

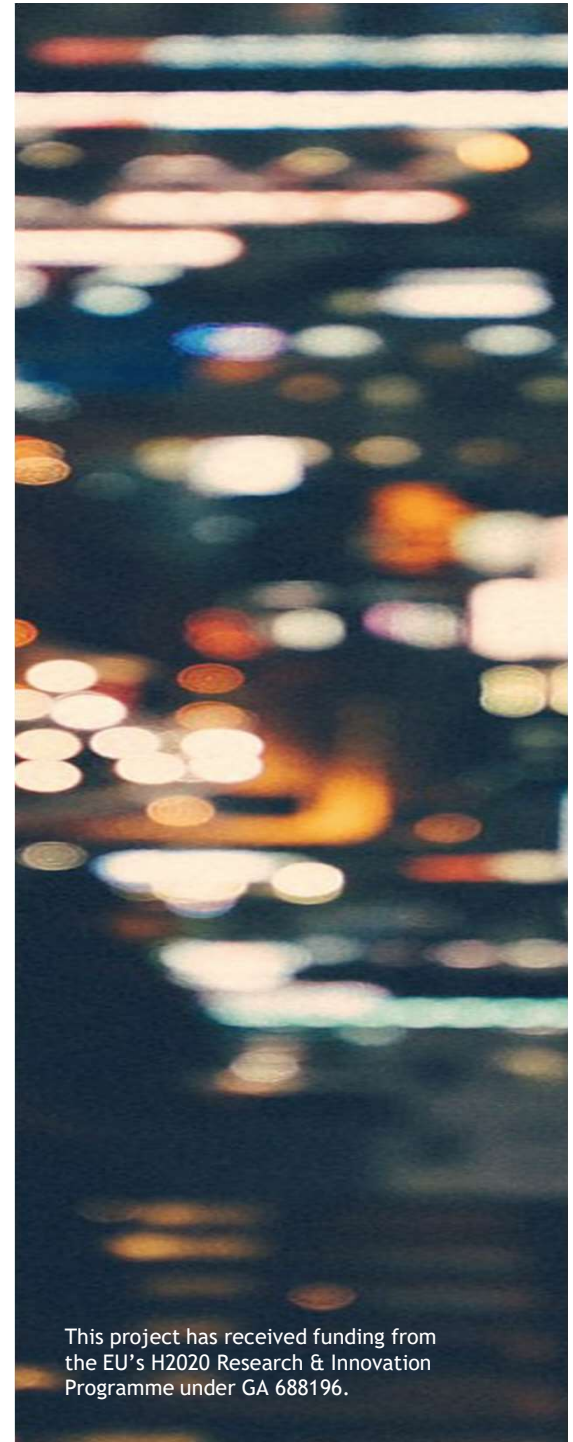


Tendering Procedure

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1. Request for Tenders & Related Documents
2. Timeline, Budget & Contracting Approach
3. Tender Submission Process
4. Tender Evaluation Process
5. Conditions of Contracts
6. Monitoring & Evaluation of Phases



Request for Tenders & Related Documents

Tender documents can be downloaded from www.select4cities.eu

This Request for Tenders should be read in conjunction with other documents related to this Pre-Commercial Procurement (PCP), listed hereunder:

