



INVITATION TO TENDER

FOR

GREEN PROFILE ASSESMENT TOOL

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INTRODUCTION (PROJECT SUMMARY)

The CESME project (Circular Economy for SMEs) is an Interreg project made possible by The EU Regional Development Fund and the INTERREG EUROPE Programme.

The aim of the project is to enable SMEs to turn environmental challenges into opportunities. Green growth can offer significant benefits, however policy makers need to fully understand the potential of the green economy, whilst being aware of the barriers that SMEs face regarding the greening of their products, production processes, business practices and services. The circular economy is key concept of the green economy, based on optimising systems rather than components, away from 'Resource to Waste' to resilient and productive circular systems.

Strategic alliances between support organisations such as Ellen MacArthur Foundation, McKinsey Company, etc. and multinational enterprises have been at the forefront of circular economy exploration and application. SMEs rarely have the same access to knowledge networks to stay up to date with new technologies or communicate with potential clients or investors. It is therefore key to understand how SMEs can exploit the opportunities of circular economy value chains.

The CESME project address SME inclusion in the circular economy, by interregional meetings identifying good practices aiming to examine how best regional and local authorities and business agencies can improve relevant policy instruments and design support packages to assist SMEs entering the circular economy. Through the creation of a return on investment calculation model quantifying the economic and social benefits of circular value chains as well as a white book guiding SMEs step by step into circular economy, the CESME partnership hopes to introduce new circular initiatives targeted SMEs. These initiatives will be implemented and tested for feedback and adaptation in order to be replicable across EU as well as monitored against their expected impact. Finally, this will lead to the improved effectiveness of the policy instruments addressed by the project partners.

1. INVITATION TO TENDER

(Open call)

Dear Madam / Sir

1. On behalf of the CESME project partners, Business Development Centre North Denmark invites tenders for a contract regarding identification of the best SME green profile assessment tools on the market as well as selecting one for the partner organisations.
2. Tenders can be private consultants, a public institution or a consortium, and must be established and registered within the EU.
3. If you are interested in this contract, please submit a tender by e-mail (with request for reception attached) or registered e-mail, in English by 27 January 2017 at the latest to the following address:

By e-mail to jrh@vhnordjylland.dk

or

By registered mail to

Væksthus Nordjylland

Att.: Jane Ribergaard Holm

Niels Jernes Vej 10

9220 Aalborg Oest

Denmark

4. Tenders must include a technical and a financial offer, each one clearly marked accordingly. Tenders must be signed by the tenderer or his duly authorized representative and perfectly legible so that there can be no doubt as to words and figures.
5. Validity period of the tender: 2 months as from the final date for submission of tenders mentioned under point 3 above.
6. The procurement follows the European public procurement law Public Work Contracts Law 2015/2170/EU, 2015/2171/EU and 2015/2172/EU. The cost is lower than the threshold (EUR 208.000) but being a public authority; Business Development Centre North Denmark will perform an open call and invite tenders and publish the contract notice.
7. The financial offer cannot be higher than 13.400 EUR inclusive VAT.
8. Double offers / conditional offers are not acceptable: such offers imply the exclusion of the tender.
9. Submission of a tender implies acceptance of all the terms and conditions set out in this invitation to tender, in the specification, in the draft contract and where applicable, waiver of the tenderer's own general or specific terms and conditions. The terms and conditions are binding on the tenderer to whom the contract is awarded during the performance of the contract.

