

CALL FOR TENDERS

1. The Contracting Organisation and the subject of the invitation to tender

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

1.2 Subject of the call for tenders: 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 Organisation 's contact person by telephone.

1.4 Name, address, telephone number and e-mail address of the entity conducting the procurement procedure on behalf of the contracting organisation:

Draco Consulting Ltd.

address: 1173 Budapest, Búbosbanka u. 5/A

Tel: 0620-362-8681

E-mail: szattila@dracokft.hu

Contact person: Attila Szijártó

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

A precise description of the subject of the procurement is given in the Technical Specification Annex. Tenderers are expected to review all instructions, annexes, conditions and other information contained in the attached documents and to submit their bids accordingly.

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

The Contracting Organisation 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 of multiple or partial bids

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

2.1.4. Exclusionary reasons

Not be a Tenderer 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 declare that they do not fall under any of the grounds for exclusion (**model declaration attached to the e-mail containing the invitation- see templates**).

2.1.5. Minimum duration of the tender

The Tenderer's bidding obligation starts at the end of the bidding period 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 shall be Hungarian and English, and tenders shall be submitted in Hungarian or English.

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

2.1.6.3. The tender may be submitted only by electronic means, by e-mail to szattila@dracokft.hu , by filling in the model documents and submitting the other documents required, before the deadline for submission of tenders on 20 January 2025 at 12:00 (CET).

2.1.6.4 Only invited tenderers may submit tenders for the procedure.

2.1.6.5 Tenderers must attach to their tender a specimen signature of the signatory(s) or a specimen signature countersigned by a lawyer (compressed .zip format recommended for multiple files)

2.1.6.6. The Contracting Organisation 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, the technical content of the tender or the contractual terms and conditions (if it does not consider negotiations necessary, the procuring entity may close the procurement procedure without negotiations as a result of the evaluation of the tenders submitted by the deadline for submission of tenders).

2.1.6.7. The procurement documents (in the same scope as the documents in the invitation) are available on the contracting organisation's website <https://europeanresearchinstitute.eu/lavora-con-noi/>.

2.1.6.8 The Contracting Organisation has prepared model documents for the procurement procedure (**the model declaration is annexed to the e-mail containing the invitation**), which must be completed by tenderers and form an integral part of this invitation.

2.1.6.9 The contract will be performed by the successful Tenderer in English, acceptance of which is subject to a declaration by the tenderer (as per the model declaration).

2.1.6.10 The Tenderer shall provide a declaration of the contact details (as per the model declaration).

2.1.6.11 The Tenderer shall submit the completed "Procedure Statements" (as per the model statement) as part of the Sample Documents.

2.1.6.12 The Tenderer shall submit the completed "Declaration of Subcontractor Involvement" (as per the model declaration) as part of the Sample Documents.

2.1.6.13 The Tenderer must provide a reference as specified in Section 7.1 of this Call for Tenders, which clearly demonstrates compliance with the suitability criterion (as per the model declaration).

2.1.6.14 The Tenderer must submit the completed "Declaration of Exclusion of Subcontractors" as part of the Sample Documents, even if the Tenderer does not use a subcontractor at the time of the Tender (as per the Sample Declaration).

2.1.6.15 The Tenderer shall submit the completed "Declaration of Acceptance of the Draft Contract" (as per the model declaration) as part of the Sample Documents.

2.1.6.16 The Tenderer must submit the completed "Information required for contracting" (as per the model declaration) as part of the model document.

2.1.6.17 The maximum cost of the service shall not exceed EUR 32.000 net.

2.1.7.1. The offer is invalid if:

- the Tenderer does not submit its bid in accordance with the requirements of the Invitation, in particular,
 - 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 Organisation,
 - the tender is above the public procurement threshold, if the procurement is covered by the Public Procurement Act,
 - the Tenderer is disqualified,
 - it does not satisfy the conditions laid down in this call for tenders and the annexes thereto, even after a deficiency has been remedied,
 - the tenderer does not fulfil the eligibility criteria set out in the invitation to tender

2.1.7.2. The Contracting Organisation shall have the right to declare a Tenderer's Tender invalid if the Tenderer has committed an act that seriously undermines the integrity of the procedure or the interests of other Tenderers.

2.1.7.3. The Contracting Organisation shall notify the successful Bidder and the unsuccessful Tenderer 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 Organisation 's technical specifications and performance expectations.

