

BIDDING PROCEDURE - TERMS AND CONDITIONS

PROJECT: A A.1.2 0355 - SME4SMARTCITIES

SERVICE: Provision of external services in the framework of the SME4SMARTCITIES project: Product Development Coach.

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 the SME4SMARTCITIES project, a two-steps project call is defined. Applicants (SMEs) pre-selected in the 1st step of the call (closed in December, 2021) are expected to participate in a dedicated training programme and co-creation and co-innovation activities (February – May 2022). This support will assist the pre-selected applicants prepare their full applications for the 2nd step of the call (expected closing date: end of May 2022). Full applications have to provide a detailed description of the product or service that will address one of the urban challenges proposed in the SME4SMARTCITIES' project territories. Successful applicants will receive financial support to develop their products or services.

From participating SMEs, proposals are being sought to tackle the following urban challenges: - Smart parking in the Region of Murcia (Spain) for persons with reduced mobility - Water sanitation, supply, management and monitoring systems in Palestine - Easy and safe usage of electric vehicles in Málaga (Spain) - Adapting and improving city environments threatened by climate change in Genoa (Italy) - The urban heat island effect in Kfar Saba, Tel Aviv and Eilat (Israel)

In this context, CEEIM launches this bidding procedure to subcontract external services:

- 1) to support pre-selected SMEs to prepare their proposals for the 2nd step of both Spanish calls (“Smart parking in the Region of Murcia (Spain) for persons with reduced mobility” & “Easy and safe usage of electric vehicles in Málaga (Spain)”).
- 2) following the 2nd step of the call for proposals, to support final selected SMEs or consortia of SMEs to develop, test and promote their solutions for the abovementioned urban challenges (“Smart parking in the Region of Murcia (Spain) for persons with reduced mobility” & “Easy and safe usage of electric vehicles in Málaga (Spain)”).

2- Type of contract

Services.

3- Time frame of the contract

From the date of signature of the contract until the end of the project (planned for April 2023), including any period required to submit the subsequent necessary documentation for reporting duties.

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

19th of March, 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

As described in the section 1 of the present document, the service to be provided can be divided into two main actions:

- 1) To support pre-selected SMEs to prepare their proposals for the 2nd step of both Spanish calls (“Smart parking in the Region of Murcia (Spain) for persons with reduced mobility” & “Easy and safe usage of electric vehicles in Málaga (Spain)”).

The entity awarded under the present bidding procedure as Product development coach will be in charge of representing before interested pre-selected SMEs, and in each of the Spanish territories, the respective urban challenge addressed in their calls for proposals (it is expected that around 15 SMEs could be interested in any of the Spanish urban challenges). For this purpose, the Product development coach will have to consider, gather, and joint when possible, the different points of view, opinions, approaches, etc. of all the municipalities involved in each case (in principle: the city of Málaga for the call for proposals in Málaga; Murcia, Cartagena, Molina de Segura and Yecla for the call for proposals in the Region of Murcia), participating regional institutions and potential associations of users related with the topics tackled.

Necessary tasks to achieve the above-mentioned objective, will include (non-exhaustive list):

- Achieving a deep understanding of the urban challenges proposed from diverse perspectives (technical, social, economic, etc.).
- Holding meetings with all the actors involved in the definition of the urban challenge or directly impacted by its development and/or implementation (municipalities, regional entities, users or others) to have into account their different contributions and approaches.
- Holding meetings with and answering the requests from the interested pre-selected companies or consortia in order to transfer the information collected from the previous actors to them, regarding the pertinent urban challenge. The Product development coach will work as a constant support for pre-selected SMEs to help them prepare their proposals for the 2nd step of the project call.