10. Contacts between the CESME project partners and tenderers are prohibited throughout the evaluation procedure except under the following conditions only:
 - a. Before the closing date for submission of tenders: At the request of the tenderer, the contract holder may provide additional information solely for the purpose of clarifying the nature of the contract.
 - b. Request for additional information must be sent in writing (e-mail: jrh@vhnordjylland.dk) not later than 10 calendar days before the closing date for submission of tenders. The additional information must be provided to the tenderers which have requested of the additional information not later than 6 calendar days before the due date for submission of tenders.
 - c. The CESME project, on its own initiative, inform interested parties of any error, inaccuracy, omission or any other material shortcoming in the text of the tender documents.
 - d. Further information will be sent simultaneously to all tenderers who have requested the specification in e-mail, where this is appropriate.
11. Subcontracting: subcontracting is not encouraged if the tenderer wishes to subcontract part of the tasks, it needs to be clarified and agreed with the contract holder.
12. After the opening of the tenders
 - a. If a tender requires clarification, or if there is a need to correct material errors which have occurred in the drafting of the tender, the contract holder may take the initiative and contact the tenderer. Such contact shall not lead to the conditions of the tender being altered in any way.
 - b. This invitation to tender is in no way binding on the CESME project or the contract holder. A commitment will come about only when a contract with the successful tenderer has been signed.
 - c. Until a contract is signed, the CESME project and the contract holder may decide not to award a contract or to cancel the tendering procedure without the candidates or tenderers being entitled to claim any compensation. Where appropriate, the decision will be substantiated and brought to the attention of the tenderers.
 - d. Tenderers will be informed of whether their tenders have been accepted or rejected.
 - e. The follow-up of your response to the invitation to tender will require the recording and further processing of personal data (i.e. name, address, CV, etc.). This data will not be shared or transferred to third parties.
13. The costs of dispatching the documents and participating in this call for tender must be borne by the tenderer.
14. The invitation for tender has been published on www.interregeurope.eu/cesme/ as well as project partner organisations websites on 12 December 2016.
15. Indicative timetable

Activity	Time	Payment
Tender distributed to the partners and uploaded on the following website www.interregeurope.eu/cesme/ as well as partner organisations websites	12.12 2016	
Deadline for the submission of the proposals	27.01 2017	
Clarifications and questions period	16.12 2016 – 17.01 2017	
Deadline for providing clarifications and answering questions	21.01 2017	
Deadline for announcement of winning candidate	17.02 2017	
Implementation of the task	01.03 2017 – 28.04 2017	
Presentation and workshop with the partnership	10.05 2017	80%
Deadline for the finalization of the work and final delivery	23.06 2017	20%
Deadline for solving any issues and closing the contract	23.06 2017	

2. SPECIFICATIONS

2.1 Nature of the contract

The contract will be made between the winning candidate and Business Development Centre North Denmark (DK).

2.1.1 Division of responsibilities

During the start-up phase Business Development Centre North Denmark will validate

- Content
- Adherence to contract specifications
- Ensure adherence to time schedules

Having presented the task to the partnership 10 May 2017, Business Development Centre North Denmark will validate (in conjunction with all project partners) the final adjustments.

2.1.2 Role of contracted partner

- Implement the planned activities with Business Development Centre North Denmark
- Identify green profile assessment tools on the market (the tools need to be valid and available)
- Choose 1 tool for the CESME project partners (in cooperation with some of the partners)
- Take part in meetings on Skype as well as physical (10 May 2017 in Greece)
- Respect agreed time schedule

In submitting a tender, the tender accepts all terms and conditions specified in the draft framework contract.

All documents submitted by the tenderer become the property of the CESME project.

2.2 Purpose of the contract

The purpose of the contract is to provide the CESME project with a green profile assessment tool for SMEs. The tool will be available for project partners in CESME as well as for any organisation supporting SMEs entering the circular economy.

2.3 Background

2.3.1 The INTERREG EUROPE programme

INTERREG EUROPE helps regional and local governments across Europe to develop and deliver better policies. By creating an environment and opportunities for sharing solutions, the aim is to ensure that governments' investments, innovation and implementation efforts all lead to integrated and sustainable impact for people and places across EU.

2.3.2 CESME project (2016 – 2020)

CESME project is funded by INTERREG EUROPE and brings together 10 partners from 6 European countries that face the need to promote the principles of circular economy, where resources are kept in use for as long as possible, extracting the minimum value from them whilst in use, covering or regenerating products and materials by the end of each service life.

Most enterprises realise the need to operate differently and already face increasing resource and material costs. However, there are barriers to fully integrate circular economy including 1) lack of understanding of the circular economy principles, 2) inconsistent legislation and regulations and 3) lack of finance.

The CESME partners are 10 public organisations (municipal or regional authorities and business agencies) from 6 European countries (Denmark, Finland, Wales, Italy, Greece and Bulgaria).

