

SustainCircuit – Digitalising and Nurturing Sustainability for small and medium-sized enterprises – Project reference: 2022/360197

Supported through the EEA and Norway Grants 2014-2021, in the frame of the Programme “Dezvoltarea IMM-urilor în România”

EEA Financial Mechanism 2014-2021

Business Development, Innovation and SMEs

“Dezvoltarea IMM-urilor în România” Programme

Project title: *SustainCircuit – Digitalising and Nurturing Sustainability for small and medium-sized enterprises*

Project reference: 2022/360197

Acquisition Justification: 1/2023

Approval on 18th December 2023,



Tiago Leitão

**Asociația European Association for Social
Innovation Legal Representative**

Invitation to tender

Asociația European Association for Social Inovation informs you that it intends to purchase in the next period **IT expertise services** for the project:

SustainCircuit – Digitalising and Nurturing Sustainability for small and medium-sized enterprises
Co-funded by EEA and Norway Grants 2014-2021, in the frame of the Programme “Dezvoltarea IMM-urilor în România”

1. Acquisition Organiser (Legal Entity)

Asociația European Association for Social Inovation, **Calea Moșilor 199, Building 3, Entrance A, Floor 1, Apartment 3, District 2, Bucharest, Romania. Tel. +40 790 048 681, e-mail: easi@easi-socialinnovation.org**

2. Applied Acquisition Procedure

Call for Offers, according to Law no. 98/2016

3. Financing Source

Co-funded by EEA and Norway Grants 2014-2021, in the frame of the Programme “Dezvoltarea IMM-urilor în România”

4. Offer Contents and Deliver Place and Date

Offer must include financial and technical proposal in English or Romanian and be delivered in one of following channels:

E-mail: easi@easi-socialinnovation.org, with cc to elenapatlagica@easisocialinnovation.onmicrosoft.com.

Our office in: Calea Moșilor 199, Building 3, Entrance A, Floor 1, Apartment 3, District 2, Bucharest, Romania

by the cutoff date of 5th of January 2024 at 16:00 hours, Bucharest time.

Hiring Entity reserves the right to accept or exclude any offer considered invalid or received after the dates stated in this document, neither assume obligation with offers received for this call.

5. Contract Object and Service Deliver Place

Please see attached service specification on the bid form.

6. Technical and Financial Offer Specification

<i>Evaluation criteria and key elements to be assessed by the evaluation committee</i>	<i>Maximum score</i>
1. Technical offer (previous experience in developing similar platforms, relevant references, methods of collaboration with the procurement organiser, proposed to meet the technical specifications)	35
2. Timeframe for delivery of the platform based on a timetable (a shorter timeframe will receive a higher score)	35
3. Price	30

Suppliers must present prices with VAT included.

7. Contract Award Decision Criteria

The award decision is according to the criterion of the most economically advantageous tender, following the call for offers acquisition procedure.

The winner will have to provide, before signing the contract, other documents such as:

Declaration of not falling under any of the situations referred to in Article 164 of Law No. 98/2016	Mandatory document: Form nr. 1
Declaration of not falling under any of the situations referred to in Article 165 of Law No. 98/2016	Mandatory document: Form nr. 2
Declaration of not falling under any of the situations referred to in Article 167 of Law No. 98/2016	Mandatory document: Form nr. 3
Declaration on avoidance of conflict of interest according to art. 59 and art. 60 of Law no. 98/2016	Mandatory document: Form nr. 4

8. Procedure Schedule

- Decision will be done 10 days after procedure invitation, according to point 4 in this document.
- Award decision will be communicated immediately to all bidders, which will have 6 days to contest the decision reporting to Romanian National Consilium for Contesting Resolution (**Consiliul Național de Soluționare a Contestațiilor**).

Thank you for your cooperation.

Sincerely,

Asociația European Association for Social Inovation Project Manager
Elena Balan

Bucharest, 18th December 2023



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Tender form:

Approved by

Elena Balan

***Asociația European Association for Social Innovation* Project Manager**



Bid Offer form to public acquisition of IT expertise services: 1/2023

Beneficiary	Asociația European Association for Social Inovation
Project Title	SustainCircuit – Digitalising and Nurturing Sustainability for small and medium-sized enterprises
Project Reference	2022/360197
Financing Line	EEA Financial Mechanism 2014-2021 - Business Development, Innovation and SMEs – “Dezvoltarea IMM-urilor în România” Programme
Name of products purchased	IT expertise services – interactive map
The object of procurement contract	Acquisition of online platform

A. Technical Specification:

1. Online platform with the following features:

- A visual and interactive map, centralising recognised sustainable businesses and organisations from different sectors and in different categories (different pins - formats and colours for each sector)
- A database of stakeholders, visible only to those who agree to share their contacts
- A contact section for reservation/information - customer - enterprise, supplier - redirection to their website
- Interactive pre-set journeys (ex: starts from a guest house, continues with a local restaurant, a craft workshop, cellars tour by bike - all located in the same perimeter)

- The entrepreneurs will create accounts and after the validation from the admins, they will appear on the map. The users will have access to a review form (closed and open questions)

