



## **CALL OF INTEREST: ELABORATION OF COMMERCIAL AGENDAS IN BARCELONA FOR INTECMED'S SUBGRANTEES "INCUBATORS FOR INNOVATION AND TECHNOLOGICAL TRANSFER IN THE MEDITERRANEAN (INTECMED)" PROJECT FINANCED UNDER THE ENI CBC MED PROGRAM**

### **Preliminary Provisions:**

- Contractor: Association of the Mediterranean Chambers of Commerce and Industry (ASCAME);
- Title of the project: INTECMED “Incubators for innovation and technological transfer in the Mediterranean”;
- Financing: The project is co-financed by the European Union through ENI CBC MED Cross-border Cooperation Program 2014 - 2020;
- Provisional start date of the contract: October 2023.
- Provisional period of task execution: 2<sup>st</sup> October to 20<sup>th</sup> October 2023.
- Description of the project: INTECMED project aims at facing common challenges of the areas involved in the project, all characterized by two phenomena: generalized economic slowdown and serious job deficit. In the mid-term, the project expects to set-up a stable decision-makers group to define an innovation strategy at local level able to coordinate all actions of different players. The pilot projects mentorship programmes will improve the competencies and capacities to commercialize research results of at least 48 entrepreneurs/researchers. In the long term, an improvement in the innovation capacity of the involved regions, and in particular those of the southern shore of the Mediterranean, is expected. The Project involves 9 partners from 4 Mediterranean countries.
- Category: Elaboration of tailor-made business agendas for INTECMED's subgrantees for INTECMED project.
- Deadline for submitting bids is the 9th of October 2023, 12:00 pm CET. You can submit your proposal by email to [projects@ascame.org](mailto:projects@ascame.org).
- The email must contain attached:
  - The economical proposal (VAT excluded and VAT included).
  - Portfolio of similar project/experiences
- Subject: “INTECMED- ELABORATION OF COMMERCIAL AGENDAS IN BARCELONA FOR INTECMED'S SUBGRANTEES”

### **General Provisions:**



## 1. Nature and purpose

The present specification has by nature and objective the definition of the services, the establishment of economic and technical conditions, and an approach to the elaboration of tailor-made business agendas for the 12 subgrantees of INTECMED's project. The general, legal and contractual conditions that will govern the entire process and the relations between the organization of the contractor and contracted are also included.

## 2. Objectives of the contract

The objective of this contract is to subcontract the services to provide support to ASCAME in the elaboration, distribution and communication of tailor-made business agendas for the 12 subgrantees of INTECMED's incubator programme.

### **Obligations of ASCAME**

#### 1. Information to be provided

ASCAME will communicate and provide the contracted company with all the information that may be necessary to achieve the planned actions and the effective fulfillment of the contract.

#### 2. Regulatory assistance

Regulatory provisions (national, regional and local) that may affect both the execution of the actions and the future contract will be foreseen and exposed.

### **Obligations of the contracted company**

#### 1. General Obligations

- The contracted company must accept and abide by the regulations and laws in force during the duration of their contract. The responsibility for the breach of these regulations will be borne by the contracted company.
- The contracted company must ensure effective and efficient compliance according to the professional practices they offer.
- All documents and information that has been provided by ASCAME to the contracted company will be considered private and confidential.
- If the contracted company is composed of a consortium of two or more persons, everyone will respond to the stipulated conditions for the formal fulfillment of the contract. In the event that a single person is assigned as a representative of the consortium, she/he will be empowered to make decisions that commit the rest of the consortium. If there is a change in the consortium and ASCAME has not been previously notified, it will be considered a strict breach of contract.



## **Technical dispositions: Scope of Work**

### **1. General description:**

The subcontractor will be responsible for elaborating 12 tailor-made commercial agendas for the 12 finalists of INTECMED's incubator programme. The different business visits on the commercial agenda should be carried out on the 19<sup>th</sup> of October in Barcelona.

The scope of work is related but not limited to:

- Get in contact with the different subgrantees from Egypt, Greece, Spain and Tunisia, total of 12.
- Assess their needs and preferences for the commercial agendas.
- Elaborate the agendas. Each subgrantee should meet with a minimum of 3 companies in Barcelona.
- Supervise the B2B and assist the subgrantees and companies to ensure the correct development of the meetings. Warranting the minimum number of visits per subgrantee.
- Provide the agendas to the ASCAME as a proof of this output
- The final number of agendas will be determined on the companies traveling to Barcelona from the 17<sup>th</sup> to the 19<sup>th</sup> of October.

### **Deontological code**

- The contracted company must be faithful to the deontological code of their profession, as well as respect Human Rights.
- The contracted company must know and work to comply with the provisions of the ASCAME Code of Conduct. It will be needed to make a written Statement of Intent regarding company policy concerning the Code of Conduct and how it will be implemented, if requested by ASCAME, and communicate it to its workers, suppliers and ASCAME.
- All shortlisted companies must show a rejection of any bribe, gift or gratuity situation as an incentive to receive a favourable treatment during the contest where they can be selected.
- From the formalization of the contract, and even after its termination, professional secrecy must be maintained between both parties present in the contract.

### **Conflict of interests**

- The contracted company must prevent or eliminate any situation that compromises the execution of the contract.



- Any conflict of interest must be notified in writing to ASCAME as soon as possible.
- The contracted company must ensure that its personnel are not in any situation that may generate a conflict of interest.
- Once the contract is terminated, the contracted company will limit its functions only to the presentation of services provided in the contract.

## Participation conditions

### 1. Participation

Natural, legal person and consortium of companies based in Spain are eligible for participation.

