



SERVICE CONTRACT NOTICE

Provision of action research services for the Demonstrative Action in Seville for the implementation of the project MedTOWN “Co-producing social policies with Social and Solidarity Economy (SSE) actors to fight poverty, inequality and social exclusion”, that is co-financed by European Union through the Cross Border Cooperation Programme ENI MED 2014-2020

1. Reference

The aim of this call of tender is to contract the provision of action research services for the implementation of the project MedTOWN and more particular for the implementation of the Work package WP4 “Transferring of data into info and knowledge”.

2. Procedure

Open Tender Procedure

3. Project title

Project MedTOWN “Co-producing social policies with Social and Solidarity Economy (SSE) actors to fight poverty, inequality and social exclusion”

4. Total budget available for contracting

The total available budget for contracting is 22.523,51 € € (including VAT) and refers to the following cost categories, WPs and services

Cost Category	Services	Available amount in Euros (including VAT)
WP5: External Services	1 Research Field Expert for the Demonstrative Action in Seville (Action Research)	22.523,51 €
Total approved budget (including VAT)		22.523,51 €

5. Financing

The project is financed by 86,50% by the European Union through the Cross Border Cooperation Programme ENI MED 2014-2020 and by 13,50% through the own resources of the ACPP.



6. Contracting Authority

Asamblea de Cooperación por la Paz (ACPP), Spain

7. Legal basis

- Regulation (EU, EURATOM) No^o 1046/2018 OF THE European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union;
- Council Regulation (EC, Euratom) No 2988/95 of 18 December 1995 on the protection of the European Communities financial interests;
- ENI Regulation (EC) No 232/2014 of the European Parliament and of the Council 11 March 2014 establishing a European Neighbourhood Instrument;
- ENI Common Implementing Rules (Regulation (EC) No 236/2014) laying down common rules and procedures for the implementation of the Union's instruments for financing external Projects;
- ENI CBC Implementing Rules (Regulation (EC) No 897/2014) of 18 August 2014 laying down specific provisions for the implementation of cross-border cooperation programmes financed under Regulations (EU) No 232/2014 of the European Parliament and the Council establishing a European Neighbourhood Instrument;
- Regulation (EU) No 1407/2013 of the European Commission of 18 December 2013 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to the minimis aid;
- ENI CBC Mediterranean Sea Basin Joint Operational Programme approved by the European Commission on 17/12/2015 (Decision No C(2015) 9133), and its annexes;
- All manuals and guidelines issued by the Programme, in their latest version;
- Financing Agreements signed between the European Commission and the Mediterranean Partner Countries;
- National rules and guidelines applicable to the LB and Partners
- The Grant Contract with reference number MedTOWN A_A.3.2_0265 (04/09/2019) between the Asamblea de Cooperación por la Paz and the Managing Authority of the ENI CBC MED Programme 2014-2020 and its modified version
- The modified Partnership Agreement among the partners of the MedTOWN project
- ACPP Internal Regulation on Procurements

INTRODUCTION

8. Brief description of the MedTOWN project

MedTOWN is a cooperation project financed by the European Union through the European Neighbourhood Instrument of Cross Border Cooperation within the framework of the Mediterranean Basin 2014-2020 Programme. The main objective of the project is to promote and demonstrate initiatives of co-production of social policies through the cooperation of public,



private and social solidarity economy (SSE) sector as well as to strengthen the role and the capacities of the SSE actors in the co-production model through a shared Community of Practice and a better regulated framework.

MedTOWN is an initiative focused on the combined potential of agents of the social and solidarity economy (SSE), citizenship and local authorities to co-produce the social policies that can fight poverty, inequality, social exclusion and environmental unsustainability in the riparian countries of the Mediterranean basin, providing them with tools and connections to help them build local resilience and foster their transition towards becoming more fair, resilient and sustainable societies in the Euro-Mediterranean region.

The initiative is based on Action Research to support the design of effective public policies on the provision of social services. To that effect a series of experimental actions deploying a co-production model will be undertaken and will serve both as effective modalities to increase the effectiveness of social services delivery during the project and as test-monitoring of results for policy design.

