



CEEIM - Centro Europeo de Empresas e Innovación de Murcia
Campus Universitario de Espinardo 7, 30100, Murcia, Spain
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Subject: Procurement for the provision of external training services within the CARISMED Project

Funding Source: European Union under ENI CBC Med Programme

1- Background

Centro Europeo de Empresas e Innovación de Murcia (CEEIM), the European Business Innovation Centre of Murcia (Southeast of Spain), is a non-profit Foundation that aims at **creating and implementing innovative methodologies in the field of entrepreneurship and business creation**, specifically meeting **technology-based start-ups' needs**.

CEEIM has been awarded as beneficiary of the Project ***C_A.2.2_0012 Capitalisation for Re-setting Innovation and Sustainability in MED-Cities (CARISMED)*** implemented within the framework of the ENI CBC Mediterranean Sea basin programme financed by the European Union through the European Neighbourhood instrument. The lead beneficiary is the Birzeit University - BZU.

CARISMED overall objective is to develop urban policies for improving sustainability and integrating innovation into the urban setting of Mediterranean cities in order to effectively re-structure living and working conditions.

Specific objectives of the project:

- Promoting innovative approaches/Circular Economy methodologies for re-setting the built environment at Med-Cities (both the building shell and its technological and business content) by developing a toolkit/advisory guide on upcycling buildings/areas of the built environment through Cultural Creative Industry (CCI) SMEs clustering.
- Establishing targeted pilot creative workshops at regional and national level in order to reach involve new target groups/type of stakeholders through expertise outreach and policymakers, local authorities, key sector stakeholders, organizations and SMEs, i.e. cross-border level.
- Making use of asynchronous e-learning platforms where knowledge and resources pooling results foster the mainstreaming of good practices towards central principles

for planning interventions, improve sustainability and integrate innovation of CCI SMEs Clustering into the urban setting at Med-Cities.

2- Type of contract

Services.

3- Type of procedure

Single tender procedure.

4- Time frame of the contract

From the date of signature of the contract until the end of the activities, 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.

5- Deadline for receipt of offers

Thursday, 15th of June 2023. Any offer received after this date will be automatically rejected.

Extension of the deadline for presentation of offers: 30th of June 2023.

6- Language of the bids

English or Spanish (although the language of training will be Spanish).

7- Contracting organization

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8- Receipt of bids

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9 - Service requirements and specifications

In the framework of the CARISMED project, it is planned to conduct :

- 1) a training course within the Work Package 4 (SMEs clustering roadmaps and capacity building)
- 2) a consolidation workshop under Work Package 5 (Pilot Model Workshop and open markets for SMEs from the Cultural and Creative Industry sector - Circular Economy practices, LCARS and green supply chain).

The services include:

- Preparation of training course and workshop materials in Spanish and English. Once the parties agree on the final contents, the selected provider will have a maximum of three weeks to prepare the materials.
- Conduction of training and workshop in Spanish.
- Reporting in English.

The services specifications are listed below. On one hand, the specifications address the training course and on the other hand, the consolidation workshop.

a. Description of the services for the training course

Methodology of the training course

The methodology applied by the service provider shall comply with the general guidelines produced by the project consortium and that will be provided at the signature of the contract.

Objectives of the training course

The course aims at providing knowledge and skills to the participants (Entities working in the field of the Cultural and Creative Industries) in terms of circular economy and smart, green and sustainable practices.

Contents of the training course

The training contents will be divided into 5 modules and will address the following topics (non-exhaustive) applied to the Cultural and Creative Industries sector:

- Introduction to the notion of circular economy
- Innovative methods and tools for upcycling, recycling of materials, circularity of the product design, eco design...
- Low-cost Adaptative Reuse Strategy (LCARS)
- Smart, green and/or sustainable practices and economy
- Design of circular business models/circular value proposition
- Green marketing and eco-innovation

The final contents will be validated by the contracting body, CEEIM, based on the proposal of the selected services provider.

