CALL FOR TENDERS

Nº 2016CE160AT107

EU-CELAC COOPERATION ON TERRITORIAL COHESION

EU-CELAC INNOV-AL PLATFORM
PROMOTION OF DECENTRALISED INNOVATION POLICIES
IN CELAC COUNTRIES

TENDER SPECIFICATIONS
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1. **INFORMATION ON TENDERING**

1.1. **Participation**

Participation in this procurement procedure is open on equal terms to all natural and legal persons coming within the scope of the Treaties, as well as to international organisations.

It is also open to all natural and legal persons established in a third country which has a special agreement with the Union in the field of public procurement on the conditions laid down in that agreement. Where the plurilateral Agreement on Government Procurement\(^1\) concluded within the World Trade Organisation applies, the participation to this procedure is also open to all natural and legal persons established in the countries that have ratified this Agreement, on the conditions it lays down.

1.2. **Contractual conditions**

The tenderer should bear in mind the provisions of the draft contract which specifies the rights and obligations of the Contractor, particularly those on payments, performance of the contract, confidentiality, and checks and audits.

1.3. **Compliance with applicable law**

The tender must comply with applicable environmental, social and labour law obligations established by Union law, national legislation, collective agreements or the international environmental, social and labour conventions listed in Annex X to Directive 2014/24/EU\(^2\).

1.4. **Joint tenders**

A joint tender is a situation where a tender is submitted by a group of economic operators (natural or legal persons). Joint tenders may include subcontractors in addition to the members of the group.

In case of joint tender, all members of the group assume joint and several liability towards the Contracting Authority for the performance of the contract as a whole, i.e. both financial and operational liability. Nevertheless, tenderers must designate one of the economic operators as a single point of contact (the leader) for the Contracting Authority for administrative and financial aspects as well as operational management of the contract.

After the award, the Contracting Authority will sign the contract either with all members of the group, or with the leader on behalf of all members of the group, authorised by the other members via powers of attorney.

\(^1\) See [http://www.wto.org/english/tratop_e/gproc_e/gp_gpa_e.htm](http://www.wto.org/english/tratop_E/gproc_e/gp_gpa_e.htm)

1.5. **Subcontracting**

Subcontracting is permitted but the Contractor will retain full liability towards the Contracting Authority for performance of the contract as a whole.

Tenderers are required to identify all subcontractors whose share of the contract is above 10% and whose capacity is necessary to fulfil the selection criteria.

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

1.6. **Structure and content of the tender**

The tenders must be presented as follows:

Part A: Identification of the tenderer (see section 1.7)

Part B: Non-exclusion (see section 4.1)

Part C: Selection (see section 4.2)

Part D: Technical offer

The technical offer must cover all aspects and tasks required in the technical specifications and provide all the information needed to apply the award criteria. Offers deviating from the requirements or not covering all requirements may be rejected on the basis of non-compliance with the tender specifications and will not be evaluated.

Part E: Financial offer

The price for the tender must be quoted in euro. Tenderers from countries outside the euro zone have to quote their prices in euro. The price quoted may not be revised in line with exchange rate movements. It is for the tenderer to bear the risks or the benefits deriving from any variation.

Prices must be quoted free of all duties, taxes and other charges, including VAT, as the European Union is exempt from such charges under Articles 3 and 4 of the Protocol on the privileges and immunities of the European Union. The amount of VAT may be shown separately.

The quoted price must be a fixed amount which includes all charges (including travel and subsistence). Travel and subsistence expenses are not refundable separately.

1.7. **Identification of the tenderer**

The tender must include a cover letter signed by an authorised representative presenting the name of the tenderer (including all entities in case of joint tender) and identified subcontractors if applicable, and the name of the single contact point (leader) in relation to this procedure.
In case of joint tender, the cover letter must be signed either by an authorised representative for each member, or by the leader authorised by the other members with powers of attorney. The signed powers of attorney must be included in the tender as well. Subcontractors that are identified in the tender must provide a letter of intent signed by an authorised representative stating their willingness to provide the services presented in the tender and in line with the present tender specifications.

All tenderers (including all members of the group in case of joint tender) must provide a signed Legal Entity Form with its supporting evidence. The form is available on: http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm

Tenderers that are already registered in the Contracting Authority’s accounting system (i.e. they have already been direct Contractors) must provide the form but are not obliged to provide the supporting evidence.

The tenderer (or the leader in case of joint tender) must provide a Financial Identification Form with its supporting documents. Only one form per tender should be submitted. No form is needed for subcontractors and other members of the group in case of joint tender. The form is available on: http://ec.europa.eu/budget/contracts_grants/info_contracts/index_en.cfm

The tenderer (and each member of the group in case of joint tender) must declare whether it is a Small or Medium Size Enterprise in accordance with Commission Recommendation 2003/361/EC. This information is used for statistical purposes only.

2. TECHNICAL SPECIFICATIONS

2.1. General background

The evolution of EU and Latin American economies and partnership over the last 20 years is marked by regular and important growth in trade and investments and an increasing number of ties generated by private companies and a vast array of publicly supported cooperation schemes.