The research and analysis will be carried out in-country and regionalized through an International Community of Practice and an International Research Group who will elaborate studies, papers, seminars, workshops and policy recommendations. A tailored communication strategy will be co-designed with the actors involved both in-country, EU and at regional level, for awareness raising and dissemination.

The overall approach involves:

- A. **6 Demonstrative Actions** in Greece, Jordan, Palestine, Portugal, Spain and Tunisia
- B. Supporting at least **10 Pilot Projects** to promote joint action initiatives from civil society and local authorities to support local economy and decent employment, to build trust between the entities of SSE and the public sector towards the provision of social services and the combating of social and economic exclusion of vulnerable groups
- C. **Policy support** through study of country's specific regulatory and legal frameworks, analysis of the results of the actions supported and the creation of sub-regional recommendations and lessons learned that will facilitate the interchange of experience during project development, the replication of actions and strategies in Mediterranean countries, and cross-border cooperation
- D. **Monitoring and analysis of the outcomes of the demonstrative actions and pilot projects.** A joint database and platform will be developed, and operationalized through the **Regional Research Group** to facilitate the replication, adaptation and implementation of projects and initiatives, as well as inter-cooperation between economic and social agents and institutions, and between countries.
- E. **Multi-level communication** aiming at revealing and clearly explaining, using quantifiable data and different tools, out-of-the-box approaches and perspectives that can lead to greater well-being, resilience and decision-making ability in the communities and regions participating in the project.

The **total budget of the project is 3.444.831,73 €** and is funded by 86,50% from the European Neighborhood Instrument (2.979.779,45 €).



The implementation period of the project is **48 months from 05/09/2019 to 04/09/2023**.

The partnership is composed by 9 partner organizations from 6 Mediterranean countries and 9 associate partners.

Partners

- **BEN:** Assembly of Cooperation for Peace (ACPP), NGO, Spain
- **P1:** Tier 1 Technology SL (Tier 1 SL), Private Economic Operator, Spain
- **P2:** Scientific Society for Social Cohesion and Development (EPEKSA), No Profit, Greece
- **P3:** Agricultural Development Association (PARC), NGO, Palestine
- **P4:** Jordanian Hashemite Fund for Human Development (JOHUD), NGO, Jordan
- **P6:** Campolide Local Authority, Department of Social Services (JFC), Public Adm., Portugal
- **P7:** Palestinian Hydrology Group for Water and Environmental Resources Development (PHG), NGO, Palestine
- **P8:** Department of Social Affairs and Sports, Regional Government of Balearic Islands (CAIB), Public Adm., Spain
- **P9:** Tunisian Center for Social Entrepreneurship (TCSE), No Profit, Tunisia

Associates

- **ASS1:** Municipality of Seville, Spain
- **ASS2:** Andalusian Agency for International Cooperation for Development (AACID), Spain
- **ASS3:** Ministry of Labour, Social Insurance and Social Solidarity, Greece
- **ASS4:** Ministry of the Women, Family and Childhood (MFFE), Tunisia
- **ASS5:** Birzeit University, Palestine
- **ASS6:** Environmental Quality Authority (EQA), Palestine
- **ASS7:** Ministry of Social Affairs (MSA), Tunisia
- **ASS8:** Ministry of Social Development, Jordan
- **ASS9:** Association of Tunisian Women for Research on Development, (AFTURD), Tunisia

9. The role of ACPP in the project

ACPP is the Lead Beneficiary of the project and is responsible for the overall coordination of the activities of the project among the different partner organisations. ACPP is responsible for the implementation of the Demonstrative Action in Seville. Also ACPP with the help of PP3 & PP8, is leading the coordination of the Action Research, including the Monitoring and Evaluation of the co-production initiatives. Lastly, ACPP is leading the Policy Dialogue and the Communication on project outputs and results.



CONTRACT SPECIFICATION

10. Contract description

General context

The contractor will assist ACPP in implementing the Action Research activities of the WP 4 “Transferring of data into info and knowledge” and WP5 “Policy Dialogue within national strategies and regulations on SSE and social policies”.

The main aim of the WP4 is to provide a Qualitative and Quantitative data for the Monitoring and Evaluation framework for the assessment of the co-production initiatives that would be developed through the Demonstrative Actions and the Pilot Projects.

