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**PARTICULAR CLAUSES GOVERNING THE INVITATION TO TENDER  
ISSUED BY**

**SEKEE**

**TO AWARD THE CONTRACT FOR**  
Organisation of the C2Future webinars

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**IDENTIFICATION**

**C2FWEBNR**

Athens, 30/7/2021



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## A. OBJECT OF THE CONTRACT



The work to be developed will be the creation, generation of material and management of four online webinars within the C2Future project, with specific areas to be covered as specified in this document.

## B. CONTRACTING AUTHORITY

The Contracting entity will be constituted by SEKEE, with address at Gounari 2, 3<sup>rd</sup> floor, 15343, Athens, Greece.

**TAX IDENTIFICATION NUMBER** : EL997626093

**Person responsible at technical level:** Panagiotis Tsantilas

**Telephone / fax:** 94 470 64 43

**E-mail:** [bod@sekee.gr](mailto:bod@sekee.gr)

## C. MAXIMUM TENDER PRICE AND ESTIMATED CONTRACT VALUE

Maximum bid price: 3.000,00 €.

Estimated value of the contract: Not established.

## D. DEADLINE FOR RECEIPT OF PROPOSALS

Bids shall be collected until 14:00 on 23<sup>rd</sup> of August 2021.

## E. PLACE OF SUBMISSION OF TENDERS

The original tenders shall be addressed to SEKEE, with the address for this purpose as indicated below, clearly indicating the identification number.

*SEKEE  
Gounari 2, 3<sup>rd</sup> floor  
15343, Athens  
Greece*

*Identification: **C2FWEBNR***

The technical and economic offer will also be sent in electronic format to the email address [bod@sekee.gr](mailto:bod@sekee.gr)



## F. PROVISIONAL AND DEFINITIVE GUARANTEE

Not applicable

## G. PRICE REVISIONS

Not applicable.

## H. EXECUTION TIME / PROVISION OF THE SERVICE

The total implementation period of the project will end on 30<sup>th</sup> of November 2021.

The following implementation phases are proposed:

- **Phase 1:** Development of material for all four webinars
- **Phase 2:** Approval of material by SEKEE
- **Phase 3:** Delivery of the four (4) webinars in online form

Bidders may propose in their bids alternative milestones or schedules to the proposal which, based on their experience, improve the quality of the results, facilitate the development of the project or optimise its cost and/or time.

## I. GUARANTEE PERIOD

Not applicable.

## J. CONTEXT OF SUPPLY

The overall objective of Clusters for the City of the Future (C2Future) is to create and maintain a European Strategic Cluster Partnership in the field of Smart Cities, fostering international collaboration between 6 clusters in ICT, mobility, construction and environmental technologies from Bulgaria, Spain, Serbia, Italy and Greece. C2Future will create a new value chain targeting third country markets such as: USA, Canada, Mexico, Colombia and Algeria and will exploit the contacts already established in these countries.



## K. SCOPE OF SUPPLY

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The main objective of WP2 is to create a favourable framework for setting up a strong strategic cross-cluster partnership across Europe among four emerging industries:

1. Information and communication technologies
2. Construction with focus on sustainable construction and smart homes
3. Environmental technologies
4. Smart Mobility

The WP2 has a target to:

1. Map the competences, skills, products & services of partners' members SME, their interests and networks
2. Identify the common barriers for internationalization of SMEs from the 6 clusters and 4 sectors and provide a better understanding of each of the four sector needs;
3. Identify complementarities and cross-sectorial technology and skill transfer opportunities to consolidate new value chains
4. Build clusters' and SME's capacity to interact with international partners, from different industries and to penetrate third countries markets
5. Identify sectoral, technology and organizational potential of clusters and its members to support cross-industry and transnational collaboration in terms of Smart Cities
6. Foster C2Future clusters and SMEs members mutual knowledge, trans-regional cooperation and partnership building

As part of the work in WP2, four (4) webinars shall be organised, with the following mandate:

for development and management of international collaboration activities and building common knowledge and skills of internationalization. The webinars will be open for participation for cluster managers and SME members. The webinars will be on the following topics.