2. The platform will have the following primary functionalities:

- It uses the visual identity elements of the project
- It should be available in RO and EN
- It will have a sign up page for organisations
- Being optimised for mobile use
- Having Google Analytics set up
- It should have a preset targeted location on the Maramures area for G Maps
- Review section for users (customers) available on the page profile of the enterprises

3. The following content will be hosted on the platform:

- Two learning paths (courses) for entrepreneurs, one on digitalisation and one on nourishing sustainable values
- Knowledge base (resources centre) for SMEs in the fields of digitalisation and circular economy, supports the creation of a network of entrepreneurs, suppliers and other relevant stakeholders, encourages competitiveness among SMEs and the adoption of the values of circular economy in their business through showcasing a role model of sustainable businesses

4. The following statistics will be available to the project promoter:

- Number of active users on the platform
- Number of offers available on the platform
- Number of monthly visits to the platform
- Number of visits per page
- Number of views of available resources
- Number of certified categories, business areas
- Number of reviews (centralizing the available services)

5. The following roles will be available to the admin users:



- To verify the SMEs registering on the platform and to ensure that they comply with all the conditions - via a form (automatic process) and validated by the evaluators
- To download and analyse reports from the platform
- To monitor the feedback received
- To update information on the platform (news, articles)
- To answer questions and update the Q&A section
- To assign roles
- To manage accounts (suspend, create, delete, restrict etc.)

B. Form to present Bid Value:

Bid value of _____, VAT included.

The estimated value of services					
Services	No. services	Unit Price (per hour)		Total price	
		RON (VAT INCLUDED)	EURO (VAT INCLUDED)	RON (VAT INCLUDED)	EUR (VAT INCLUDED)
IT expertise services	1. Interactive map/Online platform				
TOTAL					

NBR exchange dated __.__.__, 1 EURO = _____ RON

Bidder Signature and Stamp

Bucharest, ____ (day) _____ (month) 202_ (year)

Economic operator

.....
.....
.....
.....

(name, address, phone, fax, bank account)

DECLARATION

of not falling under any of the situations referred to in Article 164 of Law No. 98/2016

The undersigned,....., authorised representative of....., (name and address of the economic operator), declare on my own responsibility, under penalty of exclusion from the proceedings, that I have not been convicted of any of the following offences within the last five years by a final judgment of a court of law:

a) the formation of an organised criminal group, as referred to in Article 367 of Law No. 286/2009 on the Criminal Code, as subsequently amended and supplemented, or in the corresponding provisions of the criminal law of the State in which the economic operator has been convicted;

b) corruption offences referred to in Articles 289 to 294 of Law No. 286/2009, as subsequently amended and supplemented, and offences assimilated to corruption offences referred to in Articles 10 to 13 of Law No. 78/2000 on the prevention, detection and punishment of corruption offences, as subsequently amended and supplemented, or in the corresponding provisions of the criminal law of the State in which the economic operator has been convicted;

c) offences against the financial interests of the European Union provided for in Articles 18¹ to 18⁵ of Law No 78/2000, as subsequently amended and supplemented, or in the corresponding provisions of the criminal law of the State in which the economic operator has been convicted;

d) acts of terrorism, as referred to in Articles 32 to 35 and Articles 37 to 38 of Law No. 535/2004 on preventing and combating terrorism, as subsequently amended and supplemented, or in the corresponding provisions of the criminal law of the State in which the economic operator has been convicted;

e) money laundering, as referred to in Article 29 of Law No 656/2002 on the prevention and punishment of money laundering and on the introduction of measures to prevent and combat the financing of terrorism, republished, as subsequently amended, or terrorist financing, as referred to in Article 36 of Law No 535/2004, as subsequently amended, or in the corresponding provisions of the criminal law of the State in which the economic operator has been convicted;

f) trafficking and exploitation of vulnerable persons, as referred to in Articles 209 to 217 of Law No 286/2009, as subsequently amended and supplemented, or in the corresponding provisions of the criminal law of the State in which the economic operator has been convicted;

g) fraud within the meaning of Article 1 of the Convention of 27 November 1995 on the protection of the European Communities' financial interests.

I, the undersigned, declare that the information provided is complete and correct in all particulars and understand that the contracting authority has the right to request, for the purpose of verifying and confirming statements, any supporting documents in my possession.

Date of completion.....

Economic operator,
.....

(authorised signature and stamp)

To be completed by the tenderer/candidate/associate tenderer/subcontractor and the supporting third party, if applicable.

Economic operator

.....
.....
.....
.....

(name, address, phone, fax, bank account)

DECLARATION

of not falling under any of the situations referred to in Article 165 of Law No. 98/2016

The undersigned,....., authorised representative
of.....
(name and address of the economic operator), declare on my own responsibility, under penalty of exclusion from the procedure, that I have fulfilled my obligations regarding the payment of taxes or contributions to the general consolidated budget in accordance with the legal provisions in force in Romania*;

I, the undersigned, declare that the information provided is complete and correct in all particulars and understand that the contracting authority has the right to request, for the purpose of verifying and confirming statements, any supporting documents in our possession.

I understand that if this statement is not in accordance with the truth, I am liable to breach the provisions of the criminal law on false statements.

