

Call for Tender

n° 01/2020

EPOS Research Infrastructure Website Design, Development & Maintenance

Start Date= July 1st, 2020

End Date= August 18th, 2020

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1. EPOS Research Infrastructure 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 recognised 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 observers.

The EPOS ERIC legal seat is hosted in Rome, at the Istituto Nazionale di Geofisica e Vulcanologia (INGV) headquarter. The ICS Central Hub (ICS-C) is hosted in the United Kingdom (BGS) and France (BRGM) with technical operational support from Denmark (GEUS).

2. Purpose of the tender

The purpose of this tender is to select a supplier to be engaged in the design, development and maintenance of the new EPOS RI website.

This Call for Tender includes three annexes which are integral part of the documentation to be followed to take part in the tendering process:

- Annex 1) Technical Requirements;
- Annex 2) Communication and Graphic Specifications;
- Annex 3) Draft of contract.

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

Note that services and requirements are listed both in Annex 1) and Annex 2).

3. Contractual amount

The contractual amount for the service shall be identified in maximum EUR 40.000,00 (forty-thousand). This amount is all-inclusive. It should be noted that for purchases made in Italian state, VAT is to be excluded pursuant to art. 72 of 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 tender and carry out all necessary activity related to the tender 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 procurement, including if the procurement process is terminated without an award.

4. In-process variation

EPOS ERIC during the contract, can request to the Contractor - by written procedure - to decrease or increase the services, in the maximum proportion of 20% of the total budget offered.

5. Selection Criteria

Contracts may not be awarded to tenderers who, during the procurement procedure:

- a) Are subject to a conflict of interest; the verification of conflicting situations giving grounds for exclusion concerns tenderers, subcontractors, but also any person of the tenderer (or subcontractor) 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 shall be excluded. The tenderers shall note that having found the tenderer itself, and/or one or more subcontractor(s) 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 tenderers shall certify that they are not in one of the situations listed above by completing and signing the 'Declaration of Honour' (Annex A).

6. Minimum eligibility criteria for applicants

Participation in this tendering procedure is open to legal persons fulfilling the below mentioned technical and professional criteria:

1. Applicants must have excellent knowledge in understanding, speaking and writing of the English language;
2. Team Group should be composed at least by 5 (five) members:
 - N. 1 Project Team Leader (Senior profile with more than 10 years of experience with at least 5 years in this role);
 - n. 1 Visual Web Designer (Senior profile with more than 10 years of experience with at least 5 years in this role);
 - n. 2 Developers (5 years of experience)
 - n. 1 Graphic Designer (5 years of experience)
3. Prove of three similar works conducted.

7. Awarding criteria

The contract will be awarded to the most economically advantageous tender. This will be determined on the basis of the price and the quality of the tender by means of computation of the final score according to the following formula (best combined offer):

<p>Score for tender X = (cheapest price / price of tender X * 20) + (total quality score (out of 100) /100 * 80)</p>
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8. Participation to the tendering procedure

The language of the submitted documents shall be English.

Tenders should be dispatched no later than 18/08/2020 by using the following means of submission:

Means of submission	Time limit	Evidence of dispatch	Address for delivery
Post	17:00 CET	Postmark	EPOS ERIC c/o INGV - Via di Vigna Murata n°605
Courier	17:00 CET	Deposit slip of courier service	00143 Rome - ITALY

Offers must be submitted using the double envelope system – i.e. one outer envelope and two inner envelopes – in order to guarantee the confidentiality and the integrity of data. The outer envelope should indicate the number of the procurement procedure and should be marked as it follows: “**Call for Tender – EPOS Website**”.

The two inner envelopes shall be indicated as:

- ❖ *ENVELOPE A) Administrative and Technical Offer*
- ❖ *ENVELOPE B) Economic Offer.*

The envelope A. “Administrative and Technical Offer” shall contain:

- **The Declaration on Honour duly signed (Annex A)**
- **The completed Submission Form duly signed (Annex B);**
- **A description of the offered services and the proposed methodology and a work plan** in accordance to the Annex 1 “Technical Requirements” and service delivering (see Art. 12 “Duration of the contract and service delivering”) in a word document with no more of 15 (fifteen) pages. **The document should include, if proposed, a description of the additional and complimentary services** (see Art. 10. Tender Evaluation).
- **Curricula of the 5 team members** involved in the provision of services in *Europass Format*.
- **CV/Presentation of the Company with a list of previous similar works conducted**, services provided or projects participating in (**at least three**) with **letters of references enclosed**.