The Demonstrative Actions are co-production schemes that will be developed and implemented by the project partners in cooperation with local authorities in order to tackle a social need and improve a social service provided by the public to citizens and/or local community groups. The aim is to demonstrate through social experimentation and action research that social needs and services are better tackled with the cooperation of SSE agents and the public authorities and thus create greater impacts at economic and social level. An important element of the Demonstrative Actions is the promotion of the use of complementary currencies as a social innovation tool for the provision of social services and the distribution of subsidies in order to increase the socioeconomic impact and effectiveness of public policies and the transparency of expenditures at local level.

The Pilot Projects on co-production will be developed by multi-lateral partnerships at local level and will be funded through a sub-grant scheme in each project country. The aim is to replicate the Demonstrative Action schemes and enhance further citizens’ participation in the design and provision of social services. For that purpose, a training capacity programme has been developed with the label "The Phoenix Journey: Transformative Pathways for Eco-Social Co-Production" that will help SSE agents to develop and present their own co-production projects for financing through the sub-grants.

Both Demonstrative Actions and Pilot Projects aim at empowering SSE agents and citizens in the design and delivery of public policy through the collaboration of local authorities and provide ground for social experimentation and action research. The action research will involve two phases of evaluation: the first phase will involve the evaluation of the experience, lessons learnt-barriers/obstacles encountered, changes achieved in the quality and efficiency of social services and public policy through the implementation of the Demonstrative Actions. . A first analysis of results and a first set of policy recommendations will be drafted to improve the co-production scheme in each territory. Taking into consideration the above mentioned results and recommendations, a policy dialogue will be developed in order to improve the conception and the regulatory framework of the co-production schemes. A second analysis of results and set of policy recommendations will be developed after the second evaluation of the Demonstrative Actions and the completion of the Pilot Projects.



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In addition to the development of a Monitoring and Evaluation framework on co-production initiatives, WP4 aims as well to enhance the networking and exchange of experiences among the partners, research policy professionals, SSE actors, the NGOs practitioners and policy makers through group discussions on relevant topics at international level.

The WP5 is focused on the Action Research and policy dialogue and networking at National Level. The research is contacted on the field, in the territories of the Demonstrative Actions (DAs) and the Pilot Projects (PPs). The aim is to provide tailored made qualitative and quantitative data for the DAs and the PPs based on the methodology framework of WP4 and draw up recommendations at national level in order to improve the legal and operational framework on co-production initiatives. The final activity involve the development of action plans for the sustainability of the co-production initiative in the targeted territories.

The demonstration actions on co-production are pre-defined in every partner country. Each DA is unique, tackles different type of policy and is focused in different target groups. In total 6 DAs will be implemented promoting the co-production initiatives in the following fields

- 1) **Greece:** the DA is an experiment on the co-production of public employment services, with the participation of public social services and SSE actors to support people excluded from the labour market. The main aim is to develop a local action plan to confront unemployment and enhance the local economy in the Municipality of Paggaiio at the province of Kavala. The action will also include an awareness campaign in order to promote the use of digital currency/wallet in future subsidy programmes.
- 2) **Jordan:** the DA is an experiment on the co-production of a Social Business Incubator for people with disabilities, women and refugees living in Al-Kourah and Almazar districts in collaboration with the Ministry of Social Development. The action will also an analysis of the future tokens for the SSE Business Incubator.
- 3) **Palestine:** the DA is an experiment on the co-production of a solid waste management system based on a circular economy model using a local currency, with the support of the Municipality of Beitillo and local agricultural cooperatives. The local currency will function as an incentive to encourage proper waste separation and as a mechanism to increase the economic capacity of vulnerable economic groups.
- 4) **Portugal:** the DA is an experiment on co-production for the management of an area of commons through a public-community partnership. The commons to be managed in this case is the Bela Flor agroforest in the Junta de Freguesia Campolide (Lisbon). The aim is to promote an active citizenship around the agroforest through an inclusive sustainable development model that will enhance the social inclusion of the elderly people and the low income families that leave around the agroforest through the collaboration with local agents of the Social and Solidarity Economy. A Time Bank currency model will be tested among various SSE actors and volunteers acting in the agroforest.
- 5) **Spain:** the DA is an experiment on co-production of public policies with SSE actors through the use of local currencies to pay grants or subsidies in a local currency, which is managed by a Public-Community Partnership. The target is to channel first aid grants

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from the Municipality of Seville to the low-income population living in the Amate District, for the empowerment and sustainability of the local economy.