The international dimension of EU regional policy has gained in importance over the last years. There are currently regional policy dialogues formalized through written agreements with 6 CELAC3 countries, including Argentina, Chile, Colombia and Peru. More generally, at international level, the Member States of the UN have agreed 17 Sustainable Development Goals, including to guide the role of public, non-profit, for-profit, and voluntary sectors in global development underling the need to move towards sustainable economic growth (goal 8).

The EU-CELAC Action Plan approved at the last EU-CELAC Summit (Brussels, 10-11 June 2015) emphasises the need to promote the exchange of experience and best practice between the European Union and CELAC countries on “territorial cohesion and equity and on regional development policies, with a particular focus on cross border cooperation and on territorial

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3 Community of Latin American and Caribbean States
development strategies, to strengthen the capacity of the regional and urban authorities to promote economic development and innovation and social inclusion and cohesion”.

Innovation, including eco-innovation, is a key factor in creating competitive economies in the era of globalisation. Experience from the EU shows that regional level authorities, the private sector and the research community, working in close partnership, play a major role in creating new economic opportunities based on innovation, in reducing dependence on declining sectors, enhancing resilience to environmental pressures, or achieving a more efficient and responsible use of natural resources.

In Latin America, many countries are seeking to diversify away from a longstanding dependence on commodities to create economies with greater focus on added value activities. As part of this, they are seeking to promote a new development model which uses the capacities of the regions (at sub-national level) which is linked in general to broader political processes in favour of a greater decentralization of power, including as regards the economy.

Changes of this nature in Latin American countries require more coordinated action and a set of policies and instruments that would tend to resemble in key respects those developed in the EU over the past 30 years.

In particular, the experience of EU regions in developing and implementing decentralised innovation policies is of interest. This experience also emphasises the role of inter-regional and trans-national exchanges of experience and best practice across the territory of the EU.

The international dimension is equally important. The globalized economy and the increasing role of global innovation networks call for innovation policies that go beyond regional and national borders. Actions needed take into account the degree to which actors are able to generate global partnerships for business and knowledge development and to position their region in global value chains.

This opens a vast field for potential long-term, win-win partnerships where the EU experience could be a source of inspiration for CELAC countries and regions.

Using EU experience, DG REGIO has supported since 2011 many important projects in Latin America to exchange experiences between Latin American and European regional authorities and specialized agencies in policy setting, implementation and management with respect to clusters and SME innovation inducing policies. For more information: http://ec.europa.eu/regional_policy/en/policy/cooperation/international/latin-america/

The specific countries for study under this project are presented in the following sections:

**Argentina**

In the case of Argentina, the current policy of the Secretary of Productive Transformation (Ministry of Production) formulates a strategy for medium- and long-term development, working on three main objectives: create more and better jobs, to increase competitiveness, and diversification and achieving balanced regional development.

Argentina does not currently have Regional Innovation strategies in place in its Provinces. However, some of them present strong innovation ecosystems, which have led to the creation of provincial Innovation agencies. At a national level, Argentina has created the National
Science, Technology and Productive Innovation Plan “Argentina Innovadora 2020”. 10 Technological Platforms are currently operating within the fields of: bioinformatics, stem cells, proteomics, pre-clinical trials with animals, genomics, nanomaterials, structural biology, software engineering, development of drugs in preclinical phases and chemical synthesis.

Most regions have only a decentralized office of the Ministry of Science, Technology and Productive Innovation (MinCyT for its name in Spanish), and policy tools defined at the regional level tend to derive from central government.

Chile

In Chile, European cooperation represented a milestone in policy development as a result of the creation of Regional Innovation Systems (RIS) through the RED Project. The first phase of the RED project led to the development of RIS strategies in Arica and Parinacota, Tarapacá, Antofagasta, Coquimbo, O'Higgins, Biobío and the Metropolitan region. In a second stage, four more regions developed their RIS: Valparaíso, Araucanía, Los Lagos and Aysén.

The results helped to improve the definition of regional public policies to support innovation and in particular the use of the Innovation and Regional Competitiveness Fund.

In this legislature the Chilean government is committed to deepening the decentralisation process. At the same time in its Agenda for Productivity, Innovation and Growth, Chile has launched different strategic programmes for productive development based on the principle of Smart Specialisation.

Colombia

From 2012 onwards, most Colombian regions have published a Departmental Strategic Plan for Science, Technology and Innovation – PEDCTI. The PEDCTIs are 10-year roadmaps for the development of policies and tools aimed at strengthening regional innovative systems and frame and focus future investment efforts by the public sector. As a result, most regions have established a 10 year budget and funding plan. Most of the funding for these regional plans come from Colombia’s General System of Royalties (“regalías” from natural resources exports), and the expected (national) Science and Technology Fund.

More recently, the national government has underlined the importance of deepening the regional approach, promoting better social conditions and the achievement of economic development in urban and rural areas. To this end, it has put in place an integrated territorial structure that supports all pillars and cross-cutting strategies, which are intended for implementation under the current parliamentary term.

Peru

In 2014, the Ministry of Industry, in line with the National Plan for Productive Diversification, initiated a process intended to boost the structuring of regional innovation systems and the development of sectors of higher added value, as well as reducing regional productivity gaps. In addition, in another initiative, the National Innovation Programme for Competitiveness and Productivity, also known as Innóvate Perú, was introduced in 2014, which integrates the actions, programmes, funds and instruments supporting innovation of the Ministry of Production.
2.2. General and specific objectives

The general objective of this project is to support dissemination of the EU regional policy experience and good practices and to develop further cooperation between national and regional authorities and specialized agencies in four Latin American countries (Argentina, Chile, Colombia and Peru) both between themselves, and, with EU countries and regions on the definition and implementation of decentralised, regional-level innovation and smart specialisation policies. This will be achieved through the establishment of a mechanism/platform for knowledge exchange and transfer of good practices among participating (EU and Latin American) countries and regions.

