



BIDDING PROCEDURE - TERMS AND CONDITIONS

PROYECT: A A.1.2 0355 - SME4SMARTCITIES

SERVICE: Provision of an online platform and consultancy services to manage the project sub-granting procedure

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 in 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 cities market. The initiative also seeks to improve the competitiveness, efficiency and sustainability of Mediterranean cities.

As part of WP6, Product Development and Market Place, the project consortium will launch a sub-grant call to support SMEs in the development of smart city solution ideas to the urban challenges of Mediterranean cities identified within the project. In this context, CEEIM launches this bidding procedure for the provision of an online platform and consultancy services to properly manage the sub-grant applications and sub-grant activity reporting.

2- Type of contract

Services

3- Time frame of the contract

September 2021 – Project End (expected for February 2023)

4- Type of processing

Single tender procedure

5- Deadline for receipt of offers

25th August, 2021

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 develop and implement a mechanism to offer cascade funding, also known as Financial Support for Third Parties. Given the complexity of the procedure, and in order to guarantee its quality, efficiency and transparency, the subcontracting of the following services is considered as necessary:

1. The provision of a platform to coordinate the call for proposals and monitor the submission and evaluation procedure, as well as the implementation and reporting of sub-grants. Users will be able to upload all supportive documentation relating to sub-grant applications and the implementation of sub-grant activities in a secure way, and partners will be able to monitor the implementation from a financial and technical point of view. In particular, the platform must facilitate:
 - The submission of grant applications by the SMEs;
 - The assessment of grant applications by the evaluators;
 - The management and monitoring of the implementation of grants by the beneficiaries of the project;
 - The preparation of reports.

The service will also include training in the use of the tool to all partners of the consortium and a helpdesk to solve any doubts or problems that could appear during the process.

2. Consultancy services and technical assistance to develop the call procedure, coordinate the sub-grant applications, manage their evaluation and assure a correct granting procedure of the funding. The support provided must guarantee an appropriate implementation of the administrative and financial rules imposed by the ENI CBC Med Programme for the sub-grant reporting procedures.

Training for project beneficiaries responsible for managing the sub-granting mechanism should be also provided as well as specific assistance in the development of the project evaluation guide. In addition, it will be required a constant support in the follow-up and answer of any questions raised during the process.

9.2 - Language of the platform and services provided

English

9.3 - Expected calendar

The launch of the call for proposals is expected for September / October 2021.

10 - Price and payment terms

Quotations will not exceed € 15,000 (VAT excluded).

Payment method:

- 40 % upon signature of the contract.
- 30 % after the closing of the call for sub-grants.
- 30 % after completion of the sub-grant reporting.

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
Description of the content of the service (platform & consultancy) The level of detail provided and the quality of the content of the actions and tools to be implemented will be assessed. Consistency in the planning of activities and methodology will be valued.	20
Fitting to the project needs and programme requirements Adherence of the service (platform & consultancy) to the project needs and programme requirements will be evaluated.	20
Training and helpdesk service included within the offer The training offered to the project beneficiaries on the use of the platform and the managing of the process, as well as the helpdesk service provided, will be assessed.	15
Time for the delivery of the platform Time needed to develop and launch the platform, ready to be used according to the requirements, will be considered.	15

Experience in the provision of a similar service Within this criterion, any previous experience in delivering similar services will be taken into account.	10
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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 August 9, 2021

Signed: Esther Peñalver Ibarra (Director of CEEIM)

