

Notice Number CIVISTI 01/2009
Closing Date 1200 hours 21st March 2009 CET
Date of Publication 1st March 2009

**Provision of Evaluation Services
to the CIVISTI Consortium**

Invitation to Tender

March 2009

Table of Contents

| | Page No | |
|-----------------------------------|--|----|
| 01.0 | Introduction | 3 |
| 01.1 | Objective | 3 |
| 01.2 | CIVISTI Profile | 3 |
| 01.3 | Issuing Office and Awarding Authority | 3 |
| 01.4 | Tenders | 3 |
| 01.5 | Appeals Procedure | 4 |
| 01.6 | Data Protection Clauses | 4 |
| 01.7 | Interpretation or Correction of the ITT Document | 4 |
| 01.8 | Addenda | 4 |
| 01.9 | Arbitration | 4 |
| 01.10 | Payment | 4 |
| 02.0. | Requirements and Response | 5 |
| 02.1 | Tender Objectives | 5 |
| 02.2 | Specifications of Requirements | 5 |
| 02.3 | Timeline | 5 |
| 02.4 | Response | 6 |
| 02.5 | Charges | 6 |
| 02.6 | Insurance | 6 |
| 03.0. | Tender Procedures and Regulations | 6 |
| 03.1 | Eligibility | 6 |
| 03.2 | Evaluation Methodology | 6 |
| 03.3 | Evaluation Criteria | 6 |
| 03.4 | Grounds for Disqualification | 7 |
| Appendix A – Tender Response Form | | 8 |
| Appendix B – Tender Regulations | | 11 |
| Appendix C – Appeals Procedure | | 12 |

01.0 Introduction

01.1 Objective

The CIVISTI Consortium invites interested bidders and suitably qualified parties to submit proposals for the provision of **Evaluation Services**. Further details regarding the required services and terms of reference are provided in Section 2 of this document 'Requirements and Response'.

01.2 CIVISTI Profile

CIVISTI (<http://www.civisti.org>) is an FP7 project (http://cordis.europa.eu/fp7/home_en.html) based upon the idea that the process of defining relevant and proactive research agendas could in many respects gain from consultation of citizens. Running between September 2008 and February 2011, it brings together partners from seven European countries, namely Teknologirådet (DK), National Consumer Research Centre (SF), Instituut Samenleving en Technologie (BE), Malta Council for Science and Technology (MT), Applied Research and Communication Fund (BG), Medián Opinion and Market Research Institute (HU), and the Austrian Academy of Sciences (AT).

01.3 Issuing Office and Awarding Authority

This Invitation to Tender (ITT) is being issued by the CIVISTI consortium. The contact details for matters relating to this ITT are as follows:

Giovanni Buttigieg (GB)
Malta Council for Science and Technology
Villa Bighi
Kalkara KKR 1320
Malta
Phone: +356 23602131
Fax: +356 21660341
giovanni-battista.buttigieg@gov.mt

The CIVISTI Consortium:

- reserves the right to cancel this ITT process without incurring any penalty or cost;
- may, at its own discretion, decide not to select any proposal or not to award any Contract even the most advantageous offer;
- reserves the right not to consider offers that have missing mandatory information;
- may disqualify the bidder if it does not abide with the above instructions;

The Contract with the winning bidder will eventually be signed with:

Teknologirådet
Antonigade 4
DK1106 Copenhagen K
Denmark
Phone: +45 33320503
info@civisti.org

01.4 Tenders

Interested bidders are requested to submit their tenders using the **Tender Response Form** in Appendix A together with any supporting documentation they feel is relevant.

Incomplete or incorrectly filled-in forms may be disqualified.

Tenders are to be sent by email to giovanni-battista.buttigieg@gov.mt. Bidders or suitably qualified parties set up as a consortium or company must designate one contact person to provide all clarifications. Such clarifications shall be considered binding on the tender. Information supplied by the bidder in response to this tender will be treated as confidential and all materials provided by the bidder are non-returnable.

The closing date and time for the submission of tenders to this ITT is **1200 hours (noon) CET on Sunday 21st March 2009**. Responses and any related supplementary information are to be drawn up in English ONLY and should be clearly marked:

'Call for Tender: Provision of Evaluation Services to the CIVISTI Consortium – CIVISTI 01/2009'

Late submissions will not be considered. Clarifications and addenda will be notified through the website: <http://www.mcst.gov.mt>.

01.5 Appeals Procedure

This ITT is being published and awarded subject to an appeals procedure as per Appendix C. The outcome of this procedure will be final.

01.6 Data Protection Clauses

The information collected on this form shall be processed in accordance to the Malta Data Protection Act 2001. The contents of this document are confidential (Public Contracts Regulations Subsidiary Legislation paragraph 44) and intended solely for the use of this ITT process, and will not be disclosed or copied without the bidder's consent to anyone outside the CIVISTI Consortium and the Government of Malta unless the law thus permits.

01.7 Interpretation or Correction of the ITT Document

- 01.7.1 A bidder shall promptly notify GB of any ambiguity in or discrepancy between any of the ITT documents which he¹ may discover upon examination of these documents.
- 01.7.2 A bidder requiring clarification or interpretations of the ITT documents should do so in writing. The written request should reach GB at least four (4) days prior to the closing date of receipt of the tenders. Any request after this date might not be accepted.
- 01.7.3 Any interpretations, corrections or changes to the ITT documents by the CIVISTI Consortium will be made by official addenda which shall be communicated to all bidders who have expressed interest. Interpretations, corrections or changes made in any other manner will not be valid, and bidders shall not rely upon such interpretations, corrections and changes.

