

BIDDING PROCEDURE - TERMS AND CONDITIONS

PROJECT: A A.1.2_0355 - SME4SMARTCITIES

SERVICE: Provision of external services for the organization of Business to users solutions meetings (A5.1.4) and Business to procurers meetings (A5.1.5) in the framework of the SME4SMARTCITIES project.

1- Object of the contract

The European Business Innovation Centre of Murcia (hereinafter CEEIM) is the lead beneficiary of the concession of the PROJECT A_A.1.2_0355 SME4SMARTCITIES. SME4SMARTCITIES is a European project framed within the ENI CBC Med Programme and whose main objective is to promote the development and internationalization of small and medium-sized technology companies, to facilitate their access to the smart city market. The initiative also seeks to improve the competitiveness, efficiency and sustainability of Mediterranean cities.

As part of WP5, “Co-creation and co-innovation for smart solutions”, project partners have to organize in the different territories a set of meetings and events to allow the participant SMEs to exchange information with public buyers, citizens and other actors of the smart city sector, as described in the corresponding activities of the project Grant Contract. In this context, CEEIM launches this bidding procedure for the provision of external services for the organization of Business to users solutions meetings (A5.1.4) and Business to procurers meetings (A5.1.5). It is expected that these activities will take place during the Spanish entrepreneurial mission, also to be organized under the project framework (A5.1.3).

2- Type of contract

Services.

3- Time frame of the contract

From the date of signature of the contract until the business meetings and related events are fully implemented (initially planned for April 2022), including any period required to submit the subsequent necessary documentation.

In case of unexpected delays, the contract can be extended at no additional cost until all the planned activities have been carried out.

4- Type of procedure

Single tender procedure.

5- Deadline for receipt of offers

25th of February, 2022.

6- Language of the bids

English or Spanish.

7- Contracting entity

FUNDACIÓN CENTRO EUROPEO DE EMPRESAS E INNOVACIÓN DE MURCIA (CEEIM)

8- Receipt of bids

The technical offer and the financial offer will be sent in separate documents to:

FUNDACIÓN CENTRO EUROPEO DE EMPRESAS E INNOVACIÓN DE MURCIA (CEEIM)

Address: Campus universitario de Espinardo nº 7 – Edif. CEEIM. Espinardo – 30100. Murcia (Spain)

Phone number: +34968904808

Email: antonio.fuentes@ceeim.es

9- Service requirements and specifications

9.1 - Description of the service

Within the framework presented in the section 1 “Object of the contract” of this document, the beneficiaries of the SME4SMARTCITIES project need to organize, in the different participant countries, a set of meetings and exchange events between selected SMEs and public buyers, citizens and other actors of the smart city sector. These activities are described in the corresponding sections of the project Grant Contract (WP5; A5.1.4 & A5.1.5).

These activities will allow SMEs to exchange information with citizens and other users of the smart city sector through workshops organized by partners in their own territories and in the project. In addition, the activities will also allow SMEs to exchange information with cities/public buyers of solutions of the project area, particularly with the members of the cities project support group.

These meetings and events will be organized back-to-back with the entrepreneurial missions of the project. The Spanish entrepreneurial mission (whose organization is object of a different bidding procedure) will take place most probably in Málaga. Around 40-50 participants are expected to take part, although these figures must be considered just as an estimate.

In this context, some of the activities expected to be carried out by the selected organization are listed below:

