited for an interview with FIT staff, either at the headquarters in Brussels, either through video conferencing in case the applicant is residing in New Zealand and is not able to travel to Brussels.

FIT will then make a choice on a best quality-cost basis and notify all applicants of its choice. If no applicant meets the requirements, FIT may or may not restart the process taking account of future circumstances.

The contract between both parties will be of indefinite duration and can be terminated at any time by either Party by giving a notice period of 3 months or by paying a lump sum indemnity equal to the fees mentioned in Article 6.1 which would have been due for a period of 3 months. Upon request you can obtain copy of the model contract.

NON-EXCLUSIVITY CLAUSE

FIT has no obligation, nor commitment to purchase the services defined in the object exclusively with the service provider.

At any time, FIT can call on another service provider for the provision of a service which is the subject of the contract.

By applying for this contract, the applicant service provider agrees that at no time any damages can be claimed under this non-exclusivity clause. Also, a review of the agreed monthly fee will not be possible.

AWARD CRITERIA

- Fee/day (8 hours a day), including all overhead costs and excluding all local taxes for the basic service delivery; Fee/hour, including all overhead costs and excluding all local taxes for the extra service delivery
- Relevant knowledge of and experience with international trade and business practices
- Existing relevant network in New Zealand

APPLICATION FORM

To be sent to:

Sabine Vincke, area manager Southeast Asia & Oceania
International Trade Department
Flanders Investment & Trade
Koning Albert II-laan 37
1030 Brussels - Belgium
T: 02/504 87 41 – E: sabine.vincke@fitagency.be

- I am a natural person
- I represent a private company/organization/chamber of commerce

NATURAL PERSON

Contact details

Name: _____ Surname: _____
 Mr/ Ms
Nationality: _____
Address: _____
Country: _____
Email: _____
T: _____ M: _____

CV of the applicant

Knowledge of Dutch: Yes No

Detailed explanation of relevant experience

(knowledge of/experience with international trade and business practices; existing relevant network in New Zealand)

Ideas on your business approach for the representation of FIT and for serving its member companies

Fee proposal (in €) for the basic service delivery of 4 days a month (on a basis of 8 hours a day), including all overhead and excluding all local taxes

- Please also give an overview of all applicable local taxes that FIT will have to pay (which local taxes, %, taxable base, total amount)

Fee proposal (in €) for the extra service delivery on an hourly basis, including all overhead and excluding all local taxes

- Please also give an overview of all applicable local taxes that FIT will have to pay (which local taxes, %, taxable base, total amount)

Other relevant information

PRIVATE COMPANY/ORGANISATION/CHAMBER OF COMMERCE

Contact details

Name company/organization/chamber of commerce:

Legal form:

Address:

Country:

General email:

Website:

T:

M:

Name representative(s):

Mr/ Ms

Function:

Direct T:

M:

Direct email address:

Copy of the registration with the "Companies Register", administered by the New Zealand Companies Office

Please add enclosure

CVs of the person(s) to be involved in executing the services to be delivered by the Antenna

CV Contact person 1

Knowledge of Dutch: Yes No

CV Contact person 2

Knowledge of Dutch: Yes No

Detailed explanation of relevant experience

(knowledge of/experience with international trade and business practices; existing relevant network in New Zealand)

Ideas on your business approach for the representation of FIT and for serving its member companies

Fee proposal (in €) for the basic service delivery of 4 days a month (on a basis of 8 hours a day), including all overhead and excluding all local taxes

- Please also give an overview of all applicable local taxes that FIT will have to pay (which local taxes, %, taxable base, total amount)

Fee proposal (in €) for the extra service delivery on an hourly basis, including all overhead and excluding all local taxes

- Please also give an overview of all applicable local taxes that FIT will have to pay (which local taxes, %, taxable base, total amount)

Other relevant information