Economic operator,

.....

(authorised signature)

To be completed by the tenderer/candidate/associate tenderer/subcontractor and the supporting third party, if applicable.

* or in the country where it is established.....

Economic operator

.....
.....
.....
.....

(name, address, phone, fax, bank account)

DECLARATION

of not falling under any of the situations referred to in Article 167 of Law No. 98/2016

The undersigned,....., authorised representative of

.....,
(name and address of the economic operator), declare under penalty of being excluded from the procedure that during the last 3 years:

a) I am not in breach of the obligations laid down pursuant to Article 51, and the contracting authority may prove this by any appropriate means of evidence, such as decisions of the competent authorities finding that we are in breach of those obligations;

b) I am not in insolvency proceedings or being wound up, under court supervision or in cessation of business;

c) I have not been guilty of grave professional misconduct which calls his/her integrity into question and the contracting authority can prove this by any appropriate means, such as a decision of a court or administrative authority;

d) we have not entered into agreements with other economic operators which aim to distort competition in or in connection with this procedure;

e) I do not have a conflict of interest in or in connection with this procedure;

f) I have not previously participated in the preparation of the award procedure and I have not provoked any distortion of competition;

g) I have not been in serious or repeated breach of my principal obligations under any procurement contract and have not prematurely terminated any contract, paid damages or received other comparable penalties;

h) I am not guilty of misrepresentation in the information submitted at the request of the contracting authority for the purpose of verifying the absence of grounds for exclusion or the fulfilment of the qualification and selection criteria, it has not provided this information or is unable to provide the supporting documents requested;

i) I have not attempted to unlawfully influence the contracting authority's decision-making process, to obtain confidential information giving me an unjustified advantage in the award procedure and have not negligently provided false information with significant influence on the contracting authority's decision to exclude me from a tender procedure, to select me, or to award me a procurement contract.

Economic operator

.....

(name and position of authorised person)

.....

(the authorised person's signature and stamp)

To be completed by the tenderer/candidate/associate tenderer/subcontractor and the supporting third party, if applicable.

Economic operator

.....
.....
.....
.....

(name, address, phone, fax, bank account)

DECLARATION

on avoidance of conflict of interest according to art. 59 and art. 60 of Law no. 98/2016

1. The undersigned....., as (tenderer/candidate/tenderer associate/subcontractor) at....., pursuant to Article 59 of Law No. 98/2016 on the award of public procurement contracts, I declare under penalty of perjury, the following:
 - a) I do not hold shares, interests, shares in the subscribed capital, of persons who are members of the board of directors/management or supervisory body of Asociația European Association for Social Inovation;
 - b) I am not the spouse, relative or person related, up to and including the second degree, to persons who are members of the board of directors/management or supervisory body of Asociația European Association for Social Inovation;
 - c) I do not have, directly or indirectly, a personal, financial, economic or other interest, nor am I in any other situation which might affect the independence and impartiality of the contracting authority during the evaluation process;
 - d) I do not have as members of the board of directors/management or supervisory body and/or I do not have as shareholders or significant shareholders persons who are spouses, relatives or persons related up to and including the second degree or who are in business relations with decision-makers in the European Association for Social Innovation involved in the award procedure;
 - e) I have not nominated among the main persons appointed for the execution of the contract any person who is a spouse, relative or relative up to and including the second degree, or who is in business relations with persons in decision-making positions in the European Association for Social Innovation involved in the award procedure.
2. The undersigned..... I declare that I will inform the contracting authority immediately if there are any changes to this declaration at any point during the course of the procurement procedure or, if we are successful, during the course of the procurement contract.
3. I also declare that the information provided is complete and correct in every detail and understand that the contracting authority has the right to request, for the purpose of verifying and confirming the declarations, statements and documents accompanying the tender, any additional information.
4. The undersigned hereby authorises any institution, company, bank, other legal person to provide information to authorised representatives of Asociația European Association for Social Inovation, on any technical and financial matters related to our work.

Date of completion.....

Economic operator,

(authorised signature)

To be completed by the tenderer/candidate/associate tenderer/subcontractor and the supporting third party, if applicable.

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Approval on 18th December 2023,



Tiago Leitão

**Asociația European Association for Social
Innovation Legal Representative**

Invitation to tender

The European Association for Social Innovation is seeking **IT expertise services** for the project titled "SustainCircuit - Digitalising and Nurturing Sustainability for small and medium-sized enterprises." This initiative is co-funded by EEA and Norway grants 2014-2021, under the framework of the Programme "SMEs Development in Romania."

If you find this announcement relevant, kindly submit your offer via email at easi@easi-socialinnovation.org, adding in copy carbon elenapatlagica@easisocialinnovation.onmicrosoft.com.

For more details, contact us by phone: +40 790 048 681.

The deadline for submission is January 5, 2024, 16:00, Bucharest time.

Ensure that your tenders adhere to the specifications outlined in the attached documentation for the procurement of services.

We eagerly anticipate the receipt of your offers!

Sincerely,

Asociația European Association for Social Innovation Project Manager
Elena Balan

Bucharest, 18th December 2023

