

## CALL FOR TENDERS

### **1. The Contracting Authority and the subject of the request for a proposal**

**1.1 The Contracting Authority is ERI HUNGARY - European Research Institute Nonprofit Kft.**

**1.2 Subject of the call for proposals: Interreg CE-PRINCE transnational communication services**

**1.3 The contact person responsible for the procedure on behalf of ERI HUNGARY - European Research Institute Nonprofit Kft.**

Name: Emőke Takács

Phone number (mobile): +36 30 647 5475

The procuring entity shall consider written communication by e-mail to be the primary means of communication. If for any reason messaging is not possible, please contact the Contracting Authority's contact person by telephone.

**1.4 Bidder's contact person - Please fill in the table below**

Description	Type	Reply
Name:	Text from	
Phone number (mobile):	Text from	
E-mail address:	Text from	

### **2. Call for tenders**

#### **2.1 Call for tenders**

##### **2.1.1. Purpose of the procurement procedure, description of the task**

Type of procurement procedure: open

The exact description of the subject of the procurement is set out in the Technical Specification Annex. The Bidder is expected to study all instructions, annexes, conditions and other information contained in the attached documents and to submit its bid accordingly.

All data and information related to the procurement procedure shall be treated as confidential and business secrets by the Contracting Authority and the representatives of the Bidder.

The Contracting Authority intends to carry out procurement activities in the framework of the project "CE-PRINCE: Central Europe Green Procurement and Innovation Network for Circular Economy", co-funded by the European Union Interreg Central Europe Programme, under the reference CE0200688. To this end, the present procurement procedure is launched.

##### **2.1.2. Definition of the contract, time and place of performance**

As a result of the procurement procedure, the procuring entity intends to award the contract to the successful tenderer as a draft contract. The draft contract is set out in the "Statement of the draft contract".

**Duration of the Contract / Deadline for performance of the Contract:** as set out in the draft Contract.

**Place of performance:** as specified in the draft contract.

##### **2.1.3. Possibility to make multiple or partial bids**

Multiple offers are not allowed. No partial bids are allowed.

##### **2.1.4. Exclusionary reasons**

**Not be a Bidder in the procedure:**

- who is the subject of a final bankruptcy, winding-up or liquidation order,
- who has outstanding tax, customs or social security debts, i.e. who has not fulfilled obligations relating

to the payment of taxes, duties or social security contributions for which the due date is more than one year after the deadline for submission of tenders, unless they have obtained a deferment of payment and can prove that they have not fulfilled these obligations,

- who is a subcontractor of another tenderer.

Tenderers must certify that they do not fall under any of the grounds for exclusion set out in the request for proposal.

#### **2.1.5. Minimum duration of the tender**

The bidder's obligation to submit a bid starts at the end of the deadline for submission of bids and lasts for 30 days after the announcement of the results.

#### **2.1.6. Other provisions**

2.1.6.1 The language of the procurement procedure is English, so the tender must be submitted in English.

2.1.6.2 All costs associated with the preparation, drafting and submission of the Bid shall be borne by the Bidder.

2.1.6.3. Tenders may only be submitted electronically, by e-mail, by completing the relevant parts of this call for tenders and by submitting the other documents required, before the deadline for submission of tenders **on 29 November 2024 at 12:00 (CET)**.

2.1.6.4 The contracting authority reserves the right to enter into negotiations with tenderers if, on the basis of the tenders received, it considers it necessary to negotiate the tender price (in particular for tenders reaching the threshold of the public procurement procedure), the technical content of the tender or the contractual terms.

#### **2.1.6.5. The offer is invalid if:**

- the Bidder does not submit its bid in accordance with the requirements, in particular
  - if the tenderer's technical proposal differs substantially from the specifications in the Annex to the Technical Specifications, and
  - the tender contains a substantial deviation from the terms and conditions of the contract specified in the Annex to the "Draft Contract" of the Documentation, which is unacceptable to the Contracting Authority,
  - the bid, even after price negotiation, reaches the public procurement threshold, if the procurement is covered by the Public Procurement Act,
  - the Bidder is disqualified,
  - does not meet the conditions laid down in this call for tenders, even after the deficiency has been remedied,
  - the Bidder does not meet the eligibility criteria set out in the Call (only if the Contracting Authority has set eligibility criteria).

2.1.6.6 The Contracting Authority shall have the right to declare a Bidder's Bid invalid if the Bidder has committed an act that seriously undermines the integrity of the procedure or the interests of other Bidders.

2.1.6.7 The Contracting Authority shall notify the successful Bidder and the unsuccessful Bidders of the results of the procurement procedure by e-mail.