Specific objectives of the project are to facilitate the sharing of information and lessons learned on promoting regional innovation systems, including its linkages with national policies on innovation, competitiveness and smart specialisation; policy setting, implementation and management with respect to clusters and SME innovation inducing policies in domains of common interest, in order to contribute to a learning process based on concrete examples and best practices, as well as the identification of concrete projects or programmes for the development of regional and national competitiveness that each participating Latin American country/region could implement in the short term.

2.3. Tasks to be carried out by the Contractor

The Contractor will prepare, run and evaluate eight workshops in Latin America, four study visits to Europe, eight training activities, four closing conferences and a collaborative on-line platform to facilitate the exchange of information and good practices. In addition to regional and local authorities and, on the basis of the European experience, the project focus should be concrete and operational and involve as much as possible stakeholders from both EU and Latin America, notably, firms, public and private agencies, Universities and research centres.

The Contractor shall perform the following tasks:

2.3.1. Task 1 - SWOT analysis (regulatory framework) and capacity building needs assessment

For each of the four Latin American countries, the Contractor will elaborate a SWOT analysis of the institutional and regulatory framework of regional innovation policies in the framework of the respective national innovation and research and development policies, as well as the respective decentralization processes.

To that end, the Contractor will conduct interviews with both national and regional authorities and a critical mass of key stakeholders, including research institutions, academia and private sector (minimum 20 per country) to evaluate the involvement of the different actors in the process, to compare the different perceptions of the cooperation potential and actions needed, as well as the instruments currently used to support and facilitate cooperation on regional innovation. The offer must detail the methodology for conducting the interviews.

The interviews should refer as well to the skills, capacities and abilities needed in the different government levels to implement effectively regional/decentralised innovation policies in the respective countries. On that basis, the contractor should make a proposal on the main
The contents of the capacity building programmes needed for national and regional technicians and experts, public and private, involved in the processes of planning and management of regional/decentralised innovation policies and programmes.

The capacity building needs assessment should focus on identifying lessons learned, good practices and obstacles identified and relevance of the European experience for the capacity building programmes to be carried out.

The SWOT analysis and capacity building needs assessment will result in a report to be approved by the Contracting Authority.

2.3.2. Task 2 - Selection of Latin American and EU participating regions

The Contractor shall propose at least four Latin American regions (one per country) and four EU regions (from at least three different EU countries) to participate in the mechanism/platform for knowledge exchange and transfer of good practices.

The Contractor shall propose and agree on a selection mechanism with DG REGIO. Under this mechanism, a short-list of EU regions will be invited to present a proposal which will include a short description of their specific interest, best practices, objectives, possible existing ties with Latin American regions and commitment. The proposals should also link the proposed cooperation to EU business and research interests and ensure synergies with other initiatives.

The selection of the final participants will be subject to prior agreement of DG REGIO. The selection criteria should focus on regions’ degree of commitment and interest, best practices and ability to deliver in the time allotted to the project. Final selection shall ensure coverage of diverse needs and best practices as well represent the diversity of European regions. Participation of the regions in other EU innovation-related initiatives should be considered as an asset in the selection process.

Participating regions should be offered the possibility to conclude formal cooperation agreements or alternatively engage directly in concrete cooperation projects identified through the networking and knowledge exchange process.

2.3.3. Task 3 - Networking and knowledge exchange, capacity building (duration at least 12 months)

The main added value of the project for regions participating in the cooperation is the access to opportunities for capacity development through networking and knowledge exchange both with EU partners and with other Latin American partners on the project themes. The Contractor will support networking and exchange through the organisation of a number of training sessions, workshops and study visits. In addition, the on-line platform is seen as the main tool for continuous networking and knowledge exchange through which the Contractor shall organise also webinars and other activities.

The participants, and in some cases, the trainers in these activities should include local and regional authority officials at the political and technical levels, civil society organisations (CSOs), private sector and national authorities. The development of knowledge exchange activities shall be agreed together with the relevant authorities and the EU, which will participate in those activities when deemed useful and subject to their budget availability. The
Contractor shall explore actively the possibility of securing national and/or local authority co-funding for networking and knowledge exchange.

The study visits should include meetings with local authorities, CSOs, technology transfer agencies, development agencies and representatives of private sector business and financial institutions and would promote collaboration among regions in identifying innovative programs and strategies. It would encourage direct exchanges between regions facing similar problems by sharing information, best practices and lessons learned about turning sustainable and innovative innovation policies into concrete actions.

The Contractor shall adopt a pro-active approach to identifying, analysing and systematising best practise emerging from the cooperation to ensure the project contributes to create new knowledge.

