

## **PROCEDURE FOR THE HIRING OF AN EXTERNAL CONSULTANT FOR COMMUNICATION ACTIVITIES FOR THE DEVELOPMENT OF THE SME4SMARTCITIES PROJECT,**

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

### **I. ELEMENTS OF THE CONTRACT**

1. Legal regime of the contract
2. Object of the contract
3. Quotation budget and contract price
4. Execution time
5. Ability to contract
6. Documentation to present

### **II. CONTRACT AWARD**

7. Award procedure and processing of the file
8. Form and deadline for submitting proposals
9. Review of proposals and award criteria
10. Award
11. Formalization of the contract
12. Conditions of service provision

**ANNEX I. SPECIFIC CONDITIONS.**

**ANNEX II. TECHNICAL CLAUSES SHEET.**

## I. ELEMENTS OF THE CONTRACT

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

The contract concerns the specifications which shall be governed by Law 9 /20 1 7 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 1 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), **before 12:00 hours on 30 of September of 2020**.

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.

This provisional award will be submitted to the National Correspondent (General Directorate of Community Funds of the Ministry of Economy and Finance) who, after the corresponding review period, will designate and approve the submitted application and the award will become final.

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.

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

### HIRING AN EXTERNAL CONSULTANT FOR COMMUNICATION ACTIVITIES FOR THE DEVELOPMENT OF THE PROJECT SME4SMARTCITIES

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:**

The object of the contract is constituted for the contracting of support to the communication activities of the SME4SMARTCITIES project to BIC Euronova, the characteristics of which are indicated in these specifications.

The main objectives of this support are described below:

- 1.** Publish the necessary information on news that the participants of the project in question send for publication on the official website of said project.
- 2.** Verification that the news and information published on the official website have a good use of the English language to ensure its correct understanding by the interested parties.
- 3.** Design and review of the news and published content so that they are as attractive as possible and thus contribute to meeting the project objectives.
- 4.** Direct and update the communications journal through which an exhaustive control of the publications and activities carried out in the field in question is carried out.
- 5.** Control the social networks of the project and add content with the intention of creating a unique and attractive virtual identity.
- 6.** Compilation of the needs and opinions of the project participants to find and implement more effective solutions in the localities where they are located.
- 7.** Remission of information obtained and collected in the paper as well as information of interest BIC Euronova may require for the performance of tracking s and making of decisions as strategic communication line to follow.

##### **2.2 Division into lots: NO**

### 3. Contract price

A price set maximum estimated total of 9.0 00 euros at the rate of 4.500 eur / year. The total amount of the estimated value does not include VAT.

### 4. Price revision: Not applicable.

#### 4.1. Price determination system (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 100% of the amount billed every six months after the presentation of the activity report and its delivery. It will be carried out upon presentation of the corresponding invoices and verification by BIC Euronova of the provision of the services performed by the successful bidder.

### 5. Place of execution: Not applicable.

**6. Term of duration of the contract:** From the date of signing the contract up to two years, the second year being renewable and subject to the performance of the subcontracted company and / or the progress and needs of the project (1+1 format).

**Extension regime:** No

**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 communication of companies and projects, especially in projects co-financed with Structural Funds.
- II. Knowledge of English at a native 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 this tender.

**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 criterion 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 native level.

**10. Subcontracting: Not allowed.**

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

HIRING AN EXTERNAL CONSULTANT FOR COMMUNICATION ACTIVITIES FOR THE DEVELOPMENT OF THE PROJECT SME4SMARTCITIES,

Mediterranean SMEs working together to make cities smarter.

### **ACTIVITIES**

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.

Malaga, 16th September 2020

Álvaro Simon de Blas

Managing Director

BIC Euronova, SA