### **3. Technical specifications, professional requirements**

#### **3.1 Technical specification and definition of professional requirements**

The Annex to this Call for Tenders sets out the Contracting Authority's technical specifications and expectations of performance (TOR).

**The document is attached to the e-mail containing the call.**

### **4. Modification or withdrawal of the procurement procedure**

#### **4.1 Provisions for modification or withdrawal of the procurement procedure**

The Contracting Authority reserves the right to modify or withdraw call for Tender before the deadline for

submission of tenders. The Contracting Authority will notify all invited Bidders of the modification/revocation simultaneously in writing via e-mail. In the absence of a confirmation, the Bidder will be deemed to have received the amendment and to have taken note of the terms and conditions contained therein.

If the amendment requires an extension of the deadline for submission of tenders, the Contracting Authority shall notify all invited Tenderers of the new deadline for submission of tenders by e-mail.

**5. Additional information and request for an extension of the deadline**

**5.1 Additional information and information on requesting an extension of the deadline for submission of tenders**

Tenderers may request further information on the Invitation in writing no later than 16:00 on the second working day following the expiry of the deadline for submission of tenders. The procuring entity shall send the questions and the answers to all economic operators invited to tender, without identifying the person who asked them.

The Contracting Authority understands written communication to be an exchange of written messages between the Parties via e-mail and considers this to be the primary channel of communication.

The Tenderer may request an extension of the deadline for submission of tenders in writing in justified cases.

**6. Bidding declaration**

**6.1 Information on the offer**

Tenderers must indicate the price of the specified items in the Tender at a fixed net price + VAT (gross).

Bids must be submitted in EUR. In evaluating the tender price, the contracting authority shall take into account the unit price of the items submitted, excluding VAT (net).

**The unit prices offered by the Bidder are fixed for the period of the Bidder's performance of the Contract and the Bidder has no right to initiate changes.**

No deposit is paid by the Contracting Authority.

**6.2 We have studied the Invitation to Tender and the Technical Specifications and we submit our offer in accordance with them - Please fill in the table below**

CE-PRINCE TRANSNATIONAL COMMUNICATION SERVICES	Net offer	Charges	Brut offer
Activity 1.2 (see 4.1. in ToR)			
Activity 1.3 (see 4.1. in ToR)			
Activity 2.1 (see 4.2. in ToR)			
Activity 2.2 (see 4.2. in ToR)			
Activity 2.3 (see 4.2. in ToR)			
Activity 2.4 (see 4.2. in ToR)			
Activity 3.1 (see 4.3. in ToR)			
Activity 3.3 (see 4.3. in ToR)			
<b>TOTAL COST</b>			

**6.3 Declarations**

Declaration	We accept	We do not accept
We acknowledge that ERI HUNGARY - European Research Institute Nonprofit Ltd. is not obliged to accept any bids received.		
We note that ERI HUNGARY - European Research Institute Nonprofit Kft. may declare the procedure ineffective.		

We acknowledge that ERI HUNGARY - European Research Institute Nonprofit Kft., as the Contracting Authority, is not bound by any contractual obligation.		
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#### 6.4 Declaration on the use of a subcontractor

Declaration	we do not intend to use a subcontractor	we intend to use a subcontractor
I declare that I am aware of my criminal liability and that I am not involved in the performance of the contract		

### 7. Professional competence I.

#### 7.1 Reference

In order to demonstrate its ability to perform the contract, the tenderer must provide in its tender **at least 1** reference for **the existence/existence of a green public procurement communication and communication network.**

The reference is an evaluation sub-criterion, which will be evaluated according to the following scoring:

- More than the minimum of 1 reference for **green public procurement communication and network existence/deployment** (up to plus 1)/or only plus 1 reference: **1 point**
- If more than 2 references (up to plus 1)/or only plus 1 **reference for green public procurement communication and network existence/deployment**: 5 points
- If more than 3 references (up to plus 1)/or only 1 reference plus 1 reference plus 1 reference for **communication and networking of green public procurement**: **10 points**

### 8. Professional competence II.

#### 8.1 Introduction of the professionals

In order to demonstrate its ability to perform the contract, the tenderer must indicate in its tender **at least 1** professional person with higher education qualifications who has the following knowledge and experience:

- networking experience in promoting the circular economy in (central) Europe
- Connecting the European Union Public Authorities and EU professional organisations
- have C/GPP or circular economy experience with organisations from Central European countries or in cooperation with Central European countries.
- experience in conducting capacity building activities and communication/awareness raising campaigns, building relationships with local, regional, national and international stakeholders and policies.
- Proven experience in international networking, knowledge exchange, policy and strategy implementation in the field of circular economy/green public procurement for sustainable development over the last 36 months.
- Language skills: written and spoken English
- Proven working experience in the field of circular economy, sustainability and green public procurement in a transnational context.