The envelope B. “Economic Offer” shall contain:

The offered price quoted in Euro. It is expecting a detailed price offer, which includes the breakdown of costs for the functionalities requested.

The tender must be:

- Signed and dated by the tenderer or the duly authorised representative (i.e. the Declaration on Honour, the Submission Form, the technical offer and the economic offer);
- Perfectly legible so that there can be no doubt as to words and figures.

The period of validity of the tender, during which tenderers may not modify the terms of their tenders in any respect, is 180 days from the date indicate of submission.

NB: All the documents listed and requested must be provided on the tenderer’s headed paper and written in English.

9. Accuracy of proposal

The tender must be clear, concise and complete. Tenderers are advised to check the accuracy of their submission prior to return, paying particular attention to clerical errors and omissions. Tenderers will not be permitted to amend proposals after the proposal return date except as part of any proposal clarification process initiated by EPOS ERIC. EPOS ERIC reserves the right to mark a tenderer down or exclude them from the procurement if its tender contains any ambiguities, caveats or lacks clarity. Tenderers should submit only such information as is necessary to respond effectively to this call. Tenders will be evaluated on the basis of information submitted by their tenders only, before the deadline for submission of tenders.

10. Tender evaluation

EPOS ERIC may, in its discretion, extend the closing date and time of the tender. The selection procedure will be based on the principles of equal treatment, fairness and transparency. Tenders fulfilling the minimum eligible conditions, will be evaluated against the following award criteria:

Award Criteria		Points
Technical Offer 80/100	1) Quality and quantity of previous experience – of the company and staff actually employed in the service – related to those of this assignment.	Max 20 points
	2) Compliance of the proposal to the Technical Annex requirements and innovation of the technology and design solutions offered	Max 40 points
	3) Additional services offered (complimentary – without extra costs)	Max 20 points
Economic Offer 20/100	4) The economic proposal	Max 20 points
Total		100

IMPORTANT: The economical offers will be opened only if the Tenderer will reach the minimum technical point of 50/80.

In delivering the services the tenderer shall ensure the highest quality standards on which EPOS ERIC will be the sole judge. The EPOS ERIC Executive Director is responsible for this procedure and for the evaluation of the offers.

The most economically advantageous tender fulfilling criteria stated in point 5 by weighting the score obtained in the technical and qualitative evaluation will be selected.

All applicants will receive acknowledgement of receipt of their tender and will be informed of the outcomes of the selection process by email only within two weeks following the evaluation procedure conclusion. Tenderers should provide a valid e-mail address together with contact details in the tender and check this email address regularly.

EPOS ERIC is not obliged to provide reasons for its decision to shortlist, accept or reject any tender. EPOS ERIC reserves the right to conclude or not the tender process and select the successful tender. EPOS ERIC will not be contractually bound in any way to a bidder for this tender until EPOS ERIC and the successful winner have entered into a written contract.

The following offers will be excluded from the tendering procedure:

- those received after the deadline;
- those missing information about the economic operator or lacking the requested requirements;
- those submitted by economic operators whose position is inconsistent with the law or the procedure;
- those submitted by economic operators who are subject to one of the exclusion criteria.