1. Understanding global value chains
2. Market Entry Strategies
3. IPR protection on international level
4. Relationship building and communication skills

The proposed dates for deployment of each webinar are shown below:

- 1st webinar – Understanding the Global Value chains – 30 September 2021
- 2nd webinar – Market Entry Strategies – 15 October 2021
- 3rd webinar – IPR protection – 29 October 2021
- 4th webinar – Relationship building and communications skills – 15 November 2021



The contracted company will have to manage the 4 webinars in collaboration with the contractor. The contracted company should:

- Provide material to be delivered to each webinar, by accredited professionals
- Provide the platform to perform the webinars and adhere to the deadlines set by SEKEE
- Provide a final report on the outcomes of the 4 webinars.

## L. AWARD CRITERIA

The general criteria to be used as a basis for the award are set out in **Table 1**.

Technical criteria		
Criterion	Description	Score
1	Experience in the sectors relevant to the project and proven references of activities similar to those envisaged in the project.	20
	Methodology of work: structure of phases, tasks, reports and deliverables	25
	Qualification of the work team	15
	Proposed improvements in the approach or scope of the project	10
Economic criterion		
Criterion	Description	Score
5	Financial proposal	30

**Table 1. Award evaluation criteria. Total (max. 100 points)**

The economic proposal will be evaluated on the basis of the lowest cost proposal, assigning 30 points to this proposal. The remaining bids submitted shall be evaluated using the following formula:

$$Economic\ Proposal = 30 \times \frac{Amount\ of\ Lowest\ Offer}{Amount\ of\ Evaluated\ Offer}$$

## M. EXTENSIONS

In view of the development of the project, the successful bidder may ask SEKEE for an extension of the presentation of certain milestones and/or deliverables. In any case, SEKEE will be responsible for the approval and establishment of these extension periods.



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## N. INVOICING AND PAYMENT

The successful bidder will issue a definition by the project leader (e.g. two invoices of equal amount (50% of the total cost of the award). First invoice will be issued after the delivery of the material of all 4 webinars, and the second invoice will be issued after the successful completion of the 4 webinars in online form.

Each such invoice shall be payable as follows:

- The payment period shall be 30 days.
- SEKEE pays on the last day of the month.
- Payment is subject to the development of the project as well as to collection by SEKEE.

## O. TENDER BUDGET

The contract price shall be the price resulting from the award of the contract and shall include, as a separate item, VAT.

The contract price includes all other taxes, fees and charges of any kind that may be applicable, as well as all expenses incurred by the Contractor as a result of the fulfilment of the obligations contemplated in this Folder (general and financial expenses, profits, insurance, transport and travel, fees of the technical personnel in charge, visas, etc.).

## P. LANGUAGE OF THE PROPOSALS

The tender documentation must be presented in Greek or English.

As indicated in section H, the Reports within the scope of the project must be delivered in Greek or English.

## Q. TENDER DOCUMENTATION

The tenderer shall submit the following technical documentation:

- Descriptive report: working methodology, sources of information, structure of the reports.
- Project planning: A timetable of the work to be carried out shall be drawn up and adequately supported.
- List of studies, reports, projects or works of similar scope and subject matter to those proposed in the project.
- Curricula Vitae of the persons who will be involved in the project.



The economic proposal shall be presented in typed and signed form in accordance with the proposal model in **ANNEX 1** of this Folder. The amount corresponding to VAT shall in all cases appear as a separate item.

In the event of a discrepancy between the amount stated in numbers and in letters, the latter shall prevail.

## R. BASIC CRITERIA FOR THE SELECTION OF THE TENDER

SEKEE, if it does not declare the Tender void, will have the power to award the contract to the most advantageous proposal overall, in accordance with the evaluation criteria set out in L.

Where the contracting authority has reasonable grounds for believing that a tender cannot be met due to disproportionate or unreasonable undercutting, it may decide to exclude it from the procedure.

## S. SELECTION OF THE CONTRACTOR

Once the tenderer with the most advantageous offer for SEKEE has been selected, all tenderers will be notified by e-mail to the address they provided in their tender.

The maximum period for the evaluation and selection of the Contractor shall be seven (7) days, counting from the date of the end of the deadline for the presentation of proposals. Once this period has elapsed without notification of this agreement, the bidders may, if they deem it appropriate, express their intention to withdraw their proposal.