Activities will include, for each of the four Latin American countries:

- **Task 3.1. Training sessions** (duration at least 3 days each and at least two sessions to be organised in each of the four Latin American countries upon their request and following prior approval by the Contracting Authority; at least eight sessions in total involving a minimum of 80 man/days in total). The main objective of the sessions is, on the basis of the capacity building needs assessment (task 2.3.1), to train selected national and regional technicians and experts, public and private, involved in the processes of planning and management of regional/decentralised innovation policies and programmes. The sessions will raise as well awareness of the participants on the key principles of European regional policy and on their implementation in the field regional innovation and should enable participants to understand the concepts provided by the specific policy instruments.

- **Task 3.2. Two study visits to Europe** for Latin American participants (each visit would last for at least 7 days and shall involve at least two EU regions from two different EU countries). A minimum of four participants per Latin American country will take part in the study visits (representatives from the same Latin American country could participate in only one or in the two visits while at least two Latin American countries shall participate in each of the two study visits) to EU partner regions (total number of Latin American participants of minimum 16).

  The participants shall include national and regional officials at the political and technical levels. The participants will be selected according to the relevance of their function and according to their ability to disseminate what they have learnt when they return to their professional life ("multiplier effect").

  The study visits will focus on practical experiences and would include meetings with regional and local authorities, technology transfer agencies, development agencies and representatives of private sector and would encourage direct exchanges between regional actors by sharing information, best practices and lessons learned about the design and implementation of regional innovation policies in different contexts.

- **Task 3.3. Two workshops** in each Latin American country (one workshop in
the capital city and one workshop in the participating region) (duration at least 2 days each, eight workshops in total) to allow participants to exchange experiences on specific aspects. It should be developed through plenary sessions and working groups on the specific thematic areas. The main output will be the analysis and validation of the elements of success for the transfer of good practices. Each workshop will involve at least 12 people of the host country, at least 2 from each of the other 3 Latin American countries, and at least 3 European experts (contractors and/or EU regions representatives).

- **Task 3.4. Closing conference** in each of the four Latin American countries (duration 1-2 days, four conferences in total). On the basis of the previous joint work on the adaptation and transfer of identified good practices, the main objective of the meeting will be the diffusion of the project results, including the presentation of the activities identified by each region and the possible mechanism for (common) implementation. The Contractor will ensure the participation of a minimum of two representatives of the participating European regions (total number of European participants of minimum 2 per conference).

- **Task 3.5.** Through the entire project, the **on-line platform** will be a central tool and will include information on best practices emerging in the project areas, e-learning, webinars, search engine as well as an interactive forum to be used by participants to collaborate and communicate.

The on-line platform should provide concrete cross-project learning opportunities (between EU and Latin American countries but also between the four Latin American countries) and visibility.

Associated to the platform a database with European and partner country experts, research centres, universities and other relevant public bodies will be established to support economic cooperation.

The Contractor shall identify, develop and produce all content to the on-line platform during the implementation phase.

The Contractor will explore potential collaboration with the Smart Specialisation (S3) Platform, including the three thematic platforms for smart specialisation (Energy, Industrial Modernisation and Agro-Food) established by the European Commission and will propose concrete cooperation activities to allow S3 Platform to act as a multiplier inside the EU to allow for wider EU participation in the project. Other similar multipliers should be identified in the partner countries to allow for a common shared knowledge on innovation solutions to be developed among EU and Latin American countries and regions.

The Contractor shall implement each activity in Spanish and provide appropriate interpretation services when visiting EU regions. Once the detailed programme for each meeting and visit has been drawn up (exact topics to be covered, speakers to be invited) it should be agreed upon with the Commission.

The Contractor shall ensure the presence of high level speakers/panellists, including members of the European institutions, national authorities, research community and civil society. The Contractor shall ensure the coordination and complementarity between all interventions. The
speakers' interventions will be published electronically, and in agreement with the Commission, all interventions will be translated and made available in Spanish.

2.3.4. Task 4 - Promotion of project cooperation

The objectives of the promotion of the project in partner countries is to increase awareness of the challenges linked to decentralised innovation policies; to foster and increase visibility of the project and to attract other stakeholders to join the project.

The promotion of the project should emphasise the benefits of the cooperation while highlighting the need for commitment and action on the part of participants.

Media engagement is an important part of promotional activities. The project shall place news articles/videos in selected mass-media (papers, magazines, TV and Internet) operating nationally. As media engagement evolves, it will be important to engage participating regions and other stakeholders in its evolution.

The Contractor should be ready to produce high quality media inputs at short delay for main events or as otherwise requested by the Contracting Authority. The rapid production of high quality press releases and articles may be required at any time. The Contractor should assure the highest linguistic and technical quality for these inputs.

2.3.5. Task 5 - Liaison with national and regional authorities

For the success of the project it will be crucial to promote effectively, and involve, stakeholders other than those directly benefiting from the cooperation. Project results will depend on the degree of vertical integration of the different administrative layers in each country, as well as on the political legitimacy and credibility of the action.

In response, the Contractor's task will include maintaining close relations with:

- National authorities, in particular those departments responsible for innovation, technological and productive development and international relations;
- Latin American regional and local administrations and agencies, in particular those departments responsible for innovation and productive development;
- Financial institutions and private sector active in the fields covered by the project.

The Contracting Authority should be kept informed of the relations the Contractor has with authorities.