The above requirements may be met by the Bidder with more than one professional.

The professional(s) presented constitute(s) an evaluation sub-criterion, which will be evaluated according to the following scoring:

- presentation of a professional with Central European language skills: **1 point**
- presentation of a professional with experience in managing EU-funded green projects: **3 points**
- presentation of a professional with experience in green public procurement projects: **5 points**

- international networks of local and regional authorities presentation of a professional with experience in the field of sustainability/environment: **10 points**

## **9. Professional offer**

### **9.1 Specifications for the professional offer**

The Technical Offer must meet the requirements set out in the Technical Specification. **The minimum requirement for a tenderer is to confirm in its Technical Bid that it meets the requirements of the Technical Specification.**

### **9.2 Please attach your professional proposal (compressed in .zip format in case of multiple files)**

### **9.3. Presentation of references in the professional proposal (REQUIRED) - Please fill in the table below**

Description	Type	Reply
Subject of the contract / Name of the professional reference:	Text from	
Date and place of performance:	Text from	
Name and location of the contracting parties:	Text from	
Name of the contact person who can provide proof of the reference:	Text from	
The telephone number of the contact person who can provide proof of the reference:	Text from	
E-mail address of the contact person who can provide proof of the reference:	Text from	

### **9.4. Presentation of the professional in the professional proposal - Please fill in the table below**

Description	Type	Reply
Name of the professional presented:	Text from	
The task to be performed in the performance of the contract:	Text from	

## **10. Declaration on company statement**

### **10.1 Declaration regarding the availability of the company extract**

	Available at	not available
I hereby declare that I am aware of my criminal liability and that the company's company statement at <a href="http://www.e-ceggyzek.hu">www.e-ceggyzek.hu</a>		

**10.2 If they are not available, please attach documents not available at [www.e-ceggyzek.hu](http://www.e-ceggyzek.hu) (compressed in .zip format for multiple files)**

## **11. Declaration of grounds for exclusion**

### **11.1 Declaration of bankruptcy, winding-up and liquidation**

	not available	available at
I hereby declare that I am aware of my criminal liability and that the Bidder is subject to a final bankruptcy order		
I declare that I am aware of my criminal liability and that the Bidder is subject to a final and binding winding-up order		
I hereby declare that I am aware of my criminal liability and that the Bidder is in compulsory liquidation		

### 11.2 Declaration of public debt

	none	is
I declare that I am aware of my criminal liability and that the Bidder has overdue public debts of more than one year		

### 11.3 Declaration of contribution

	not involved	participates in
On the basis of my declaration, I declare that the Bidder, as a subcontractor of another Bidder in the procedure		

### 11.4 Declaration on subcontractor

	I do not use	I use
On the basis of my declaration, I declare that for the performance of the contract I will use a subcontractor who is not subject to the exclusion grounds provided for in the call for tenders		

## **12. Declaration on the draft contract**

**12.1 The Contracting Authority encloses a draft contract as part of this documentation. The draft contract can be downloaded by clicking on the file name.**

The Bidder may not add any discrepancies to the draft Contract provided by ERI HUNGARY - European Research Institute Nonprofit Ltd., but must declare that it accepts the terms and conditions of the Contracting Authority.

### 12.2 Declaration of acceptance of the draft contract

	Yes	No
On the basis of my declaration, I declare that the Bidder does not wish to provide a list of discrepancies to the draft contract and accepts the draft contract without any modification.		

## **13. Data required for the conclusion of a contract**

### 13.1 Name of the contracting party

Description	Type	Reply
Company name (the official full name according to the company register):	Text from	
Head office, premises:	Text from	
Bank account number:	Text from	
Account-holding bank:	Text from	
Company registration number:	Text from	
Tax number:	Text from	
Community tax number (EU):	Text from	
Name(s) and position(s) of the signatory(s) (more than one person can be entered in this field, one after the other):	Text from	
Contact name:	Text from	
Contact details (telephone):	Text from	
Contact details (e-mail):	Text from	

### 13.2 Form of signature of the contract

	On paper	Certified electronic signature
If you are successful, please state how you would like the contract to be signed by the person(s) authorised to sign it		

**13.3 Please kindly attach the specimen signature of the signatory(s) or a specimen signature countersigned by a lawyer (compressed in .zip format in case of multiple files) or declare the person authorised to represent the applicant, so that we can be certain about the person who is authorised to act on behalf of the organisation.**

## **14. Request for additional information, clarification or correction of a deficiency in the offer or correction of a calculation error**

### **14.1 Relevant information:**

The Contracting Authority shall provide the opportunity to provide a deadline for the completion of the bid. The purpose of a deficiency shall not be to modify or replace tenders relating to the evaluation criteria.

