

PROCUREMENT PROCEDURE - TERMS AND CONDITIONS

PROJECT: PGI00014 SUPER

SERVICE: Provision of external support for the experience exchange process of the SUPER project.

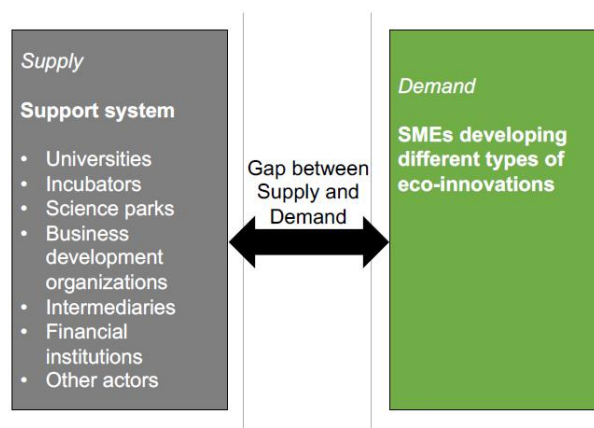
1- Object of the contract

The European Business Innovation Centre of Murcia (hereinafter CEEIM) is a beneficiary organization and part of the partnership of the SUPER Project (Interreg Europe Programme). The global aim of the SUPER project is to improve SMEs uptake of Environmentally Sustainable Innovations (ESIs) into their business.

Although the project was originally running from 1 April 2016 to 31 March 2021, additional activities for the project PGI00014 SUPER were approved by the monitoring committee of the Interreg Europe on 13/08/2021. These additional activities are currently being implemented.

Within these additional activities, the partnership plan to study how eco-innovative SMEs have been affected by the pandemic by addressing this question through regional analyses to exchange experiences on Good Practices of successful pandemic response initiatives. Good Practices from partner regions and experience transfer will help to initiate new projects and improved governance of the policy instruments addressed.

The regional analysis focuses then on identifying good support practices to assist eco-innovative companies address the challenges posed by the covid-19 pandemic. Thus, this analysis will use the gap approach as illustrated below, focusing both on the support system and eco-innovative companies.



In a first stage, the regional analysis has started by conducting around 5-10 interviews with actors within the regional support system and a complementary set of interviews with 5-10 eco-innovative companies in each participating region.

Once concluded the interviews and after a first preliminary analysis of the answers, at this stage further actions need to be undertaken to finalize the analysis and fulfil project requirements according to the specifications in the section 9 of this Bidding Procedure.

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, including any period required to submit the subsequent necessary documentation for reporting duties (end of the project planned for March 2023 including reporting period).

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

Friday, 27th of May 2022

6- Language of the bids

English or Spanish.

7- Contracting organization

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

8- Receipt of bids

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

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9- Service requirements and specifications

9.1 - Description of the service

The service is considered to be composed at least of the following items:

- Completion of the regional analysis tackling all the necessary aspects to fulfill the general stated goal of identifying good support practices for eco-innovative companies during the covid-19 pandemic, covering all the points indicated in the final report to be prepared (see below).

The focus of the analysis is the region. However, the region is situated in a national and European context. Thus, the region is influenced by and influences external factors. As a result, information from the national and European level can be used for the regional analysis when relevant.

Regional analysis will be performed based on the following available materials:

- Project documentation.
- Interviews conducted to eco-innovative SMEs and actors within the regional support system in the region.
- Preliminary analysis already performed and presented during the project partners meeting (interregional meeting) organized in Murcia on the 31st of March 2022.

The organization selected from this bidding procedure, will carry out any additional work deemed necessary to complete the regional analysis (deeper assessment of interviews performed, further contact with stakeholders, literature review, etc.).

- Support in the organization and coordination of a Regional Stakeholder Meeting(s) [additional budget for the organization of this/these meeting(s) is available] to share with the participating stakeholders the results of the first analysis and incorporate their inputs. Final conclusions of this regional stakeholders meeting will be reflected in the final report. Minutes of the meeting will be prepared.
- Final report with the results of the regional analysis. This report will contain (maximum number of pages are indicated in brackets):
 - Front page – title of report and name of the authors (1 page).
 - Executive summary – main highlights from analysis (1 page).
 - Introduction – present the region being analyzed, and the aim of the analysis (1 page).
 - Method – How was the data collected? Which support organizations were interviewed? Why were these organizations selected? Which companies were interviewed? Why were these companies selected? (1 page).
 - Main results – The results should present:
 - the pandemic related challenges of eco-innovative companies (1 – 2 pages).
 - good support practices to address these challenges in the region (2 – 3 pages).
 - Conclusions – The conclusions should focus on. (1-2 pages):
 - identification of aspects for improvement in the support practices,
 - recommendations for further developing the support activities and,
 - how the lessons learnt can lead to policy changes/improvements.
 - Appendices – Extra information such as statistics.

In principle, the report will have to be completed by the end of July 2022 (exact date to be confirmed).

- Presentation of the main results from the regional analysis (the report) and participation in the discussions for identifying good practices in the final conference of the project to take place most probably in Sweden in September 2022.

9.2- Language skills necessary for providing the service

Proficiency in Spanish and English are considered mandatory.

10- Price

Quotations will not exceed € 2.880,00 (VAT excluded).

10.1- Payment terms

- 30 % upon signature of the contract object of this procedure.
- 40% after organization of the Regional Stakeholders Meeting, provision of the minutes of the meeting, and completion of final report.
- 30% after presentation of main results from the regional analysis in the final conference according to the section 9 of this document, provision of the corresponding documentation for project reporting duties and verification by CEEIM of the correct provision of all the services.

Payments will be made maximum 45 days (invoice date) after the provision of the service.

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 09 of May 2022

Signed: Esther Peñalver Ibarra (Director of CEEIM)