- 6) **Tunisia:** the DA is an experiment on co-production of social services of general interest to female entrepreneurs and workers through a Female Force Studio and a knowledge lab that can ensure their financial autonomisation and their involvement in the public sphere. The overall is to democratize women's access to economic knowledge and to ensure their economic emancipation.

[Detailed description of contracted activities](#)

Research Field Expert for the Demonstrative Action (DA) in Seville

The Research Field Expert for the DA in Seville will be responsible for the action research in the Seville. Will have to work in close collaboration with the supranational research team of the Project, the team of ACPP, Tier1 and the Local Trainer on co-production initiatives. Will be responsible for providing technical support for the DA in Seville, the collection and analysis of data and the development of policy recommendations at local and national level and the legal mapping on SSE, public procurement and the use of complementary currencies. Will identify and will be in contact with the involved local stakeholders, national research community and the beneficiaries in order to get their feedback and improve the impacts of the DA. Will participate in virtual coordination meetings every 2 weeks with the supranational research experts' team for the monitoring and the follow up of activities and will present the results of the DA in the dedicated space of the platform of the MedTOWN Community of Practice <https://cop.acpp.com/>. Will be directed by the team of supranational research experts and coordinated by the team of ACPP.

In particular, the contractor should provide the following services:

A. Preliminary analysis of the Demonstrative Action (DA) Scheme in Seville

The expert will assist ACPP in finalising the DA scheme in Seville and will prepare a preliminary analysis that will contain at least the following data: analysis and description of the co-production aspect of the DA, milestones - person's journey and the vision of the expected change, mapping of key stakeholders that should be involved and key performance indicators to evaluate the outcome of any change. The aim of this report is to serve as a baseline for comparison between the different phases of implementation. The report should be both in English and Spanish.

B. First phase of data collection, analysis of findings and policy recommendations for the DA in Seville

The expert should collect carefully the data for the monitoring and evaluation (M&E) of the DA following the guidelines of the Research Expert on M&E and the Legal Expert of CAIB and provide an analysis of the first findings no later than 6 months from the start-up of the implementation of each Demonstrative Action accompanied by policy recommendations for the improvement of the co-production scheme and its operational framework. In order to collect the data, the expert



may have to translate the monitoring tools (questionnaire, structured dialogue interviews) from English to Spanish. The analysis should make reference on the benefits of the action as well as on the main barriers and include policy recommendations or corrective measures for the improvement of the implementation of the Demonstrative Action in Seville. The analysis report should be both in English and Spanish.

If a local currency or a complementary payment system will be deployed (local currency, tokens, time bank, etc), the expert should provide data of the transactions (data will be collected by PP1 Tier1 that is the app provider) and analyse the effects on the local economy. In case of a local currency that channels public financial aid, the expert should calculate the changes in the local multiplier of public expenditure according to the LM3 methodology of the New Economics Foundation (the same for phase two). A specific training session will be provided for that from the MedTOWN project to the expert.

If the deployment of the local currency is not possible during the life-time of the project, the expert should identify the barriers and work closely with the local public administration to define ways or tools to overcome them. The purpose is to facilitate learning from “failure” to introduce social innovation in the public sector.

C. Second phase of collection of data, analysis of findings and final policy recommendations for the DA in Seville

A second set of collection and analysis of data for the second evaluation of the DA in order to track changes after the 1st set of improvements as well as a first analysis of the evaluation of the implementation of at least 2 (maximum 3) pilot projects. This report will summarise the overall findings of the monitoring of the DA and the PPs in Seville as the previous analysis and will include the final policy recommendations, including the recommendations of the legal framework. The analysis report should be both in English and Spanish.

D. Technical support on the implementation of the DA in Seville and participation in coordination meetings

The expert should attend weekly meetings with the team of ACPP, TIER1 and the Local Trainer in order to report any problems or doubts with regards to the implementation of the DA and proposals to overcome the barriers and improve the results.