Attention is drawn to the fact that part of these meetings and exchanges of information will take place during the entrepreneurial missions that are planned within the framework of the project for the months of April and May 2022 to the following territories and in the following specific provisional dates:

- Entrepreneurial mission to Italy (Genoa): 5 and 6 of April 2022
- Entrepreneurial mission to Israel-Palestine: 9, 10, 11, 12 and 13 of May 2022
- Entrepreneurial mission to Spain (Málaga): 18, 19 and 20 of May 2022

The participation in these entrepreneurial missions of the successful bidder as Product development coach (fulfilling the tasks described above) is considered mandatory and must be expressly mentioned in the technical offer submitted by interested entities. Basic travel and subsistence expenses (flights, hotels and meals expenses following the proposals and instructions from CEEIM and the travel agency subcontracted for this purpose) incurred due to these entrepreneurial missions are not considered within the scope of this bidding procedure.

However, the expenses related to any necessary or advisable trip within the Region of Murcia and Andalucía, and between them, to achieve the objectives stated above are considered part of the scope of this bidding procedure. Therefore, the successful bidder will not request reimbursement for any expenses of this nature.

For any other meeting requested by companies not located in these regions (pre-selected SMEs from other Spanish territories, Italy, Palestine or Israel), different from the meetings taking place during the entrepreneurial missions, the Product development coach will have the possibility to propose an online platform to hold it (not being necessary any travel). In any case, the successful bidder will not request reimbursement for any expenses of this nature either.

- 2) Following the 2nd step of the call for proposals, to support final selected SMEs or consortia of SMEs to develop, test and promote their solutions for the abovementioned urban challenges (“Smart parking in the Region of Murcia (Spain) for persons with reduced mobility” & “Easy and safe usage of electric vehicles in Málaga (Spain)”).

In principle, only one proposal will be selected from each Spanish call although this may suffer modifications following the applications received and their assessment. The project consortium may request a representative of the awarded entity of the present bidding procedure to support or even take part in the evaluation committee for the selection of the subgrantees that will develop and test their solutions.

The Product development coach will provide constant support to the selected SMEs or consortia of SMEs, resulting from both calls for proposals, during the development and pilot phases. Support will be given regarding the following aspects (non-exhaustive list):

- Coordination of the co-creation process of the solution among the different actors involved: the selected SMEs (or their consortia), representatives from the cities proposing the challenges and/or adopting the solutions, user representatives and experts that could be involved during the process. The co-creation process will be carried out under the framework of the co-creation methodology/guidelines to be developed within the project but not included in the scope of this bidding procedure.

The coordination of the co-creation process may involve tasks such as:

- Defining the actors involved in the co-creation process and their roles;
- Helping SMEs and other actors define the objectives, resources, actions to undertake and planning of the activities;
- Setting a collaborative culture and addressing language, social, policy, etc. challenges;
- Coordinating the meetings between the parties and preparing and sharing the subsequent minutes.
- Establishing the measures for the control and monitoring of the progress of the activities;
- Helping with communication and dissemination issues;
- Supporting the definition of intellectual property management strategies in co-creation;

Please note that the SMEs selected in the second step of the project call could be established in any of the project countries (Spain, Italy, Palestine or Israel).

- Support in the preparation, implementation and evaluation of the prototypes/pilots to test the solutions developed.

- Advice and guidance to address any technical and technological challenge the selected SMEs may encounter in the development and testing of their solutions, particularly in terms of their integration within the already existing related strategies, platforms and tools of the public entities involved.
- Support during the presentation, demonstration and early commercialization stage of the solutions developed.
- Advice and guidance to participating SMEs and cities for the establishment of cross-border partnership agreements.

The expenses related to any necessary or advisable trip within the Region of Murcia and Andalucía, and between them, to achieve the objectives stated above are considered part of the scope of this bidding procedure. Therefore, the successful bidder will not request reimbursement for any expenses of this nature.

For any other meeting requested by companies not located in these regions (pre-selected SMEs from other Spanish territories, Italy, Palestine or Israel) during the development and implementation phases, the Product development coach will have the possibility to propose an online platform to hold it (not being necessary any travel). In any case, the successful bidder will not request reimbursement for any expenses of this nature either.