The selected company must provide SEKEE with the following documents within five (5) working days of being requested to do so:

- Positive certification issued by the Provincial Tax Authorities and/or, where applicable, by the State Tax Administration Agency accrediting that they are up to date with their tax obligations, and/or by the corresponding Local Entity with regard to their taxes; also accrediting the registration for the current financial year or the latest receipt for the Tax on Economic Activities, completed with a declaration that they have not been deregistered for the aforementioned tax.
- Positive certification accrediting that they are up to date with their Social Security obligations; or, where applicable, registration with the corresponding Mutual Insurance Company.





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## T. CONFIDENTIALITY

The Contractor undertakes to maintain strict confidentiality regarding all data of which it becomes aware in the performance of the contract and to use all information received only in the performance of the work commissioned. Likewise, the Contractor shall maintain in strict confidentiality the results of the work carried out for the purpose of this contract and all information related to such results, and may not disclose them to any third party without the express consent of SEKEE.

The Contractor undertakes that any information it receives from the other Party shall be considered confidential and shall only be used for the provision or receipt of the services defined in this contract.

## U. OWNERSHIP OF WORK CARRIED OUT AND PROCESSING OF PERSONAL DATA

The product that is the object of the Contract will remain the property of SEKEE, reserving its use, and the latter, consequently, may at any time request the delivery of the documents or materials that form part of it, with all its background, data or procedures.

The Contractor, in accordance with Organic Law 15/1999, of 13 December, on the Protection of Personal Data, shall process the information to which it has access during the execution of the contract in accordance with the instructions issued by SEKEE, and shall not use it for any purpose other than that of the contract, nor shall it communicate it to other persons.

## V. RESPONSIBLE FOR THE CONTRACT

In making decisions of a technical nature, SEKEE may appoint a Contract Manager to supervise and advise on the actions undertaken by the Contractor, with the Contracting Body or the persons delegated by it being responsible for the adoption of decisions arising from the monitoring of the development of the contract by the Contract Manager. It will also assume the functions entrusted to it in this Folder. The contracting authority may delegate to the contract manager all or some of its rights and powers in relation to the execution of the contract.



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## W. TERMINATION / CANCELLATION OF THE CONTRACT

The contract shall be terminated by its conclusion or performance or by its termination. In addition to those mentioned in these Specifications and in the Civil Code, the following shall be causes for termination of the Contract:

- In the event that during the execution of the contract, and as a consequence of actions by third parties, the execution of the contract becomes technically or economically unfeasible, the contract may, in the reasoned opinion of SEKEE, be terminated, and the Contractor will be paid exclusively for the work ordered and actually executed by the Contractor until the moment in which SEKEE agrees the termination, without any compensation or claim of any kind from the Contractor to the Contracting Body.
- Delay by the Contractor in meeting the deadline for the execution of the works covered by the contract.
- Failure to comply with the remaining essential contractual obligations. The occurrence of any of these causes, in the terms established, will empower the Contracting Authority to terminate the contract, with compensation for damages and other effects that may be applicable in its favour in accordance with this Folder and the applicable regulations, and may also opt for subsidiary performance, carrying out the unfulfilled obligations or continuing the execution of the works itself or through the persons or companies it determines, at the Contractor's expense.

Signed by SEKEE

George Markatatos  
Chairman of the Board of Directors, SEKEE



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## ANNEX 1 [FINANCIAL PROPOSAL].

**Mr / Mrs:**

**With ID number (GEMI):**

**Representing the company:** .....

**With the VAT Number:** ...

**With offices at (address):**.....

which I certify in the manner provided for in the Basic Conditions of Contract,  
declares the following:

1. That he is aware of SEKEE's invitation to tender for the award of the contract for "**C2Future Webinars, ID C@FWEBNR**".
2. That it has examined and is aware of the Particular Clauses that govern the said Contract.
3. That it agrees, voluntarily submits to and accepts in full and without variation, all aspects of the said Tender Specifications.

That it undertakes to carry out the above contract in accordance with the total and maximum amount of EUR [...] plus VAT of EUR [...], broken down as follows:

*[Place, date and signature]*