2.3.6. Task 6 Policy recommendations and development of pilot projects, including business cooperation

The Contractor's task will be to produce the following outputs (for each of the four countries):

- A handbook with recommendations for the implementation of regional innovation policies in each, and tailored to the respective needs, of the four Latin American countries involved in the project, including recommendations to define appropriate measures to support regional policies and strategies from the national level, as well as recommendations for possible improvements of existing national policies.
• **Two pilot projects** (eight in total) in key technological fields to be formulated in consultation with the national and sectorial authorities in each country which should be practically-orientated and suitable for execution after the end of the contract; at least one of the two pilot projects identified in each country should involve EU regions in the planned cooperation. The pilot projects will be presented in the final conference for each of the four countries.

The increased technical cooperation is expected to stimulate a demand for European business solutions to challenges identified by Latin American countries and regions. The Contractor should develop and implement a broader business promotion approach to the project to achieve matchmaking, joint ventures and technology transfer. Businesses should also be supported to take part in workshops organised by the project.

The Contractor shall provide recommendations to ensure sustainability of project results and ensure dissemination of project results amongst participants and stakeholders.

**2.3.7. Details of how the tasks are to be carried out**

(1) The Contractor shall work in close contact with the Commission, which will guide and monitor the quality of work and compliance with deadlines.

(2) The Contractor shall appoint one experienced coordinator who will act as a single contact point for the Commission on all tasks, unless agreed otherwise for specific purposes.

(3) The Contractor shall ensure that any subcontractor involved performs the work to a satisfactory standard. The Contractor will remain responsible for any work performed by subcontractors and for their compliance with the deadlines agreed by the Commission.

(4) The Contractor will be responsible for all practical aspects of organising the working meetings and study visits:

- fixing the dates and location (in agreement with the Commission);
- sending out the invitations together with the schedule at least five weeks before the meetings and also the other appropriate documents (possibly subsequently);
- practical arrangements (training rooms, interpretation in order to carry out the activities effectively to participants from all participating countries, hotel and restaurant reservations)
- providing an on-line platform for knowledge exchange, including preparation before implementation of the meetings and visits and transfer of good practices among regions on the specific thematic areas;
- providing online documentation of all lecturers’ contributions;
- registration of participants and organisation of their travel and subsistence expenses (from Latin America to Europe, from Europe to Latin America, from the different Latin American countries to the Latin American country hosting the event as well as for Latin American participants coming eventually from different locations in the same country);
- organisation of the travel and subsistence expenses of the lecturers and European experts.

(5) The Contractor will supervise and guarantee the respect of the calendar activities,
the constant flow of information among the regions, and the support in analysing and systematizing the documents produced by each region.

(6) The Contractor will ensure close coordination with other EU programmes and projects in the field of regional innovation. In particular, complementarities and synergies with the upcoming International Urban Cooperation (IUC) programme (funded by the Partnership Instrument) shall be ensured. The International Urban Cooperation programme (2016-2019) will support in Latin America inter-regional (sub-national) cooperation on innovation.

(7) The Contractor shall work in close contact with the Latin American national authorities in charge of (decentralised) innovation policies and the EU Delegations in Argentina, Chile, Colombia and Peru for a briefing/debriefing on the planned activities.

2.4. Time schedule and deliverables

The duration of the tasks shall not exceed 18 months and the execution of the tasks shall start from the date of entry into force of the contract. The period of execution of the tasks may be extended only with the express written agreement of the parties before the expiration of such period.

After signature of the contract, a meeting will be fixed in Brussels.

Indicative calendar

Adaptation of this calendar may be agreed during the course of the contract.

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<td>Six weeks after signature of the contract</td>
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<td>Inception report</td>
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<td>End of third quarter 2017</td>
<td>SWOT analysis and capacity building assessment (Report) – Task 1</td>
<td>First interim report on SWOT analysis and capacity building assessment (covering Task 1)</td>
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<td>Fourth quarter 2017</td>
<td>First training sessions (in each of the four Latin American countries) (four trainings in total) – Task 3.1</td>
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<td>First-second quarter 2018</td>
<td>Second training sessions and visits to Europe (for each of the four Latin American countries) (four trainings</td>
<td>Second interim report covering Task 3.1</td>
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and two study visits in total) – Tasks 3.1. and 3.2

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<td>Third quarter 2018</td>
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<td>Two workshops for each of the four Latin American countries (in the capital city and the participating region) (eight workshops in total) – Task 3.3.</td>
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<td>Fourth interim report covering Task 3.3.</td>
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<td>Fifth interim report covering Task 6</td>
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<tr>
<td>Beginning of fourth quarter 2018</td>
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<td>Closing conferences (for each of the four Latin American countries) (four conferences in total) – Task 3.4</td>
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<td>Sixth interim report covering Task 3.4.</td>
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<td>End of fourth quarter 2018</td>
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<td>Final Report</td>
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Approximately one month before each of the activities listed above, the contractor will be expected to attend a briefing meeting in Brussels at the offices of the Directorate-General for Regional and Urban Policy. Attendance via video-conferencing could be considered (with the exception of the first and last meeting). The final schedule of the activities and the briefing meetings prior to each one will be decided at the initial co-ordination meeting.

**Deliverables**

The contractor is expected to provide the following deliverables:

1. **Deliverable 1: Inception report** explaining how the tasks (point 2.3) will be carried out: it will provide a detailed description of the organisation of the project. A detailed, updated work plan and timetable shall be submitted to the Commission for approval within 6 weeks after signature of the contract.