The aim of CESME is

1. To address and improve the effectiveness and impact of policy instruments, stimulating SMEs to overcome years of conventional production methods and shift towards green innovation – and circular economy at best. More specifically the project aims to provide policy makers with the knowledge and understanding of the potentials within green economy, while at the same time make them aware of the challenges and the barriers that SMEs face in this regard.
2. To examine how regional and local authorities and business development agencies can implement instruments and support packages to assist SMEs to enter the circular economy.
3. Furthermore, CESME will provide concrete tools assisting SMEs approaching circular economy.

Through a series of thematic interregional events, the partnership will improve their knowledge, skills and policies benefitting SMEs to shift towards circular economy. The output and results will be

- 1 collection of good practices
- 1 white book with all the lessons learnt and recommendations targeted 1) policy makers at strategic level and 2) SMEs at practical level
- 1 toolkit containing green profile assessment as well as a return on investment calculation model targeted SMEs
- 6 Action Plans for implementing the lessons learnt

Based on these tools and recommendations the policy makers will be in a better position to support SMEs enter the circular economy by implementing the individual Action Plans.

2.4 Focus, Content and Outputs of the contract

2.4.1 Focus of the contract

In the context of identifying the green profile assessment tool for the CESME project, a series of elements will be available such as

- The application form for the CESME project outlining the key activities, processes and outputs as well as a description of each project partner
- A collection of the good practices identified by each project partner
- All project partners will be available for further information if needed

The green profile assessment tool will be part of the key output of the project. The green profile assessment tool needs to be as simple as possible enabling business agencies as well as SMEs across branches to use it themselves by implementing their own facts and numbers.

Based on the green profile assessment tool, a return on investment calculation model will accompany primarily for business agencies to use the results in order to outline the quantitative and qualitative results to the company to ease their strategic decision whether to move towards the circular economy. The ROI is not part of this tender but will be added to the green profile assessment tool afterwards.

2.4.1.1. Key target groups

The primary target group for the tools are

- The partnership (Regional and local authorities, business agencies and private businesses)
- Key stakeholder organisations in partner regions and across Europe supporting SMEs entering circular economy

Secondary targets are:

- Business agencies across Europe, but outside the CESME partnership
- Organisations working within green- and/or circular economy

2.4.2 Content and output of contract

All content needs to be produced in English

The principal content will be

1. Identification of green profile assessment tools on the market (valid and available)
2. Selection of one tool
3. Presenting the tool at a workshop in Anatoliki, Greece 10 May 2017
4. Finalization of the tool based on input from project partners

The final tool provided for the project will be in a format that can be easily adapted by different organisations and branches across Europe.

2.4.2.1 Identification of green profile assessment tools on the market

A number of organisations such as Ellen MacArthur and McKinsey Company but also minor organisations have developed tools to score the green profile of a company. They all differ in terms of focus, level of detail, output format, etc.

As there are several tools on the market already, there is no need to develop yet another tool. But there is a need to examine the different tools in order for identify one that is

- a) Assess the green organizational profile for an entire organisation
- b) Flexible (can be used by different types of companies in different branches)
- c) User friendly (can be managed by companies themselves)
- d) Leave a valid and reliable result

2.4.2.2. Selection of one tool

At a Skype meeting, the tenderer will present at least 4 green profile assessment tools that meet the requirements mentioned above, followed by pros and cons. At the Skype meeting, the Business Development Centre North Denmark and some project partners will be present.

Based on the presentation made by the tenderer, the 4 options will be discussed aiming to select one.

Some of the tools available on the market are subject to a license. In such case the potential tool must be discussed with the Business Development Centre North Denmark beforehand, it can chosen as the selected tool.

2.4.2.3. Return on Investment Calculation Model (not part of this tender)

The selected green profile assessment tool will be accompanied by a return on investment calculation model estimating the social and economic benefits for the company by increasing its green profile towards circular economy.

As the return on investment calculation will leave a quantitative as well as a qualitative result, the tool is mainly targeted business agencies, who will perform the calculation and present the result to the company. For that reason, CESME is looking for a tool that is

The return on investment calculation model is not part of this tender but will be added to the green profile assessment tool after the presentation in Greece 10 May 2017 by the project partners.