Apart from these two main actions, the Product development coach will also support the partnership and project subgrantees for the collection of evidences of the implementation of the activities and subsequent preparation of the documentation required in order to meet their reporting duties (please see section 10.1 for more information). In addition, the entity awarded with the present bidding procedure may be required to carry out further tasks of similar nature not specifically described within this section but leading to the fulfillment of the general objectives stated.

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.

Urban challenges proposed in the Spanish project calls for proposals and related contracting entities

- a) Smart parking in the Region of Murcia for persons with reduced mobility:
 - Brief description of the challenge: A solution is being sought to (i) help people with reduced mobility identify remotely the location and occupancy of dedicated parking spaces and (ii) the public service provider to monitor the use of the parking spaces. This solution should include: a free mobile app for reduced mobility users to register themselves on and geolocalise suitable parking spaces, a platform/interface for public authorities to monitor the occupancy and the correct use of parking spaces by registered users, and sensors installed in parking spaces that are durable and require minimal maintenance.
 - Contracting authority: FUNDACIÓN CENTRO EUROPEO DE EMPRESAS E INNOVACIÓN DE MURCIA (CEEIM)
- b) Easy and safe usage of electric vehicles in Málaga:
 - Brief description of the challenge: For shared-use electric vehicles (EV), a solution is sought to develop (i) a universal portable charging adapter which will enable users to charge EVs in any domestic setting or different charging stations, (ii) technology to disinfect the EV's interior between different users and (iii) software to incorporate into existing EV-sharing mobile apps that will provide information on the availability of a universal charging adapter and on the disinfection status.

- Contracting authority: BIC Euronova S.A.

9.2- Language skills necessary for providing the service

Proficiency in Spanish and English are considered mandatory.

10- Price

Quotations will not exceed € 14,900 (VAT excluded).

10.1- Payment terms

- 20 % upon signature of the contract object of this procedure.
- 40 % upon signature of the sub-grant contracts with selected SMEs following the 2nd step of the project call for proposals and deliver of a report containing the minutes proving all the meetings held with the Spanish cities involved and SMEs interested in the urban challenges proposed in the Spanish calls.
- 40 % 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. As part of the documentation delivered, a report containing at least the following points will be considered mandatory:
 - o Methodology applied for the co-creation of the solutions and steps followed during the products development and testing.
 - o Minutes of all the meetings held with the Spanish cities involved and awarded SMEs.
 - o Difficulties found during the process.
 - o Recommendations for future similar projects.

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- 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.

12- 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 and fitting to the project needs and programme requirements</p> <p>The level of detail provided, the quality of the content of the actions and tools to be implemented, and the adherence of the service to the project needs and programme requirements will be assessed.</p> <p>Consistency of the proposed methodology will be valued.</p> <p>Description of the documentation and materials to be provided to the partnership to meet their reporting duties will also be considered.</p>	30
<p>Previous related experience</p> <p>Within this criterion, it will be taken into account any previous experience in:</p> <ul style="list-style-type: none"> - Projects on the Smart City area and, more specifically, related to the urban challenges proposed under the Spanish project calls for proposals. - Co-creation and co-innovation projects. - Projects and programmes involving cities of the Region of Murcia and the province of Málaga and, more specifically, the following municipalities: Málaga, Murcia, Cartagena, Molina de Segura and Yecla. - Projects focused on providing support to innovative and technological SMEs. - International projects funded by the European Union. - Other kind of international projects. - Other previous projects or initiatives related to the services described in this bidding document. 	40
<p>Language skills, and academic and technical background</p> <p>Proof of the language level of the personnel proposed, according to the requirements specified in section 9.2 will be evaluated under this criterion.</p> <p>Academic and technical background of the personnel proposed in topics related to the object of this tender will also be considered.</p>	10

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 2nd of March, 2022

Signed: Esther Peñalver Ibarra (Director of CEEIM)

