

**PROCEDURE FOR THE HIRING OF AN EXTERNAL CONSULTANT FOR ORGANISE THE ENTREPRENEURIAL MISSIONS IN MÁLAGA (Activities 5.1.3, 5.1.4 and 5.1.5) FOR THE DEVELOPMENT OF THE SME4SMARTCITIES PROJECT,**

**Mediterranean SMEs working together to make cities smarter.**

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## I. ELEMENTS OF THE CONTRACT

### **1. Legal regime of the contract.**

The contract concerns the specifications which shall be governed by Law 9/2017 of 8 of November of Public Sector Contracts.

The list of Specific Clauses, the List of Technical Prescriptions and other annexed documents will be contractual. The contracts will be adjusted to the content of these specifications, the clauses of which will be considered an integral part of the respective contracts.

### **2. Object of the contract.**

The contract referred to in this document is intended to provide the service referred to in Annex I.

### **3. Bid budget and contract price.**

The tender budget is the one that appears in Annex I, in which the Value Added Tax (VAT) will be indicated as a separate item.

The contract price will be that resulting from the total of the award.

### **4. Execution time.**

The period of execution of the contract and partial deadlines, if any, could be established, will be set out in Annex I, and begin from the day after I of the signing of the contract.

### **5. Ability to contract.**

Natural or legal persons, Spanish or foreign, who have full capacity to act and who certify their economic, financial or professional solvency as indicated in Annex I of these specifications, may opt for the award of this contract.

The purpose or activity of the successful tenderer will be directly related to the object of the contract and will have an organization with sufficient personal and material elements for the proper performance of the contract.

### **6. Documentation to present.**

A technical and economic proposal will be presented. Each bidder may only present a single financial proposal and will be subject to the provisions of this present sheet.

The technical proposal must respond to the requirements and specifications of Annex II (Technical Specifications).

Proposals must provide information about all the issues that are requested in the specifications. The bidder may provide any other documentation that it deems appropriate for the definition and qualification of its offer, according to the award criteria of these

specifications, all the documentation that is indicated, in each case, of those related in general in Annex I of the present specification.

## II. CONTRACT AWARD

### **7. Procedure for adjudication and processing of the file.**

Annex I will indicate how the file is processed.

### **8. Form and deadline for submitting proposals.**

Proposals must be written in Spanish or English and must be submitted in accordance with the requirements established in the specific clauses, at the BIC Euronova headquarters (Avenida Juan López Peñalver, 21, 29590 Málaga) from 8 a.m. to 3 p.m. or by mail at the following address: [info@bic.es](mailto:info@bic.es) , **until 11:59 on 25 February 2022.**

In case of sending by post, you must justify the date of imposition of the shipment by means of the stamp of the corresponding Post Office in the documentation.

Said documentation will be presented in a sealed envelope, signed by the bidder or person representing them, which will also indicate the business name and name of the bidding entity and the title of the bid.

### **9. Examination of the proposals and award criteria.**

The contracting authority will proceed to examine the documentation provided, to verify compliance with the technical and economic requirements by the bids, and the bidder may request the additional documentation needed. The contracting authority will exclude from the assessment and award proposal the offers that do not comply with the requirements of the contract.

After the opening and examination of the proposals, the Contracting Board will formulate the corresponding award proposal to the contracting body, once the applicable criteria to affect the selection of the successful bidder have been weighed, in accordance with the provisions of the fourth clause of these specifications.

When the contracting body decides not to award the contract in accordance with the proposal made, it must give reasons for its decision.

In the event of observing omissions or deficiencies in the documentation provided, the LCSP development rules for the correction of defects and omissions in the documentation will apply.

The opening of the proposals must be carried out within a maximum period of one month from the date of completion of the period for submitting the offers.

## 10. Award.

Within a maximum period of two months from the opening of the proposals, the contracting body will proceed to the provisional award of the contract to the proposal that is economically most advantageous, or to declare the procedure void, motivating, in any case, its resolution, with reference to the award criteria.

Prior to the award, BIC Euronova will require the candidate proposed as successful bidder to present the certifications proving compliance with their tax and Social Security obligations.

## 11. Formalization of the contract.

Contracts must be formalized in writing within a period of ten business days, counting from the one following the notification of the award. For the purposes of formalization, the acceptance of the offer signed by the Contracting Authority will be considered valid.

## 12. Conditions of service provision.

The successful tenderer assumes full responsibility for the technical, legal and economic suitability of the submitted offer and undertakes to take all the necessary measures, and to have the necessary technical, material and human means and resources for the optimal execution of the contract, remaining at his own charge all costs that originate this commitment.

## 3. Contract price

A price set maximum estimated total of 14.900 euros. The total amount of the estimated value does not include VAT.

## 4. Price: Not applicable.

### 4.1. Price revision (art. 102 LCSP):

The price is determined at a lump sum based on the general market price and includes all the expenses that the successful tenderer must incur to fulfil the contracted services, such as general, financial, benefit, insurance, transport and travel, technical staff fees at your expense, rates and all kinds of taxes, including the amount of Value Added Tax.

### 4.2. Price payment method:

The payment of the price will be 50% of the amount billed after signing the contract and the remaining amount will be paid upon presentation of the corresponding invoices and verification by BIC Euronova of the provision of the services performed by the successful bidder and a final report has been received in the form of a report compiling all the information justifying the activities carried out during the entrepreneurial mission in Málaga.