The expert will participate online every 2 weeks in the scientific meetings of the project, to coordinate and follow up the activities on the Action Research of the DAs and the PPs in each country. The online meetings will be organised by the team of ACPP, will be short in time and will be served to coordinate the work between the experts.

The expert should participate in the Scientific Committee coordination meeting in Tunisia or in Seville (to be confirmed) with the Senior Research Experts and the national field experts. Travel costs should be taken into consideration for the calculation of the financial offer, in which the expert should foresee to cover these costs.

E. Creation of a National Research Group (NRG) and participation in 2 online policy dialogues



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The expert should communicate the research method and findings to relevant researchers in Spain that might be interested to follow the activities of the project and/or contribute with their expertise from the province of Seville, the region of Andalusia and Spain. The NRG will share information and material in the MedTOWN platform <https://cop.acpp.com/> and will be connected with the NRGs through the same platform. Finally, the expert should participate in 2 online policy dialogues that will be organised by ACPP in order to present the DA in Seville and debate on the findings of its outcomes.

F. Elaboration of an Action Plan for the co-production initiative in Seville

After the social experimentation and taking into consideration the findings of the action research in the DA in Seville, the expert should elaborate (in Spanish) an Action Plan among the ACPP and the involved local authorities for the continuation and/or improvement and/or replication of the DA.

PROVISIONAL TIMETABLE

11. Duration of the contract

The duration of the contract will be from the day of signature until the end of the project 04/09/2023. The contract could be extended only if the project duration is extended after the approval of the MA of the ENI CBC MED Programme. Below it is presented an indicative timetable for the implementation of the activities, which can be changed and modified according to the progress of the implementation of the project.

12. Indicative Timetable in months starting from the date of signature of the contract

No.	Research Field Expert for the DA in Seville	Starting month (from the signature of the contract)	End
A	Preliminary analysis of the Demonstrative Action Scheme in Seville and legal mapping	1	2
B	First phase of analysis of findings and policy recommendations for the improvement of the operational and legal framework	3	12
C	Second phase of analysis of findings and final policy recommendations for the improvement of the operational and legal framework	9	17
D	Technical Support and Coordination meetings	1	18
E	Creation of a NRG facilitation and participation in 2 policy dialogues	3	18
F	Elaboration of an Action Plan	14	17



PAYMENTS

The payments will be made progressively in 4 phases according to the implementation of the activities. A first payment of 30% of the total value of the contract will be made after the submission of the preliminary analysis of the DA, a second payment of 30% of the total value of the contract with the completion of the 1st phase of analysis of the findings, a third payment of 30% with the completion of the 2nd phase of analysis of the findings and a final payment of 10% with the elaboration of the Action Plan.

CONDITIONS OF PARTICIPATION

13. Participation

Participation is open to all natural persons who are nationals of and legal persons [participating either individually or in a grouping (consortium) of tenderers] which are effectively established in a Member State of the European Union or in a eligible country or territory as defined under the Regulation (EU) No 236/2014 establishing common rules and procedures for the implementation of the Union's instruments for external action (CIR) for the applicable instrument under which the contract is financed. Participation is also open to international organisations.]

14. Number of tenders

No more than one tender can be submitted by a natural or legal person whatever the form of participation (as an individual legal entity or as leader or member of a consortium submitting a tender). In the event that a natural or legal person submits more than one tender, all tenders in which that person has participated will be excluded.

15. Grounds of exclusión

Tenderers will be excluded from participation in the procurement procedures if:

- they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- they, or persons having powers of representation, decision making or control over them, have been convicted of an offence concerning their professional conduct by a judgment

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of a competent authority which has the force of res judicata; (i.e. against which no appeal is possible);

- they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- they are not in compliance with their obligations relating to 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 or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- they, or persons having powers of representation, decision making or control over them, have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such an illegal activity is detrimental to the EU's financial interests;
- they are currently subject to an administrative penalty.

Contracts may not be awarded to candidates, applicants or tenderers who, during the procurement or grant award procedures:

- are subject to a conflict of interest;
- are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the contract procedure or fail to supply this information;
- find themselves in one of the exclusion situations for this procurement or grant award procedure.

16. Ethic clauses and Code of Conduct

The Ethical Code of “Asamblea de Cooperación Por la Paz”, hereinafter ACPP, aims to establish the guidelines that must govern the ethical behaviour of employees and entities that have a contractual relationship with ACPP.