### 2. Reasons for exclusion

Tenderers will be excluded from participation in procurement procedures if:

- The company is bankrupt or in the process of liquidation, their businesses are administered by the courts, they have reached an agreement with their creditors, they have suspended their commercial activities, they are subject to procedures related to these matters or they are in any similar situation derived from a similar procedure provided for in national legislation or regulations;
- The company, or the people who have powers of representation, decision or control over them, have been convicted of a crime related to their professional conduct by sentence of a competent authority that has the force of res judicata (in other words, against which it is not possible lodge an appeal);
- The company have committed a serious professional offense, verified by any means that the contracting authority can justify;
- The company do not fulfill their obligations regarding the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established, the country of the contracting authority or the country where the contract is to be executed;
- The company, or persons with powers of representation, decision or control over them, have been subject to a judgment with force of res judicata for fraud, corruption, participation in a criminal organization, money laundering or any other illegal activity, when said activity illegal is detrimental to the financial interests of the EU;
- The company is currently subject to an administrative penalty.

### 3. Number of applications

Each natural or legal person can present a single offer, whatever their form of participation.



## Delivery method

**Deadline for submitting bids is the 9th of October 2023, 12:00 pm CET.,** via email to [projects@ascame.org](mailto:projects@ascame.org)

- The email must contain attached:
  - The economical proposal (VAT excluded and VAT included).
  - Portfolio of similar project/experiences
  
- Subject: “INTECMED- ELABORATION OF COMMERCIAL AGENDAS IN BARCELONA FOR INTECMED’S SUBGRANTEES”

### 1. Complementary information

This call for proposal should be enough to provide an offer, but in case the company needs further clarification. The bidders can send their questions to [projects@ascame.org](mailto:projects@ascame.org) before the deadline of submission.

### 2. Application modifications

Companies can modify or withdraw their offers before the submission deadline.

## Award criteria

The award criteria is distributed as follows:

Criteria	%
Lowest Price	80
Proven experience in such similar works	20

## Working language

The communications between the contractor and the services provider will be in Spanish or English.

## Presentation, opening and qualification of offers

1. Presentation of the offers  
Offers should include a technical description of the work and an economic proposal.
  
2. Opening of the offers



The offers will be open in order of arrival after the submission deadline.

## Legal conditions

### 1. Authorizations and licenses

The contracted company must manage and obtain the licenses and/or administrative authorizations to carry out the actions contained in the contract. In addition, to adopt security measures so that only authorized persons can have access to the execution of the contracted actions.

### 2. Confidentiality and data protection

The contracted company must respect the confidential nature of the information to which it has access due to the execution of the contract.

It also undertakes to respect the strictest confidentiality with respect to all technical, commercial or other information that is recorded as part of the execution of the service.

The contracted company undertakes to comply with the requirements set forth in the current regulations on personal protection and, especially, Organic Law 3/2018, of December 5th, on the Protection of Personal Data and guarantee of digital rights that adapts to the Spanish legal system Regulation (EU) 2016/679 of the European Parliament and the Council, of April 27th, 2016, Organic Law 15/1999, of December 13th, on the Protection of Personal Data and Royal Decree 1720/2007, of December 21st, which approves the Regulations for the development of Organic Law 15/1999.

In any case, the contractor will not be able to access the documents, files, systems and supports that contain personal data without express authorization.

### 3. Legal base

- Regulation (EU, EURATOM) No. 1046/2018 of the European Parliament and of the Council of July 18, 2018, on the financial rules applicable to the general budget of the Union;
- Council Regulation (EU, EURATOM) No. 2988/95 of 18 December 1995 on the protection of the financial interests of the European Communities;
- Regulation (EC) No. 232/2014 of the European Parliament and of the Council of March 11, 2014, creating a European Neighborhood Instrument;
- Common rules for the application of ENI (Regulation (EC) No. 236/2014) establishing common rules and procedures for the application of Union instruments for the financing of external projects;



- Rules for the application of Council Regulation (EC) No. 897/2014 of 18 August 2014, establishing specific provisions for the application of cross-border cooperation programs financed under Regulation (EC) No. 232/2014 the European Parliament and the Council creating a European Neighborhood Instrument;
- Regulation (EU) No. 1407/2013 of the European Commission, of December 18, 2013, regarding the application of articles 107 and 108 of the Treaty on the Functioning of the European Union of *de minimis* aid;
- Joint operational program for the ENI CBC Mediterranean Sea Basin approved by the European Commission on 12/17/2015 (Decision No. C (2015) 9133), and its annexes;
- All manuals and guidelines issued by the Program, in its latest version;
- Financing agreements signed between the European Commission and the Mediterranean Associated Countries;
- The Grant Contract with the reference number INTECMED (B\_A.2.1\_0063) between Association of the Mediterranean Chambers of Commerce and Industry (ASCAME) and the Management Authority of the ENI CBC MED 2014-2020 Program.

#### 4. Payment and billing system

The winning entity will present an invoice at the end of each delivery. The payment will be made within 30 calendar days from the invoice date.

Invoices will be submitted by email to [projects@ascame.org](mailto:projects@ascame.org) and post mail to:

Association of the Mediterranean Chambers of Commerce and Industry (ASCAME)  
Avda. Diagonal 452 (08006) Barcelona, SPAIN  
[G65559346]

On all invoices issued by the contractor must reflect the name of the project: "INTECMED - ENI CBC Med Programme", as a payment requirement.

### **Contract termination**

#### 1. Causes for contract termination

- When in the award procedure or in the execution of the contract there have been substantial errors or irregularities or suspected or proven fraud, the payment and / or the execution of this contract will be suspended.



- If the contracted entity were the one that caused the errors, irregularities or frauds, it may also be denied payment or recover the amounts already paid, proportionally to the seriousness of the errors, irregularities or frauds.
- The Contracting Authority (ASCAME) may suspend the execution of the contract when it considers that such suspension is in the interest of the Project.