2.5. Deliverables

The green profile assessment tool must be presented to the entire partnership 10 May 2017 in Greece at a workshop aiming for the partners to showcase the tool in practice. The partnership will examine and discuss the tool and smaller adjustments may be required from the partners.

The final tool must be delivered 23 June 2017 at the latest in a format that is ready to use for the partnership.

2.6 Budget

The contract cannot be higher than EUR 13.400 EUR inclusive VAT and travel and accommodation expenses for the presentation in Greece.

2.7 Duration of the contract

The duration of the contract is running till 23.06 2017.

2.8 Place of performance

The place of performance can be anywhere in the world. However, if meetings need to be held, it will be in one of the project partner regions.

2.9 Property rights

The contract holder (Business Development Centre North Denmark) will hold all rights for the content developed for the toolbox.

3. STRUCTURE AND CONTENT OF THE CONTRACT

This section provides instructions on what each tender must include. Please note, that only those tenders which comply with the instructions below will be considered. Each tender must contain the four following sections

1. Administrative information (eligibility criterion)
2. Technical proposal (award criteria)
3. Financial proposal (award criteria)
4. Annex 1: List of related tasks realized (award criteria)

3.1 Administrative proposal

The first section of each tender must contain the documents relating to the identification of the tenderer and to the exclusion and selection criteria:

- Tenderers' identification form: All tenderers must provide proof of registration, as prescribed in their country of establishment, on one of the professional or trade registers or provides a declaration of certificate.
- Legal entity form: The legal entity form must be completed, dated and signed (person heading the project in case of groupings) and should be accompanied by a copy of the VAT registration document **or** a copy of some official document (official gazette, company register etc.) showing the name of the legal entity, the address of the head office and the registration number given to it by the national authorities. Such a form without excluding others, is available at:

http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm

CESME project reserves the right to request additional evidence in relation to the tenders submitted for evaluation or verification purposes within a time-limit stipulated in its request.

3.2 Technical proposal

The second section of the tender must contain the technical proposal. This section is of great importance in the assessment of the tenders, the award of the contract and the future execution of any resulting specific contract.

The technical proposal must contain the following

1. Proof of understanding of the task of this tender
2. Staff involved in carrying out the task
3. Plan of providing the services covered by the contract

3.3 Financial proposal

The tenderer must confirm the price per person per hour and for any additional costs foreseen for the implementation of the contract.

Prices:

- Prices are fixed amounts (including all expenses, travel and subsistence) and not subject to revision during the performance of the contract

- Prices are quoted in EUR. For tenderers based in countries which are not in the EUR-area, the evolution of the exchange rate will not be a reason to modify the price of the initial tender. Tenderers choose the exchange rate and assume all risks or opportunities relating to the rate fluctuation.
- Prices are inclusive VAT.

3.4 Annexes

Annex 1: List of related tasks realized

3.5 Award criteria

The contract will be awarded to the economically most advantageous tender, taking into account that the weight of the technical proposal is 60% and the weight of the financial proposal is 40% and on the basis of 13.400 EUR inclusive VAT.

3.5.1 Evaluation of technical proposal

Only tenders that have reached a total score of minimum of 70% and a minimum score of 60% for each of the award criteria will be taken into consideration for the price assessment and for the award of the contract.

1. Technical quality (staff involved and their experience in regard to the subject) of the tender and its compliance with the subject matter (40%).
2. Intention and understanding of the requirements (usability and reliability) regarding to the tools as well as the plan proposed to ensure and verify the quality of the services rendered (30%).

3.5.2 Quality/price analysis, award of the contract

The price to be considered in this section is the one offered by the tenderer in the financial proposal; double offers are not accepted. The price may not exceed 13.400 EUR inclusive VAT.

Tenders for which the total technical quality is less than 70 points or which do not meet the minimum requirement for one of the qualitative technical award criteria (60%) will not be considered for the quality/price analysis described below.

A ranking of tenders with their relative value for money will be based on the quality/price ratio for each tender, calculated by dividing the total number of points obtained following the technical evaluation by the price component to the bid.

The contract will then be awarded to the tender with the highest score.

3.6 Exclusion Criteria

Tenderer

- There are given false information
- Bankruptcy or having affairs administered by the courts, having entered into an arrangement with creditors, having 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.
- Double offers in the tender.