The applicant must not be affected by any conflict of interest and must have no equivalent relation in that respect with other applicants or parties involved in the actions. Any attempt by an applicant to obtain confidential information, enter into unlawful agreements with competitors or influence the evaluation committee or the project Lead Beneficiary / partner during the process of examining, clarifying, evaluating and comparing applications will lead to the rejection of its application and may result in administrative penalties.

Therefore, the applicant must comply with and respect the ACPP code of ethics published on the transparency portal of the organization's website:

<https://www.dropbox.com/sh/ba7en27pml47txc/AAD20cqnzvuKq5itQFBI97Sza?dl=0>

17. Sub-contracting

Sub-contracting is allowed in the tender but the contractor will retain full liability towards the Contracting Authority for performance of the contract as a whole.



Tenderers must give an indication of the proportion of the contract that they intend to subcontract.

Tenderers are required to identify all subcontractors.

During contract execution, the change of any subcontractor identified in the tender will be subject to prior written approval of the Contracting Authority.

SELECTION AND AWARD CRITERIA

18. Selection criteria

a. Criteria relating to tenderers

Tenderers (in case of a joint tender the combined capacity of all tenderers and identified subcontractors) must prove knowledge and/or experience in the fields related to this contract, with at least 2 projects delivered in the past 10 years. More particularly, the tenderer must prove experience in at least 2 of the following fields:

- Co-production initiatives
- Social Solidarity Economy
- Public policies
- Complementary currencies and time Banks
- Quantitative and qualitative research

b. Criteria relating to the team proposed by the tenderer:

The tenderer (in case of a joint tender the combined capacity of all tenderer and identified subcontractors) must propose a team in charge of delivering the services, as a minimum nominated Experts with the following profiles:

The Experts nominated must collectively meet the following criteria:

- Bachelor's degree in economic or political or social sciences
- Excellent written and speaking knowledge of **Spanish**
- Good understanding, speaking and writing in English as demanded with respect to all tasks covered by the Terms of Reference in this tender.
- Research, analysis and reporting skills
- Communication and teamwork skills

Tenders not fulfilling these minimum criteria will be rejected.

The Technical Proposal shall include CV's of the nominated Experts. The Tenderer shall be able to certify the information contained in the CV's for the nominated Experts at ACPP's request.



19. Award criteria

Tenders which have passed the exclusion and selection phases will be assessed against the award criteria, which are divided into quality criteria and price.

The tender will be awarded according to the best price-quality ratio. The quality of the tender will be evaluated based on the following criteria. The maximum total quality score is 100 points.

Criterion 1: Technical Offer (up to 80 points), including:

	Maximum points
Methodology approach	25 points
Structure of the project team and specific experience	40 points
Innovative elements	15 points

Sub-criterion 1: Methodology approach (up to 25 points)

- Coherence with the defined scope and objectives, accuracy, clarity and completeness of the offer.

Sub-criterion 2: Structure of the project team (40 points)

- Thematic knowledge, degree of specialization in the fields related to the contract through proven research experience in the field of co-production, SSE, monitoring/evaluation, public policies, complementary currencies, etc. (up to 20 points)
- Demonstrated experience in the deployment of complementary / local currencies (up to 20 points)

Sub-criterion 3: Innovative elements (up to 15 points)

- Quality of participatory methodology for the result presentation/ discussions/ consultations with the stakeholders involved and the beneficiaries of the action.

Criterion 2: Economic Offer: up to 20 points

Economic offers should be in Euro. All the economic offers that exceed the amount of 22.523,51 € (including VAT) will be excluded.

The score for the economic offer will be calculated as follows:

$$P = 20 * (\text{lowest price}) / (\text{bidder price})$$

The total score of the valued offer will be the sum of the score obtained for the technical offer plus that obtained for the economic offer.



20. Explanations concerning tender documents

Tenderers may submit questions in writing up to 5 working days before the deadline for submission of tenders, specifying the publication reference and the contract title, to:

E-mail: medtown@acpp.com

The contracting authority has no obligation to provide additional information after this date. Any clarification of the tender dossier will be communicated simultaneously in writing to all tenderers at the latest 3 working days before the deadline for submitting tenders.

