

CALL FOR TENDER 02/2021

COMMUNICATION SERVICES FRAMEWORK CONTRACT FOR AUDIO-VISUAL PRODUCTS

Start Date: 04/06/2021

End Date: 20/06/2021



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1 EPOS Research Infrastructure Consortium description

EPOS, the European Plate Observing System, is the Research Infrastructure (EPOS RI) aimed at ensuring sustainable and universal use and re-use of multidisciplinary solid Earth science data and products fostering state-of-the-art research and innovation.

EPOS brings together Earth scientists, national research infrastructures, ICT experts and decision makers to establish and underpin a sustainable and long-term access to solid Earth science data and services integrating diverse European Research Infrastructures under a common federated framework. EPOS relies on e-science innovation to foster progress in science for supporting a safe and sustainable society.

On October the 30th 2018, the European Commission granted the legal status of European Research Infrastructure Consortium (ERIC) to EPOS. The ERIC legal framework provides EPOS with legal personality and capacity recognized in all EU Member States and with the flexibility to adapt to the specific requirements of each infrastructure.

Based in Italy, EPOS ERIC is currently joined by thirteen countries: Belgium, Denmark, France, Greece, Italy, the Netherlands, Norway, Poland, Portugal, Slovenia and the United Kingdom, and Iceland and Switzerland participating as observer.

According to the provisions of Article 24 of the [EPOS ERIC Statutes](#), EPOS ERIC shall treat procurement candidates and applicants equally and without discrimination, respecting the principles of transparency and competition.

2 Purpose

An important element of the EPOS ERIC mandate is to make the Consortia's research and innovation activity know, available and understandable to the Scientific Communities, Governmental e non-Governmental Institutions, Academia, potential users and civil society.

In the next months, EPOS will participate to national and international events and expositions and is seeking for an economic operator to be engaged for the provision of various audio-visual products to be shown to the public.

This Tender specification includes the Annexes which are integral part of the documentation to be followed to take part in the process.

3 About the Framework Contract

A framework contract establishes a mechanism for future repetitive purchases by the EPOS ERIC to be awarded in the form of specific contracts. The signature of a framework contract does not impose an obligation on the EPOS ERIC to conclude specific contracts with a framework contractor and to purchase up to the established following ceiling. The framework contract will be concluded with one contractor.

Based on this contract, specific contracts will define precisely quantities and products when required.



4 Volume of Contract

The winning contractor will be awarded a framework contract for a maximum period of 24 months of maximum EUR 150,00.00 (a hundred fifty-thousand). On the basis of the framework contract, specific contracts will be issued detailing the number of services to be purchased as and when needed.

5 Price

This amount is all-inclusive (inter alia of administrative and travel costs). It should be noted that for purchases made in Italian state, VAT is to be excluded pursuant to art. 72 of Italian Presidential Decree 23/10/72 no. 633 "Operazioni non imponibili art.72 comma 1, lettera f) DPR 633/72 - Trattati e Accordi Internazionali".

The tenderer will submit the offer documentation and carry out all necessary activity related to the process including supporting any due diligence requirements entirely at its own cost. EPOS ERIC will not be liable for any bid costs, expenditure, work or effort incurred by a tenderer in proceeding with or participating in this invitation, including if the process is terminated without an award.

6 Participation in the tendering procedure

6.1 Eligibility

Participation in tendering is open on equal terms to all natural and legal persons coming within the scope of the treaties and to all natural and legal persons in a third country. As proof of eligibility, tenderers must indicate in which state they have their headquarters, registered office or residence, and provide the necessary supporting documents in accordance with their national law.

Submission of a tender implies acceptance of the terms and conditions set out in this document and annexes. Proof of eligibility must be supplied by each member of the consortia of firms or groups of service providers.

6.2 Application

All eligible natural and legal persons (as per above) or groupings of such persons (consortia) fulfilling the mentioned technical and professional criteria may apply.

Company shall not delegate, subcontract or assign all or any portion of the Services to any third party.



7 Criteria

7.1 Exclusion Criteria and evidence to be provided

Contract may not be awarded to applicants who, during the procurement procedure:

- a) Are subject to a conflict of interest. The verification of conflicting situations giving grounds for exclusion concerns applicants but also any person of the tenderer with powers of representation, decision-making or control in relation to the tenderer (or subcontractor). A conflict of interest exists where the impartial and objective exercise functions – in the present case, the impartial and objective implementation of the contract – is compromised for reasons involving family, emotional life, political or national affinity, economic interest or any other shared interest.

As a result, the tender that is found to be in conflict of interest will lead to the rejection of the whole offer.