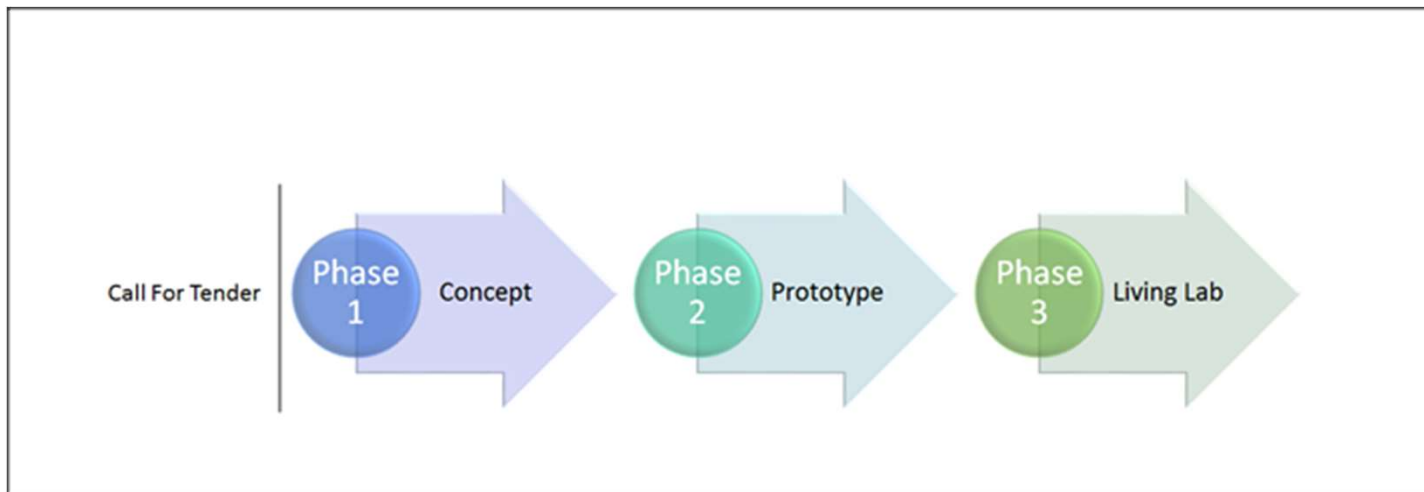
<i>Tender Documents</i>	<i>Annexes to Tender Documents</i>
TD1 - Request for Tender, incl. Appendixes 1 to 8	Annex A - General Tender Submission Form
TD2 - Functional Specification	Annex B - Exclusion Criteria (declaration)
TD3 - Framework Agreement (template)	Annex C - Selection Criteria
TD4 - Specific Contract Phase 1 (template)	Annex D - Compliance Criteria (declaration)
	Annex E - Technical Offer
	Annex F - Financial Offer and Cost Breakdown
	Annex G - Financial Offer Phase 1

Table 1. Overview of the Tender Documents and Annexes



Contracting Approach

- Framework Agreement covering 3 PCP phases
- Specific Contract for each Phase
- Submit Tender for Phase 1 (detailed) + for Phases 2 + 3
- Call-offs for Phases 2 + 3



Timing - PCP & Tendering Process

Framework Agreement and Phase 1

20 Feb. 2017	Q/A session and presentation of the Tender (webinar 1)
20 Mar. 2017	Deadline for submission of questions on the Request for Tender
24 Mar. 2017	Q/A overview and final clarification session (webinar 2)
31 Mar. 2017	Publication of final Q&A overview
14 Apr. 2017	Deadline for submission of Tenders
26+27 Apr. 2017	Online presentations of the Tenders to the Evaluation Committees, if necessary
31 May 2017	Deadline Signature of Framework Agreements and Phase 1 Specific Contracts.
1 Jun. 2017	Start of phase 1 implementation/work by Contractors. Duration: 2 months
31 Jul. 2017	Deadline for End of Phase 1 Report with Deliverables.



Timing - PCP & Tendering Process

Phases 2 & 3 (estimated and could be subject to change)

29 Sept. 2017	Call-off Phase 2 open: expected Request for Tender Phase 2
27 Oct. 2017	Deadline for submission of Tenders for Phase 2
15 Dec. 2017	Start of phase 2 implementation/work by Contractors. Duration: 6 months
15 Jun. 2018	Deadline for End of Phase 2 Report with Deliverables and prototype testing
27 Aug. 2018	Call-off Phase 3 open: expected Request for Tender Phase 3
14 Sept. 2018	Deadline for submission of Tenders for Phase 3
9 Nov. 2018	Start of Phase 3 implementation/work by Contractors. Duration: 9 months
9 Aug. 2019	Deadline for End of Phase 3 Report with Deliverables and Living Lab testing.