TENDERING

21. Deadline for receipt of tenders

The deadline for receipt of tenders is 06/06/2022 at 14.00pm CET time

All tenders should be submitted in English.

22. Period of validity of tenders

Tenders must remain valid for a period of 90 days from the deadline for submission of tenders indicated in the contract notice.

The successful tenderer must maintain its tender for a further 60 days. The further period is added to the validity period irrespective of the date of notification.

23. Tender format and details to be provided

The tenderer should present the following duly signed documentation:

- An Expression of Interest to participate in the Tender with the name and surname of the contact person /bidder and postal address and/or e-mail address and Identity Documentation. Template provided in Annex I
- A declaration on honour on exclusion and selection criteria using the template in Annex II
- One Technical Offer with the methodological approach of implementing the activities (detailing phases, methodology, presentation and structure of the project team, proven research publications, innovative elements)
- One economic offer as Annex III
- Declaration of responsibility to ACPP's ethical code (Annex IV)
- CVs of the persons in charge for the provision of services that should fulfil the obligatory selection criteria of art. 18
- Proven experience according to art. 18



SUBMISSION OF TENDERS

24. Sealing, marking and submission of tenders

The complete tender can be submitted either electronically through email or in one original physical copy.

In case the offer is submitted electronically, the tenderer should send the offer at medtown@acpp.com until **14.00pm (Spanish time) of the 06/06/2022**. The offer should be send through a zip file with 3 folders: one with proof of completing the selection criteria, one with the technical offer and one with the financial offer.

In case the offer is submitted in physical copy, the documentation for the selection criteria, the technical and financial offers must be placed in 3 separate sealed envelopes. The envelopes should then be placed together in another sealed envelope/package, unless their volume requires several envelopes/packages.

All tenders must be sent to the contracting authority before the deadline for submission of tenders specified in section 21.

EITHER by post or by courier service, in which case the evidence shall be constituted by the date of the deposit slip , to:

ASAMBLEA DE COOPERACIÓN POR LA PAZ,

Calle Fernández Campos 2, Local 2,

41920 San Juan de Aznalfarache, Sevilla

OR hand delivered by the participant in person or by an agent directly to the premises of the contracting authority in return for a signed and dated receipt, in which case the evidence shall be constituted by this acknowledgement of receipt, to:

ASAMBLEA DE COOPERACIÓN POR LA PAZ,

Calle Fernández Campos 2, Local 2,

41920 San Juan de Aznalfarache, Sevilla



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Tenders, including annexes and all supporting documents, must be submitted in a sealed envelope bearing only:

- (a) the above address;
- (b) the reference code of this tender procedure " Provision of action research services for the monitoring and evaluation framework of the co-production initiatives for the implementation of the project MedTOWN"
- (c) the words 'Not to be opened before the tender opening session' in the language of the tender dossier and <equivalent phrase in the local language>;
- (d) the name of the tenderer.

25. Extension of the deadline for submission of tenders

The contracting authority may, on its own discretion, extend the deadline for submission of tenders when issuing a modification. In such cases, all rights and obligations of the contracting authority and the tenderer regarding the original date specified in the contract notice will be subject to the new date.

26. Late tenders

All tenders received after the deadline for submission specified in these instructions will be kept by the contracting authority.

No liability can be accepted for late delivery of tenders. Late tenders will be rejected and will not be evaluated.

27. Alteration or withdrawal of tenders

Tenderers may alter or withdraw their tenders by written notification prior to the deadline for submission of tenders. No tender may be altered after this deadline.

OPENING AND EVALUATION OF TENDERS

28. Opening of tenders

The opening session should be held at least one week after the deadline for submission of tenders.

Tenders will be opened in a virtual public session by the appointed committee on the following date and time:

Monday 13th of June 2022 at 12.00 CET time.

Tenderers will receive the link to the online opening session through e-mail.



The committee will draw up minutes of the meeting, which shall be available to tenderers on request.

After the public opening of the tenders, no information relating to the examination, clarification, evaluation or comparison of tenders or recommendations concerning the award of contract can be disclosed until after the contract has been awarded.