Duration, location, timeframe and target groups of the training course

- Duration of the training course: 20 hours distributed in 5 sessions
- Tentative timeframe: July to September 2023
- Location: at least 2 on-site sessions at the premises of CEEIM (Murcia – Spain) and the rest, online ones

Material and deliverables to be provided

All the training materials (programme, structure, contents, tools...) will be provided in English and Spanish to be uploaded to the project digital platform and made accessible with free open access.

The services should include an evaluation questionnaire and analysis, and a final report of the activity.

b. Description of the services for the consolidation workshop

Methodology of the consolidation workshop

The methodology applied by the service provider shall follow the general framework produced by the consortium and that will be provided at the signature of the contract.

Contents of the consolidation workshop

The service provider shall develop the contents based on the overall structure of the workshop:

- General framework of concept and definitions of Circular Economy and LCARS adapted to Cultural and Creative Industries
- Presentation of tools and methodologies to be applied in the CCI sector
- Study Case
- Conclusions

Duration, location, timeframe, and target groups of the consolidation workshop

- Duration of the consolidation workshop: 3 hours
- Tentative timeframe: July to September 2023
- Location: on-site session in Murcia – Spain

Material and deliverables to be provided

All the workshop materials will be provided in English and Spanish to be uploaded to the project digital platform and made accessible with free open access.

The workshop should include a report of the activity.

10- Qualifications and experience

- Demonstrated experience in training activities content elaboration and conduction of workshop.
- Proven experience in the training topics (see point 9 services requirements and specifications) and especially, in circular economy applied to business, Small and Medium Enterprises (SMEs), and Cultural Creative Industry (CCI) sector.
- Proficiency in Spanish and English. The training and the workshop will be given in Spanish, but all the materials shall be delivered in both Spanish and English.

11- Financial information

The available Budget for this contract is **4.000 € (excluded VAT)** for the services under the costs category “*External services – Organisation of LCARS training workshop*” and **1.500 € (excluded VAT)** for the services under the cost category “*External services – Organisation of Consolidation Workshop*”. The Financial Proposal should be in EURO.

12- Schedule and modality of payment

Payments will be made according to the following scheme:

- 30 % upon signature of the contract object of this procedure.
- 40% after the completion of the training course and consolidation workshop.
- 30% after presentation of all the deliverables and materials in English and Spanish, provision of the corresponding documentation for project reporting duties and completion of final report and verification by CEEIM of the correct provision of all the services.

Payments will be made maximum 30 days (invoice date) after the provision of the service and the presentation of the invoice.

13- Evaluation criteria of applications

Tenders exceeding the maximum budget available for the contract (see section financial information) will not be considered.

Each tender will be evaluated based on the evaluation criteria and their weighting detailed below. No other award criteria will be used.

The selection of the tender with the best value for money results from a weighting between the quality (technical tender) and the budget proposal (financial tender) according to a distribution key out of 100 points: up to 60 maximum points (technical tender) with a minimum threshold of 40 points, and up to 40 maximum points (financial tender).

Technical Tender Training Course and Consolidation Workshop: up to 60 points (with a minimum threshold of 40 points)

- Approach of the training and workshop, quality of contents, planning of activities, and innovative methodology (up to 40 points)
- Relevant experience, competence, language capacity and qualifications of the trainer(s) (up to 20 points)

Financial Tender: up to 40 points

The maximum score will be awarded to the most beneficial tender(s) (lowest price for both training course and consolidation workshop) and the remaining tenders will be evaluated in the corresponding direct proportion.

Applicable formula: $\text{Score financial bid X} = (\text{Lowest price} / \text{price of bid X}) \times 40$

14- Applications

Application can be sent either in English or Spanish.

Each application shall provide technical and financial proposals including the following information:

- Technical description of the methodology, work plan, and training material with reference to the title of the bid, the project number and the name and address of the bidder.
- CVs of the trainer(s) in charge of the services
- Detailed financial tender (with and without VAT included) with all the foreseen costs by type of activity (Training and Workshop). The financial tender should also include any extra costs needed to carry out the activities stated in the tender such as travels to Murcia.

Murcia, 1st of June 2023

Latest version 14th of June 2023.

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