In the event of failure to comply with the time limit for the submission of a complete tender, the contracting authority shall evaluate the tender on the basis of the documents available to it.

The Contracting Authority reserves the right to request in writing additional information, clarification or a deficiency in order to clarify any statement, declaration or certification made by the Bidder during the evaluation of the Bids. Any additional information, clarification or correction provided in writing shall not have the effect of altering the substance of the proposal as originally submitted. The procuring entity shall consider the offers made in relation to the evaluation criteria to be the essential content of the tender.

If the procuring entity detects a calculation error in the tender that may affect the evaluation, the procuring

entity shall correct it by calculating the aggregate value or other data based on the calculation in the tender, based on the itemized values of the elements of the subject matter of the procurement (the basic data). In the subsequent stages of the procedure, the procuring entity will take into account the tender price(s) or other data based on the calculation in the tender, as determined by correcting the calculation error. The Contracting Authority will inform the Bidder in writing of the correction of the calculation error.

## **15. Breakdown of tenders**

### **15.1 Information on the breakdown of offers:**

The breakdown of bids is not open to the public. Bids will be opened in closed procedure after submission.

## **16. Evaluation of proposals**

### **16.1 The evaluation of tenders will be carried out as follows:**

The procuring entity shall evaluate valid tenders based on the **overall most advantageous evaluation criterion**, using a simple ranking.

## **EVALUATION CRITERIA**

Criteria for evaluation of tenders: tenders submitted will be evaluated by the Contracting Authority on the basis of the principle of "overall most advantageous tender", according to the sub-criteria and weightings indicated below.

Sub-criteria	Weightings
Sub-criterion 1: Net bid price (per sub-criterion)	60
Sub-criterion 2: Reference	20
Sub-point 3: Professionals	20

Method of awarding points: the lower and upper limits for the evaluation of the content of the proposals according to the sub-criteria: the lower limit for the number of points for each sub-criterion/sub-criteria is 1 point and the upper limit is 10 points, the same for each sub-criterion/sub-criteria.

Rounding rule: The procuring entity shall round scores to two decimal places.

The method for allocating points between the thresholds for the above evaluation sub-criteria is as follows:

In the case of sub-criterion 1 (net tender price), the evaluation per sub-criterion is based on the inverse proportionality method, i.e. the lowest tender price receives the maximum possible score (the upper threshold), while the other elements of the tender are assigned points in inverse proportion to the most favourable content element.

The scores are calculated using the inverse proportional method according to the following formula:

For evaluation sub-criterion 1, the contracting authority shall proceed as follows:

Each evaluation sub-criterion will be scored in relation to the lowest value offered. Accordingly, the tender offering the lowest value for money will be awarded the maximum of 10 points and the other tenderers will be scored using the inverse proportionality method according to the following formula (advantage to the lower):

$$P = \text{Right/Revised} \times (P_{\text{max}} - P_{\text{min}}) + P_{\text{min}}$$

P: the score of the tender element under consideration for a given criterion

Best: the content of the most advantageous offer for the contracting authority

Examined: the content of the proposal under examination;

P<sub>max</sub>: upper limit of the point scale (10);

P<sub>min</sub>: lower limit of the point scale (1);

For evaluation sub-criterion 2 (reference), the evaluation will be carried out according to the following scoring:

The reference is an evaluation sub-criterion, which will be evaluated according to the following scoring:



- More than the minimum of 1 reference for **green public procurement communication and network existence/deployment** (up to plus 1)/or only plus 1 reference: **1 point**
- If more than 2 references (up to plus 1)/or only plus 1 reference for green public procurement communication and network existence/deployment: 5 points
- If more than 3 references (up to plus 1)/or only 1 reference plus 1 reference plus 1 reference for communication and networking of green public procurement: 10 points

For evaluation sub-criterion 3 (professionals), the evaluation will be carried out according to the following scoring:

- presentation of a professional with Central European language skills: **1 point**
- presentation of a professional with experience in managing EU-funded green projects: **3 points**
- presentation of a professional with experience in green public procurement projects: **5 points**
- international networks of local and regional authorities presentation of a professional with experience in the field of sustainability/environment: **10 points**

Aggregation of scores:

The points awarded for each sub-criterion/sub-criterion are multiplied by the weighting assigned to that sub-criterion/sub-criterion and the total number of points awarded is determined by the Contracting Authority after aggregating the resulting multiplication.

The maximum total weighted score for the three sub-criteria is 100 points (with a minimum of 1). The total scores for each tender will be compared.

The overall most advantageous offer is the one that scores the highest number of points in the evaluation.

Where several tenders have the same total number of points, the tender with the highest weighted evaluation criterion score among those not equally weighted is considered the most advantageous.