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

4. Modification or withdrawal of the procurement procedure

4.1 Provisions on modification or withdrawal of the procurement procedure

The Contracting Organisation reserves the right to modify or withdraw its Invitation to Tender before the deadline for submission of tenders. The Contracting Organisation will notify all invited Tenderers of the modification/revocation simultaneously in writing via e-mail. In the absence of a confirmation, the Tenderer will be deemed to have received the amendment and to have taken note of the contents thereof.

If the amendment requires an extension of the deadline for submission of tenders, the Contracting Organisation 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 Organisation 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 in their Tender the price of the specified items at net + VAT (gross).

Bids must be submitted in EUR. For the evaluation of the tender price, the Contracting Organisation shall take into account the unit price of the items provided excluding VAT (net) (**Contractor's fee - Total tasks net**).

The unit prices offered by the Bidder are fixed for the period of performance of the Contract by the Bidder, and the Bidder shall not be entitled to initiate any changes.

No deposit is paid by the Contracting Organisation

Tenderers must submit a completed detailed price schedule, as part of the sample documents, as described in this section.

7. Professional competence

7.1 Reference

In order to demonstrate their ability to perform the contract, tenderers must provide references for **the communication tasks for at least 1 project related to EU funding.**

8. Request for additional information, clarification or correction of a calculation error, or correction of a calculation error

8.1 Relevant information:

The Contracting Organisation shall provide the opportunity to provide a time limit for the completion of the tender. The submission of a deficiency shall not be intended to modify or replace tenders relating to the evaluation aspect.

In the event of failure to comply with the time limit for the submission of a complete tender, the Contracting Organisation will evaluate the tender on the basis of the documents available to it.

The Contracting Organisation 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 Tenderer during the evaluation of the Tender. 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 Organisation will inform the Tenderer in writing of the correction of the calculation error.

9. Breakdown of tenders

9.1 Information on the breakdown of offers:

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

10. Evaluation of proposals

10.1 Tenders will be evaluated as follows:

The contracting organisation shall evaluate valid tenders on the basis of the **lowest price evaluation criterion**, in simple order.

SUMMARY DECLARATION OF TENDERERS

Dear Tenderer!

I, the undersigned, as the registered representative of(*company name and registered office address*), hereby declare that we hereby submit a tender for the procurement of "**Interreg CE-PRINCE transnational communication services**" launched by **ERI HUNGARY - European Research Institute Nonprofit Kft.** as the Contracting Authority and declare the following:

1. Contact person of the tenderer

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

2. We have studied the Call for Tenders and the Technical Specification, and we submit our offer in accordance with the provisions of the latter.

PRICE STATEMENT

Title of task	Net price (EUR)	VAT	Gross price (EUR)
WP1: activity 1.2			
WP1: activity 1.3			
WP2: activity 2.1			
WP2: activity 2.2			
WP2: activity 2.3			
WP2: activity 2.4			
WP3: activity 3.1			
WP3: activity 3.3			
Contractor's fees - total tasks:			

3. Procedure-related declarations (put an "X" in the appropriate place)

	We accept	We do not accept
We acknowledge that ERI HUNGARY - European Research Institute Nonprofit Ltd. is not obliged to accept any tenders received.		
We acknowledge 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.		

4. Declaration of subcontracting (put an "X" in the appropriate place)

	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		

5. Presentation of the reference

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

6. Declaration of grounds for exclusion

6.1 Declaration of bankruptcy, winding-up or liquidation (put an "X" in the appropriate space)

	not available	available at
I 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 is a Bidder under a final liquidation procedure		
I declare that I am aware of my criminal liability and that the Bidder is in compulsory liquidation		

6.2 Declaration of public debt (put an "X" in the appropriate space)

	no	yes
I hereby declare that I am aware of my criminal liability and that the Tenderer has overdue public debts of more than one year		

6.3 Declaration of cooperation (put an "X" in the appropriate place)

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

6.4 Declaration on the grounds for exclusion of subcontractors (compulsory even if the tenderer does not use subcontractors at the time of the tender, put an "X" in the appropriate place)

	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		

7. Declaration on the contract

7.1 The Contracting Authority encloses a draft contract as part of this documentation.

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.

7.2 Declaration of acceptance of the draft contract (put an "X" in the appropriate place)

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

8. Data required for the conclusion of a contract

8.1 Name of the contracting party

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

8.2 Form of signature of the contract (put an "X" in the appropriate place)

	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		

I declare that I accept that, if we are declared the successful tenderer, the contract will be performed in English.

I hereby declare that I attach the specimen signature of the signatory(s) or a specimen signature countersigned by a lawyer to this offer (in case of multiple files, it is recommended to compress them in .zip format).

Date:....., 202.... year month day

.....
/company signature/