2. **Interim reports**

   **Deliverable 2:** A first interim report shall be submitted to the European Commission presenting the SWOT analysis and capacity building assessment (task 1).

   After each round of training sessions, workshops and study visits, an interim report shall be submitted to the European Commission, explaining how the tasks have been carried out, summarising the organisation, the main results, outcomes and conclusions of each activity, and detailing the remaining foreseen future activities until the completion of the contract. Each interim report should be no longer than 80 pages (20 per country). In concrete:

   **Deliverable 3:** Second interim report covering organisation of training sessions (Task 3.1)
Deliverable 4: Third interim report covering organisation of study visits (Task 3.2)

Deliverable 5: Fourth interim report covering organisation of workshops (Task 3.3.)

Deliverable 6: Fifth interim report covering handbook with policy recommendations, including pilot projects identified (Task 6)

Deliverable 7: Sixth interim report covering organisation of the final conferences (Task 3.4)

3. Deliverable 8: Final report

Before the end of the period of execution of the tasks, a final report shall be submitted to the Commission. The final report will summarise the main findings and lessons of the above mentioned activities and come up with conclusions and an assessment of the actions taken or expected to be taken by the participants to shape up concrete projects on the ground. The report will have four main sections for the respective programmes/activities with each of the four countries, for each section the maximum length of the final text should be not more than 50 pages, including up to 6 pages of executive summary. The Contractor should submit the text in English and Spanish. The recommendations and pilot projects identified (task 2.3.6) should be included as annexes to the final report.

2.5. Terms of payment

The Contractor shall submit requests for all payment, expressed in euro, to the Commission.

Payments under the contract shall be made as follows:

√ Interim payments

Payments shall be made at intervals throughout the contract period as a function of the progress made, the reports submitted and the quality of the work undertaken:

√ A first interim payment equal to 25 % of the total amount, within 60 days of the date on which a valid request for payment is registered following approval by the Commission of the inception report.

√ A second interim payment equal to 25 % of the total amount within 60 days of the date on which a valid request for payment is registered following approval by the Commission of the first, second and third interim reports

√ A third interim payment equal to 25 % of the total amount within 60 days of the date on which a valid request for payment is registered following approval by the Commission of fourth, fifth and sixth interim reports

√ Payment of the balance equal to 25 % of the total amount within 60 days of the date on which a valid request for payment is registered following approval by the Commission of the final report and of the previous deliverables.
2.6. Volume of the contract

The maximum volume of the contract is € 530,000 - lump sum, including fees, travel expenses and other costs.

3. CONTENT, STRUCTURE AND GRAPHIC REQUIREMENTS OF THE DELIVERABLES

The Contractor must deliver the study and other deliverables as indicated below.

3.1. Content

3.1.1. Final report

The final report must include:

- an abstract of no more than 200 words and an executive summary of maximum 6 pages, in English/Spanish;
- specific identifiers which must be incorporated on the cover page provided by the Contracting Authority;
- the following disclaimer:

"The information and views set out in this [report/study/article/publication...] are those of the author(s) and do not necessarily reflect the official opinion of the Commission. The Commission does not guarantee the accuracy of the data included in this report. Neither the Commission nor any person acting on the Commission’s behalf may be held responsible for the use which may be made of the information contained therein."

3.1.2. Publishable executive summary

The publishable executive summary must be provided in English/Spanish and must include:

- specific identifiers which must be incorporated on the cover page provided by the Contracting Authority;
- the following disclaimer:

"The information and views set out in this [report/study/article/publication...] are those of the author(s) and do not necessarily reflect the official opinion of the Commission. The Commission does not guarantee the accuracy of the data included in this report. Neither the Commission nor any person acting on the Commission’s behalf may be held responsible for the use which may be made of the information contained therein."

3.1.3. Requirements for publication on Internet

The Commission is committed to making online information as accessible as possible to the largest possible number of users including those with visual, auditory, cognitive or physical disabilities, and those not having the latest technologies. The Commission supports the Web Content Accessibility Guidelines 2.0 of the W3C.

For full details on the Commission policy on accessibility for information providers, see: http://ec.europa.eu/ipg/standards/accessibility/index_en.htm
For the publishable versions of the study, abstract and executive summary, the Contractor must respect the W3C guidelines for accessible pdf documents as provided at:

http://www.w3.org/WAI/

3.2. **Structure**

N/A

3.3. **Graphic requirements**

The Contractor must deliver all publishable deliverables in full compliance with the corporate visual identity of the European Commission, by applying the graphic rules set out in the European Commission's Visual Identity Manual, including its logo. The graphic rules, the Manual and further information are available at:

http://ec.europa.eu/dgs/communication/services/visual_identity/index_en.htm

A simple Word template will be provided to the Contractor after contract signature. The Contractor must fill in the cover page in accordance with the instructions provided in the template. The use of templates for studies is exclusive to European Commission's Contractors. No template will be provided to tenderers while preparing their tenders.