## 5. Place of execution: Málaga.

**6. Term of duration of the contract:** From the date of signing the contract until Entrepreneurial Missions in Málaga is fully completed, including any period required to submit the necessary documentation.

The contract can be extended in periods of two months at no additional cost until all the planned activities have been carried out in case there are delays by the other partners

**7. Minimum solvency requirements:** All the documentation necessary to comply with the minimum solvency requirements must be included in the envelope.

**7.1. Technical solvency.** Must be accredited:

- I. Previous experience managing activities and tasks related to the organization and the service of entrepreneurial missions, inside and outside Spain and business meetings.
- II. Demonstrable project experience in both the public and private sectors.
- III. Knowledge of English at a communication level

It will be accredited by means of a list of the main services or works carried out in the last five years that includes the amount, dates and public or private beneficiaries thereof, indicating for each of the works their relationship with the technical or professional solvency requirements stated.

**7.2 Financial solvency.** Must be accredited:

- I. Invoicing in the last year of at least the amount of the tender.

Proof shall be provided by means of a statement of the overall turnover in the area of activity corresponding to the object of the contract, carried out in the course of the last three financial years.

**8. Award procedure:** Negotiated without advertising.

**9. Award criteria:** The offers will be evaluated, according to the criteria listed below, with 0 being the minimum score and 10 the maximum score.

**9.1. Economic proposal.** The criterion target price has a total weight of the 40 % of the total evaluation.

The lowest priced offer will obtain the highest score, granting the other offers the lowest score in proportion to the price difference with the lowest priced one.

**9.2. Technical proposal.** The objective criteria of the technical proposal has a weight of 60 % in the total evaluation, according to the following objective evaluation criteria:

It must prove an adequate conceptual, methodological and technical mastery for the execution of the contract and reflect the proven technical capacity to provide service in the development of the planned object and to achieve the established objectives as well as a use of the English language at a communication level.

**10. Subcontracting:** Allowed to subcontract experts in the field

## **TECHNICAL CLAUSES (ANNEX II)**

### PROCEDURE FOR THE HIRING OF AN EXTERNAL CONSULTANT FOR ORGANISE THE ENTREPRENEURIAL MISSIONS IN MÁLAGA (Activities 5.1.3) FOR THE DEVELOPMENT OF THE SME4SMARTCITIES PROJECT,

Mediterranean SMEs working together to make cities smarter.

#### **SUMMARY TABLE**

**1. Department proposing the contract:** BIC Euronova Project Department

**2. Purpose of the contract and needs of BIC Euronova to satisfy:**

##### **2.1. Description:**

**1. Organize the entrepreneurial mission that will be held on Málaga.**

Entrepreneurial missions aimed at promoting, fostering and supporting the collaborative works between SME, that participate on the project and the SME with citizens- cities support groups. Participants SMEs will be able to exchange knowledge and technical Know-how, experiences and technology assets between them. At the end of this exchange process, SMEs should be able to present new smart solutions ideas.

**2. Activities to implement by the selected organization, which are interrelated:**

- An agenda including visits of interest and events, in order to promote interaction between public buyers, citizens with SMEs and between SMEs.
- Preparation of a detailed budget with all the items necessary for a correct understanding of the expenses and payments made in the organisation of the entrepreneurial mission.
- Organisation, coordination and support the implementation of events organised throughout the entrepreneurial mission in Málaga, both face-to-face and online, in order to ensure the participation of SMEs unable to attend in person due to the restrictions imposed by the health crisis caused by COVID19.
- Rental of rooms necessary for the holding of any event organised during the entrepreneurial mission in Málaga.
- Coordination and organisation of travel, transport and accommodation for entrepreneurial missions of participants, as well as the organisation of B2B and citizen/public buyer lunches with SMEs to foster interaction.
- Coordination of visits of interest that permit getting in touch with innovative and technological international and PPP best practices.
- Arrangements for the different promotion and dissemination activities of the commercial mission and the project.



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- Preparations for proper accreditation and registration of participants
- Staff from the external consultant organization accompanying during the mission for any organisational issues, problems with bookings, visits and any other inconvenience that may arise during the entrepreneurial mission.
- Any activity required by BIC Euronova related to the organisation of the entrepreneurial mission, in order to achieve a proper organisation and execution of this.
- The activities 5.1.4 and 5.1.5 are in charge of another tender

### **SPECIFIC SPECIFICATIONS (ANNEX I)**

PROCEDURE FOR THE HIRING OF AN EXTERNAL CONSULTANT FOR ORGANISE THE ENTREPRENEURIAL MISSIONS IN MÁLAGA (Activities 5.1.3) FOR THE DEVELOPMENT OF THE SME4SMARTCITIES PROJECT,

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#### **ACTIVITIES**

In order to be considered as a candidate, it is mandatory to submit a technical proposal including:

- A draft agenda compiling all the activities that participants will carry out over the 4 days.
- An overall budget of the entrepreneurial mission in Málaga, including the main items, in particular, items such as transport, rent, flights, accommodation and any other expenses related to the organisation and coordination of the entrepreneurial mission. The draft budget will cover 40-50 participants, including both the SMEs pre-selected in the concept note of the project, as well as the staff of each partner.

The entrepreneurial mission will last 5 days, of which the first day will be left for the arrival of the participants and the fifth day for the departure of the participants.

The work will be carried out in accordance with current legal provisions, following the communication plan (available for consultation), the grant agreement (available for consultation), as well as the European regulations governing the ENI CBC MED Program.



Málaga, 2022

Álvaro Simón de Blas

Managing Director

BIC Euronova, SA