Budget, # Contractors, Phase duration

	<i>Maximum Total Budget Excluding 21% VAT.</i>	<i>Expected Minimum number of Contractors</i>	<i>Maximum Contract value Excluding 21% VAT.</i>	<i>Maximum Phase Duration in Months</i>
Total PCP Budget	€ 3.269.933,21			
PCP Phase 1	€ 326.993,32	9	€ 36.332,59	2
PCP Phase 2	€ 1.307.973,29	6	€ 217.995,55	6
PCP Phase 3	€ 1.634.966,61	3	€ 544.988,87	9



Conditions of tender

- Open to all types of operators
- Joint tenders and/or subcontracting are allowed. Must be stated in Annex A:
 - details of the Tenderers and/or Subcontractors
 - which services they will deliver in the project
 - a statement declaring that they are aware of the provisions set out in the Tender Documents, in particular in relation to IPRs
- Only one Tender from a Tenderer as main Contractor



Evaluation criteria - overview

- **Exclusion criteria** - evaluate individual situation of a Tenderer > declaration in Annex B (fail or pass)
- **Selection criteria** - evaluate the capacity necessary to carry out and perform the work > present the required information in Annex C (fail or pass)
- **Compliance criteria** - evaluate compliance with principles of PCP, public financing, place of performance, research integrity and security > Annex D (fail or pass) + financial offer in Annex F
 - Definition of R&D services
 - Public financing
 - Contract place of performance





Submission Process

Deadline receipt of Tenders = **Friday 14 April 2017 - 10:00 AM CET**

All Tenderers must use the SELECT for Cities Tender Annexes:

- Annex A - General Tender Submission Form
- Annex B - Exclusion Criteria (declaration)
- Annex C - Selection Criteria
- Annex D - Compliance Criteria (declaration)
- Annex E - Technical Offer
- Annex F - Financial Offer and Cost Breakdown
- Annex G - Financial Offer Phase 1

The Lead Procurer may request clarification, additional evidence or amplification of details provided.



Submission Process

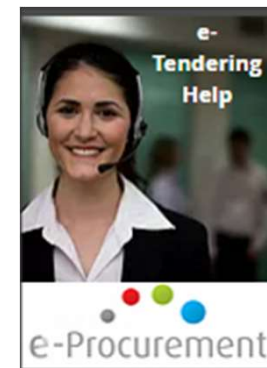
Tenders have to be submitted electronically via e-Tendering (<https://eten.publicprocurement.be/etendering/home.do>)

The Tender Submission Forms have to be signed separately by the Tenderer, electronically or in “blue ink”

The Tenderers signatory must have the proven power and capacity

A signed Tender will be considered to constitute a binding offer

More information in Appendix 3 and in the [manual on the website](#)



Tenders Evaluation Process

1. Opening of Tenders on 14 April 2017
2. Administrative Evaluation
3. Technical Evaluation
4. Financial Evaluation
5. Award Decision & Signature of Contracts by 31 May 2017

If deemed necessary, an online hearing will take place, where Tenderers will be asked to clarify aspects of their Tender. **Tentative: 26 + 27 April 2017**



Assessment and Scoring

Only tenders with the following minimum scores (threshold) are eligible for consideration for a contract:

60% of the maximum number of points for each of the criteria, excluding Price:

- Project Management
- Impact on Challenge
- Technical quality of the platform
- Commercial feasibility
- Living Lab

60% of the maximum number of points for the combined



Monitoring & Evaluation PCP Phases

Contract implementation will be monitored periodically in the procuring cities (Antwerp, Copenhagen and Helsinki)

At the end date of each Phase the Contractors submit their **End of Phase Reports**

Assessed by the Buyers Group if they have *satisfactory* and/or *successfully* completed a particular Phase. Consequently, they are eligible for payment and/or to participate in the call-off for the next Phase.



Communication & Q&A

To clarify the Call for Tender Documents, the procedure and to answer potential Tenderers' questions two **webinars** are being organised:

- Monday 20 February 2017
- Friday 24 March 2017

All **questions** must be received by Digipolis no later than 20 March 2017 at 6:00 PM CET. E-mail: Ask_select4cities@digipolis.be

Please mention the S4C's **Reference No. A000429** and state the correct document reference (Tender Document 1, Annex A...) and page number.



Questions?