- Preparation of the programme of activities, including the ones related to the necessary workshops and events to facilitate the collaboration between all the mentioned actors.
- Rental of the rooms of the venues. The venues should be provided with the necessary equipment to allow both face-to-face and online meetings and events in order to ensure the participation of SMEs, city representatives, experts and users unable to attend in person due to the restrictions imposed by the Covid-19 pandemic or by any other unexpected situation.
- Organization of the activities to be implemented, arranging the necessary actions for achieving successful events that meet all the objectives set.
- Coordination and support of the actions during their implementation. Staff from the contracted organization (or hired by them) must be present during the events for any organizational issues, problems with bookings and any other inconveniences that may arise during the activities.
- Preparation and provision of the necessary number of copies of a dossier about the companies taking part in the events and meetings that facilitates the mutual learning among participants.
- Preparation of accreditations and support during registration.
- Search and provision of relevant speakers according to the topics to be agreed with the project partners. In principle, selected speakers will be either cities/users representatives or experts in these fields.
- Search and provision of professionals and/or tools who can carry out translation tasks necessary for the correct interaction of the participants.
- Provision of the transport requirements for the actions designed.
- Provision of the necessary catering services during the events.
- Provision of the travel and subsistence (meals, accommodation...) requirements not covered with other project budget items. In particular, it will be necessary to cover any expenses of this nature related to the speakers and other Spanish participants different from SMEs or staff of the project partners.
- Search and provision of the necessary moderators/masters of ceremonies to fulfil the programme designed.
- Provision of the audiovisual equipment required to carry out an exhibition during the events of the services and products offered by the participating companies.
- Support on the communication, dissemination and promotion of the events through different materials and channels.
- Collection of evidences of the implementation of the activities and subsequent preparation of the documentation required by the partnership to meet their reporting duties.
- Any other actions required by CEEIM or the project partnership in order to achieve a proper organization and implementation of the Business to users solutions meetings (A5.1.4) and Business to procurers meetings (A5.1.5).

The work will be carried out in accordance with current legal provisions, following the project communication plan (available for consultation), the project Grant Agreement (available for consultation), as well as the European regulations governing the ENI CBC Med Programme.

9.2- Language skills necessary for providing the service

Proficiency in Spanish and English are considered mandatory.

10- Price

Quotations will not exceed € 13,900 (VAT excluded).

10.1- Payment terms

- 50 % upon signature of the contract.
- 50 % after completion of the activities object of the present procedure, presentation of the corresponding documentation for reporting duties and verification by CEEIM of the correct provision of the services.

10.2- Price determination system

The price will be determined as a lump sum based on the general market price and will include all the expenses that the successful tenderer must incur to fulfil the contracted services.

11- Financial solvency requirements

Turnover in the last year of at least the amount of the tender.

Proof shall be provided by means of a statement of the overall turnover in the area of activity corresponding to the object of the contract.

12- Evaluation of bids

Each bid will be evaluated according to the evaluation criteria and their detailed weighting indicated in the "Assessment criteria" section. No other award criteria will be used. Bids that exceed the maximum amount expressed in section 10 will be eliminated, as they are considered unacceptable.

13- Choice of awardee

The selection of the bid with the best value for money results from a weighting between the quality (technical offer) and the price (financial offer) of the offers according to a distribution of 100 percentage points; up to 20 maximum points (financial offer) and up to 80 maximum points (technical offer) following the following formula:

Total score for bid X = (Cheapest price / price of offer X) x 100 x 0,2 + (score of the technical award criteria of offer X)

The following award criteria are established:

ASSESSMENT CRITERIA (100 POINTS)

OBJECTIVE VALUATION CRITERIA (20 POINTS) - PRICE / FINANCIAL OFFER

The most beneficial offer received (lowest amount) will be assigned the maximum score, that is, 20 points. The rest of the offers being valued in the corresponding direct proportion.

CRITERIA EVALUATED THROUGH VALUE JUDGMENTS (80 POINTS) - QUALITY / TECHNICAL OFFER

TECHNICAL QUALITY	80 POINTS
<p>Description of the content of the service</p> <p>The level of detail provided and the quality of the content of the actions and tools to be implemented will be assessed.</p> <p>Consistency in the planning of activities and methodology will be valued.</p> <p>Description of the documentation and materials to be provided to the partnership to meet their reporting duties will be also considered.</p>	30
<p>Fitting to the project needs and programme requirements</p> <p>Adherence of the service to the project needs and programme requirements will be evaluated.</p> <p>Required language skills for the provision of the service as specified in section 9.2 will also be evaluated under this criterion.</p>	25
<p>Experience in the provision of similar services</p> <p>Within this criterion, any previous experience in delivering similar services will be taken into account.</p>	25

In any case, it is essential to clearly indicate: the title of the bid, the project reference and the name and address of the bidder, as well as the financial proposal (with and without VAT included)

In Murcia, on the 8th of February, 2022

Signed: Esther Peñalver Ibarra (Director of CEEIM)