4. **EVALUATION AND AWARD**

The evaluation is based solely on the information provided in the submitted tender. It involves the following:

- Verification of non-exclusion of tenderers on the basis of the exclusion criteria
- Selection of tenderers on the basis of selection criteria
- Verification of compliance with the minimum requirements set out in these tender specifications
- Evaluation of tenders on the basis of the award criteria

The contracting authority may reject abnormally low tenders, in particular if it established that the tenderer or a subcontractor does not comply with applicable obligations in the fields of environmental, social and labour law.

The tenders will be assessed in the order indicated above. Only tenders meeting the requirements of one step will pass on to the next step.

4.1. **Verification of non-exclusion**

All tenderers must provide a declaration on honour (see Annex 1), signed and dated by an authorised representative, stating that they are not in one of the situations of exclusion listed in that declaration on honour.

In case of joint tender, each member of the group must provide a declaration on honour signed by an authorised representative.
In case of subcontracting, all subcontractors whose share of the contract is above 10% and whose capacity is necessary to fulfil the selection criteria must provide a declaration on honour signed by an authorised representative.

The successful tenderer must provide the documents mentioned as supporting evidence in the declaration on honour before signature of the contract and within a deadline given by the contracting authority. This requirement applies to each member of the group in case of joint tender and to all subcontractors whose share of the contract is above 10% and whose capacity is necessary to fulfil the selection criteria. The obligation to submit supporting evidence does not apply to international organisations.

A tenderer (or a member of the group in case of joint tender, or a subcontractor) is not required to submit the documentary evidence if it has already been submitted for another procurement procedure and provided the documents were issued not more than one year before the date of their request by the contracting authority and are still valid at that date. In such cases, the tenderer must declare on its honour that the documentary evidence has already been provided in a previous procurement procedure, indicate the reference of the procedure and confirm that that there has been no change in its situation.

A tenderer (or a member of the group in case of joint tender, or a subcontractor) is not required to submit a specific document if the contracting authority can access the document in question on a national database free of charge.

4.2. Selection criteria

Tenderers must prove their legal, regulatory, economic, financial, technical and professional capacity to carry out the work subject to this procurement procedure.

The tenderer may rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. It must in that case prove to the Contracting Authority that it will have at its disposal the resources necessary for performance of the contract, for example by producing an undertaking on the part of those entities to place those resources at its disposal.

The tender must include the proportion of the contract that the tenderer intends to subcontract.

4.2.1. Declaration and evidence

The tenderers (and each member of the group in case of joint tender) and subcontractors whose capacity is necessary to fulfil the selection criteria must provide the declaration on honour (see Annex 1), signed and dated by an authorised representative, stating that they fulfil the selection criteria applicable to them individually. For the criteria applicable to the tenderer as a whole the tenderer (sole tenderer or leader in case of joint tender) must provide the declaration on honour stating that the tenderer, including all members of the group in case of joint tender and including subcontractors if applicable, fulfils the selection criteria for which a consolidated assessment will be carried out.

This declaration is part of the declaration used for exclusion criteria (see section 4.1) so only one declaration covering both aspects should be provided by each concerned entity.
After contract award, the successful tenderer will be required to provide the evidence mentioned below before signature of the contract and within a deadline given by the contracting authority. This requirement applies to each member of the group in case of joint tender and to subcontractors whose capacity is necessary to fulfil the selection criteria.

A tenderer (or a member of the group in case of joint tender, or a subcontractor) is not required to submit the documentary evidence if it has already been submitted for another procurement procedure and provided the documents were issued not more than one year before the date of their request by the contracting authority and are still valid at that date. In such cases, the tenderer must declare on its honour that the documentary evidence has already been provided in a previous procurement procedure, indicate the reference of the procedure and confirm that that there has been no change in its situation.

A tenderer (or a member of the group in case of joint tender, or a subcontractor) is not required to submit a specific document if the contracting authority can access the document in question on a national database free of charge.

4.2.2. Legal and regulatory capacity

Tenderers must prove that they are allowed to pursue the professional activity necessary to carry out the work subject to this call for tenders. The tenderer (including each member of the group in case of joint tender) must provide the following information in its tender if it has not been provided with the Legal Entity Form:

- For legal persons, a legible copy of the notice of appointment of the persons authorised to represent the tenderer in dealings with third parties and in legal proceedings, or a copy of the publication of such appointment if the legislation applicable to the legal person requires such publication. Any delegation of this authorisation to another representative not indicated in the official appointment must be evidenced.

- For natural persons, if required under applicable law, a proof of registration on a professional or trade register or any other official document showing the registration number.

4.2.3. Economic and financial capacity criteria

The tenderer must have the necessary economic and financial capacity to perform this contract until its end. In order to prove their capacity, the tenderer must comply with the following selection criteria.

- Turnover of the last two financial years above EUR € 1 000 000; this criterion applies to the leader tenderer as a whole, i.e. the combined capacity of all members of a group in case of a joint tender.

Evidence (to be provided on request):

- Copy of the profit and loss accounts and balance sheet for the last two years for which accounts have been closed from each concerned legal entity;

- Failing that, appropriate statements from banks;
If, for some exceptional reason which the Contracting Authority considers justified, a tenderer is unable to provide one or other of the above documents, it may prove its economic and financial capacity by any other document which the Contracting Authority considers appropriate. In any case, the Contracting Authority must at least be notified of the exceptional reason and its justification. The Commission reserves the right to request any other document enabling it to verify the tenderer's economic and financial capacity.