11. Tender procedure schedule

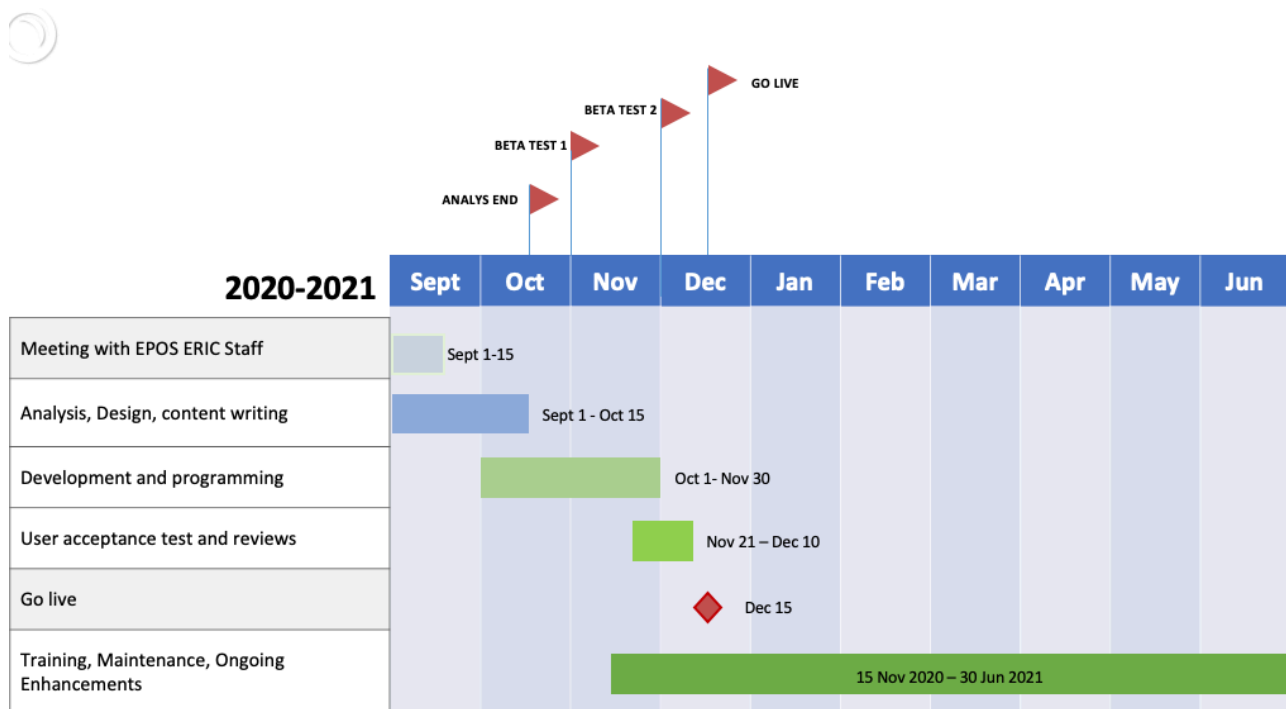
The tender is open from the 1st of July to the 18th of August, 2020. Tender submission and schedule of the works are as follows:

Launch of the Tender	01/07/2020
Close of the Tender	15/08/2020
Evaluation of received tenders and selection of the awarded Tender	31/08/2020
Signature of the contract / Start of the assignment	01/09/2020
End of the assignment	30/06/2021

12. Duration of the contract and service delivering

The required services will be provided over a period of 10 (ten) months, from 1st September 2020 to 30th June 2021. The website should be delivered and “go live” not later than December 15th, 2020.

The services should be delivered according to the following phases, milestones and timeline:



13. Payments

Payments will be made within 30 (thirty) days as follow:

- ❖ 1st Interim Payment= 70% after the launch of the website (Dec 15th, 2020)
- ❖ Final Balance = 30% at the end of the contract (June 30th, 2021)

The Supplier should send an invoice and a detailed report of the activities performed, progress of work and results. If there is any reason to query invoices, EPOS ERIC has the right to withhold all or parts of payment.

14. Confidentiality and conflict of interest

The tenderers undertake that they will not at any time, either before or after the termination of the service contract, use or disclose or communicate to any third-party confidential information relating to EPOS ERIC. This restriction shall continue to apply after the termination of the contract without limit in point of time. To ensure the independence of terms of the contract, the winning tenderer will sign a declaration certifying that it has no conflict of interest in relation to the tasks to be undertaken and that it will inform EPOS ERIC should this status change.

15. 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 tenderers being entitled to claim any compensation. This decision must be substantiated and the candidates or tenderers 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 tenderers 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.

16. 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.

17. Copyright

The Contractor will not be entitled to maintain copyright over any of the content of the website, and will not be able to restrict the usage of any materials developed for the purpose of the work undertaken. Once the work is finished, EPOS ERIC must be the exclusive owner of the website and should be able to maintain full control of it and will be allowed to keep it, develop it, and modify it to its liking.

18. Contact Person

Information and any question regarding the tender should be submitted to:

EPOS ERIC Administration administration@epos-eric.eu

Questions shall be submitted in English only and solely for the purpose of clarifying the procurement documents and procedure. EPOS ERIC may respond to questions or provide information from tenderers, but is under no obligation to provide such responses or information to all the other tenderers.

19. Contracting organisation

EPOS ERIC

Via di Vigna Murata n° 605

00143 ROME (ITALY)

FISCAL CODE 96409510581

VAT NUMBER IT15152381008

www.epos-eu.org

The Executive Director

Dr Massimo Cocco

ANNEXES

- Annex 1) Technical Requirements;
- Annex 2) Communication and Graphic Specifications;
- Annex 3) Draft of contract;
- Annex A) The Declaration on Honour;
- Annex B) Submission Form.