In the case that at the date of the opening session some tenders have not been delivered to the contracting authority but their representatives can show evidence that they have been sent on time, the contracting authority will allow them to participate in the first opening session and inform all representatives of the tenderers that a second opening session will be organised.

29. EVALUATION OF TENDERS

The contracting authority reserves the right to ask a tenderer to clarify any part of the offer that the evaluation committee may consider necessary for the evaluation of the offer. Such requests and the responses to them must be made in writing. They may in no circumstances alter or try to change the price or content of the tender, except to correct arithmetical errors discovered by the evaluation committee when analysing tenders. The contracting authority reserves the right to check information submitted by the tenderer if the evaluation committee considers it necessary.

The evaluation of tenders will be conducted according to Section 18.

Examination of the administrative conformity of tenders

The evaluation committee will check that each tender:

- has complete documentation and information;
- substantially complies with the requirements of these tender documents.

Examination of the selection criteria

The evaluation committee will check whether the tenderers meet the eligibility and selection criteria.

Technical evaluation

The evaluation committee will analyse the tenders' technical conformity in relation to the technical specifications, classifying them technically compliant or non-compliant.

Financial evaluation

Once the technical evaluation has been completed the evaluation committee checks that the financial offers contain no arithmetical errors.

Award criterion

The tender will be awarded according to the best price-quality ratio.



30. Correction of errors

Possible errors in the financial offer will be corrected by the evaluation committee as follows:

- where there is a discrepancy between amounts in figures and in words, the amount in words will prevail;

The amount stated in the tender will be adjusted by the evaluation committee in the event of error, and the tenderer will be bound by that adjusted amount.

CONTRACT AWARD

31. NOTIFICATION OF AWARD, CONTRACT CLARIFICATIONS

Prior to the expiration of the period of validity of tenders, the contracting authority will notify the successful tenderer, in writing, that its tender has been selected and draw its attention to any arithmetical errors corrected during the evaluation process.

After the contract has been signed, the contracting authority will promptly notify the other tenderers that their tenders have not been successful.

By submitting a tender, each tenderer accepts to receive notification of the outcome of the procedure by electronic means. Such notification shall be deemed to have been received on the date upon which the contracting authority sends it to the electronic address referred to in the offer.

32. Contract signing

Within 30 days of receipt of the contract already signed by the contracting authority, the selected tenderer must sign and date the contract and return it to the contracting authority. On signing the contract, the successful tenderer will become the contractor and the contract will enter into force.

If it fails to sign and return the contract within 30 days after receipt of notification, the contracting authority may consider the acceptance of the tender to be cancelled without prejudice to the contracting authority's right to claim compensation or pursue any other remedy in respect of such failure, and the successful tenderer will have no claim whatsoever on the contracting authority.

33. Cancellation of the tender procedure

In the event of a tender procedure's cancellation, tenderers will be notified by the contracting authority. If the tender procedure is cancelled before the tender opening session the sealed envelopes will be returned, unopened, to the tenderers.



34. Data Protection

If processing your reply to the invitation to tender involves the recording and processing of personal data (such as names, contact details and CVs), they will be processed* solely for the purposes of the management and monitoring of the tender and of the contract by the data controller without prejudice to possible transmission to the bodies in charge of monitoring or inspection tasks in application of EU law. In addition, as the contract relates to an external action in Partner Countries outside the EU and as the EU, represented by the European Commission, is acting as contracting authority on behalf and for the benefit of the Partner Countries, transmission of personal data may occur to the Partner Country, solely for the purpose of complying with its obligations under the applicable legislative framework and under the financing agreement concluded between the EU and the Partner Country with regard to this tender procedure. Details concerning processing of your personal data are available on the privacy statement at <http://ec.europa.eu/europeaid/prag/annexes.do?chapterTitleCode=A> †

35. Appeals

Tenderers believing that they have been harmed by an error or irregularity during the award process may file a complaint within 3 working days after the announcement of the results.

36. Operational language

All written communications for this tender procedure and contract must be in English.

37. Information for the tender documents

For any question related to the above Terms of reference and activities, tenderers may contact to medtown@acpp.com

* Pursuant to Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC ('Regulation 2018/1725'), Official Journal L 205 of 21.11.2018, p. 39.

† This link will lead you to the 'privacy statement' published as annex A13 to the practical guide general annexes.