4.2.4. Technical and professional capacity criteria and evidence

A. Criteria relating to tenderers

Tenderers (in case of a joint tender the combined capacity of all members of the group and identified subcontractors) must comply with the criteria listed below. The evidence must be provided only on request.

The project references indicated below consist in a list of relevant services provided in the past three years, with the sums, dates and clients, public or private, accompanied by statements issued by the clients.

- **Criterion A1**: The tenderer must prove experience in the field of regional innovation policies.

  Evidence A1: The tenderer must provide references for at least 5 projects delivered in this field in the last three years with a minimum value for each project of € 250,000.

- **Criterion A2**: The tenderer must prove capacity to work in English and Spanish.

  Evidence A2: The tenderer must provide references for at least 3 projects delivered in the last three years showing the necessary language coverage.

- **Criterion A3**: The tenderer must prove capacity to draft reports in English and Spanish.

  Evidence A3: The tenderer must provide one document of at least 10 pages (report, study, etc.) in these languages that it has drafted and published or delivered to a client in the last two years. The verification will be carried out on 5 pages of the document.

- **Criterion A4**: The tenderer must prove its capacity to deliver the services requested in at least three different countries (one of which must be a country in Latin America covered by this call, e.g., Argentina, Chile, Colombia, or Peru).

  Evidence A4: The tenderer must provide references for at least 3 projects delivered in the last three years. It is necessary that at least one of the project covers at least one of the four Latin American countries subject to this call.

B. Criteria relating to the team delivering the service:

The team delivering the service should include, as a minimum, the following profiles.

Evidence will consist in CVs of the team responsible to deliver the service. Each CV should indicate the intended function in the delivery of the service.
B1 - **Project Manager:** At least 10 years’ experience in project management, including overseeing project delivery, quality control of delivered service, client orientation and conflict resolution experience in project of a similar size (at least € 250 000) and coverage (geographical scope at least half of the one subject to this call for tender), with experience in management of team of at least 5 people.

**Evidence:** CV

B2 - **Expert in regional development and innovation policies in Europe:** Relevant higher education degree and 5 years' professional experience in the field of innovation for local and regional development in Europe, including sound and practical knowledge of RIS3 principles and implementation and SME/clusters support schemes.

**Evidence:** CV

B3 - **Expert(s) in regional development and innovation policies in Latin America (Argentina, Chile, Colombia and Peru):** The expert or experts shall have relevant higher education degree and 3 years' professional experience in the field of regional development and innovation policies in the four Latin American countries concerned (Argentina, Chile, Colombia and Peru), including experience of working with governments or public authorities. It is not required for each expert to have experience in the four countries mentioned above but the total of experts shall have professional experience in all four countries.

**Evidence:** CV

B4 – **Language quality check:** At least 1 member of the team should have native-level language skills in English or equivalent and at least 1 member of the team should have native-level language skills in Spanish or equivalent

**Evidence:** a language certificate or past relevant experience.

4.3. **Award criteria**

The contract will be awarded based on the most economically advantageous tender, according to the 'best price-quality ratio' award method. The quality of the tender will be evaluated based on the following criteria. The maximum total quality score is 100 points.

- **Quality of the proposed methodology** (55 points – minimum threshold 50%) the proposed methodology will be assessed in particular on the following:
  - presentation of the overall working method and capacity to liaise and cooperate with all the relevant stakeholders,
  - proposal for an appropriate programme knowledge exchange concept, with a relevant mix of working meetings, training activities and study visits;
  - criteria-based identification of potential EU regions benefiting from the activities;
  - methodology for conducting the interviews (task 2.3.1)
  - on-line platform/mechanism to facilitate the exchange of information and good practices and to ensure wide and effective dissemination of the information beyond the specific groups of participants involved and possibly beyond the lifetime of the project.
- Synergies with existing EU initiatives in this field.

- **Organisation of the work** (30 points – minimum threshold 50%)

This criterion will assess how the roles and responsibilities of the proposed team and of the economic operators (in case of joint tenders, including subcontractors if applicable) are distributed for each task. It also assesses the global allocation of time and resources to the project and to each task or deliverable, and whether this allocation is adequate for the work. The tender should provide details on the allocation of time and resources and the rationale behind the choice of this allocation.

- **Quality control measures** (15 points – minimum threshold 50%)

This criterion will assess the quality control system applied to the service foreseen in this tender specification concerning the quality of the deliverables, the language quality check, and continuity of the service in case of absence of the member of the team. The quality system should be detailed in the tender and specific to the tasks at hand; a generic quality system will result in a low score.

Tenders must score minimum 50% for each criterion and minimum 50% in total. Tenders that do not reach the minimum quality thresholds will be rejected and will not be ranked.

### 4.4. Ranking of tenders

The contract will be awarded to the most economically advantageous tender, i.e. the tender offering the best price-quality ratio determined in accordance with the formula below. A weight of 60/40 is given to quality and price.

\[
\text{score for tender } X = \left( \text{Cheapest price of tender } X \right) \times \text{ price weighting (40)} + \left( \frac{\text{total quality score (out of 100) for all award criteria of tender } X}{100} \right) \times \text{Quality criteria weighting (60)}
\]

The tender ranked first after applying the formula will be awarded the contract.

### 5. **ANNEXES**

1. Declaration of honour