- b) Are guilty of misrepresenting the information required by EPOS ERIC as a condition of participation in the contract procedure or fail to supply this information.
- c) Find themselves in one of the situations of exclusion for this procurement procedure.

The applicants shall certify that they are not in one of the situations listed above by completing and signing the 'Declaration of Honour' (Annex A).

7.2 Selection criteria

7.2.1 Legal Capacity

Any tenderer is required to prove that he is authorized to perform the contract under national law, as evidenced by inclusion in a trade or professional register, or a sworn declaration or certificate, membership of a specific organization, express authorization, or entry in the VAT register. To that effect, tenderers are required to submit an "Submission Form" duly filled out and signed, accompanied by a copy of inscription in trade register and/or a copy of inscription in VAT register, where applicable.

7.2.2 Technical and professional capacity

Tenderers should show their degree of technical and professional capacity to carry out the requested products by providing information on the two criteria described below. If several service providers are involved in the bid, each of them must have and show that they have the professional and technical capacity to perform the tasks assigned to them.

Selection criterion 1: Previous expertise and experience in carrying out the requested services

Tenderers must provide the following documents:

- a) List and description of main clients and services provided during the last three years indicating the value, date, and recipient of the services/products (public or private), relevant to the tender;
- b) CV of the Company including a description of the tenderer's capacity to deliver services and products in English;



- c) CV of the Staff designated to perform the work including knowledge of language skills and indicating the required professional experience as follows.

Selection criterion 2: Technical skills necessary to deliver the requested services or products

Tenderers must provide the following documents:

- d) List of the technical equipment and material available to meet the requirements of the relevant lot.

8 Tendering process

Interested tenderers should submit their application as a single pdf, containing the following documentation: i) Request Form II) Declaration of Honour III) List and description of main clients and services provided during the last three years indicating the value, date, and recipient of the services/products (public or private), relevant to the tender; IV) CV of the Company including a description of the tenderer's capacity to deliver services and products in English; V) CV of the Staff designated to perform the work including knowledge of language skills and indicating the required professional experience as follows.

The application should be sent no later than midnight (CET) on 20 June 2021 to: administration@epos-eric.eu with the subject line "Proposal-Framework contract for video and animation".

For information send an e-mail to Diana Piras, Chief of the Administration Unit administration@epos-eric.eu

9 Terms and conditions

This invitation to tender is in no way binding on EPOS ERIC. Its contractual obligation commences only upon signature of the contract with the successful tenderer.

EPOS ERIC may cancel the award procedure up to the point of signature without the candidates or applicants being entitled to claim any compensation. This decision must be substantiated and the candidates or applicants notified. Similarly, EPOS ERIC reserves the right to reject any and all proposals, to advertise for new proposals, to abandon the need for services, or amend this Call for Tender at any time prior to the execution of the written contract. EPOS ERIC reserves the right to waive any formalities in the call for tender process.

EPOS ERIC shall not be liable for any compensation with respect to applicants whose tenders have not been accepted. Nor shall it be liable if it decides not to award the contract.

By submitting a tender, the Tenderer accepts all the terms and conditions set out in this Call for Tender. The Tenderer agrees that:

- EPOS ERIC may copy the proposal for purposes of facilitating the evaluation of the proposal and agrees that such copying will not violate the rights of any third party.



- It will not bring any claim or have any cause of action against EPOS ERIC based on any misunderstanding concerning the information provided or concerning EPOS ERIC's failure, neglect or otherwise, to provide the bidder with pertinent information as intended by this Call for Tender.

The agreement for services provision will be completed by signing a contract between the two Parties. It will include the terms and conditions for the services provision, the terms of delivery, invoicing and payment modalities.

10 Privacy Statement

Once EPOS ERIC has received and opened the tender, it becomes its property and it shall be treated confidentially. If processing the reply to the invitation to tender involves the recording and processing of personal data (such as names, addresses and CVs), such data will be processed pursuant to Article 13 of the REGULATION (EU) 2016/679 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) [1]. We will treat your data with respect. You can contact us at any time to cancel the consent to store and use your personal data, by sending an email to epos-eric@pec.it. For more information about our privacy practice please read our EPOS Privacy Statement in the EPOS web site (www.epos-ip.org/content/privacy-policy-summary). Unless indicated otherwise, the replies to the questions and any personal data requested are required to evaluate the tender in accordance with the specifications of the invitation to tender and will be processed solely for that purpose by EPOS ERIC.

11 Contracting organisation

EPOS ERIC

Via di Vigna Murata n° 605

00143 ROME (ITALY)

FISCAL CODE 96409510581

VAT NUMBER IT15152381008

www.epos-eu.org

ANNEXES

- Annex A) The Declaration on Honour;
- Annex B) Submission Form.