01.8 Addenda

- 01.8.1 No addenda shall be issued later than six (6) days prior to the last date of receipt of tenders with the exception of an addendum postponing the closing date of receipt of tenders or notice of withdrawal of this ITT.
- 01.8.2 Each bidder shall ascertain, prior to submitting the tender, that he or she has received all addenda issued and shall acknowledge their receipt in his response.

01.9 Arbitration

Any dispute, controversy or claim arising out of or relating to this tender, or the breach, termination or invalidity thereof, shall be settled by arbitration in accordance with the rules of the CIVISTI Consortium as at present in force.

01.10 Payment

Payment will be staggered as follows:

- 15% within a month of the signing of the contract by both parties
- 30% within a month of the receipt of the mid-term evaluation report
- 55% within a month of the receipt of the final evaluation report

¹ In this document the bidder is being referred to in the male singular form for convenience only, without any prejudice to gender or it being an individual or a team.

02.0 Requirements and Response

02.1 Tender Objectives

Our societies are changing rapidly as a consequence of globalisation, new technologies, multi-cultural societies, media developments, environmental and climate challenges, new energy futures, increasing welfare and consumption, etc. All these developments involve an interface between science, technology and society. Linked to these developments, issues arise about societal management of the relevant needs and uncertainties, for society as well as for the individual. The citizens are the carriers of the concerns and expectations for the future, and with the right facilitating methods such concerns and expectations can be collected and transformed into relevant research agendas.

The major milestones of this project include two citizen consultations in each of the participating countries, a methodology manual defining the details of the process, an analytical model for emerging issues, and an EU Policy workshop.

In order to evaluate the usefulness of the methods developed in CIVISTI for citizen consultation in long-term foresight, the consortium is appointing an external evaluator. This could be an individual or a team.

An important aspect to be evaluated is the transport and transformation of information, knowledge and opinions between the different stages of the project, particularly from the citizens in CC1 to the experts, and from the experts to the citizens in CC2.

The evaluator is expected to be present at some major events; evaluate the information material; comment on the methodology manual and the content coordination tool; make telephone interviews with project managers, citizens and experts / stakeholders as needed; report the evaluation in writing.

02.2 Specifications of Requirements

The CIVISTI Consortium is seeking to engage an evaluator to deliver two major reports, each of 10-15 pages excluding annexes:

1) A **Mid-term Evaluation** by the 30th of November 2009 that will analyse the Methodology Manual (D1.1²), the first round of citizen consultation, and the latest draft of the analytical model for emerging issues analysis (D4.1³). Arriving mid-way in the life-time of the project, this should provide the consortium with timely information to adjust the methods, tools and deliverables being used.

2) A **Final Evaluation** by the 15th of February 2011 that will focus more on the expert and stakeholder involvement in the analysis of S&T themes, the second round of citizen consultation, the EU policy workshop (D5.3⁴), and the analytical model for emerging issues analysis (D4.1⁵).

The evaluator is expected to attend three meetings in 2009, two in 2010, and one in 2011. These are 2 First Round Citizen Consultations taking place between May and June 2009 (either of Austria or Hungary, AND one in either of Belgium, Bulgaria, Denmark, Finland and Malta); The Consortium Meeting in Malta in October 2009 where he is expected to make a presentation on the draft Mid-term Evaluation, the Expert and Stakeholders Workshop in Bulgaria in March 2010; a Citizen Consultation Round 2 during October 2010; the Policy Workshop and Consortium Meeting in Belgium in January 2011, where a presentation of the draft Final Report is expected.

The necessary logistical and travel arrangements are the responsibility of the evaluator.

It is up to the bidder whether to engage more than one evaluator.

02.3 Timeline

² (Dn.n) refer to the deliverables as numbered in the project literature, mainly the contract and the methodology manual. Such literature is available upon request.

³ ibid

⁴ ibid

⁵ ibid

The bidder must clearly indicate the evaluator's availability in the established time frame. The exact dates of the events will be decided in consultation with the CIVISTI Consortium, the latter's decision being final.

02.4 Response

In the tender Response Form provided in Appendix A of this document, the bidder must provide the following information:

- An indication of the evaluator's availability to participate in the events indicated in 02.2.
- An outline of the methodology proposed for the evaluation.
- The charges for providing the required services. Please refer to section 02.5 below for further details.
- A profile of the bidder
- A detailed *curriculum vitae* of the evaluator(s) who will be working directly on this service.

02.5 Charges

The proposed charges should comprise the fee for the bidder's services in planning and delivering the two reports, and participation in the events listed in 2.2. The total fee should not exceed the threshold of €15,000, inclusive of VAT and any other taxes payable.

02.6 Insurance

For the period of execution of the contract, the evaluator shall obtain medical and third-party liability insurance for himself and other persons employed for the execution of the tasks contained in this ITT. The Contracting Authority shall be under no liability in respect of medical expenses and other liabilities of the evaluator.

03.0 Tender Procedures and Regulations

03.1 Eligibility

Bidding will be open to both individuals and organisations. The submission must include the named individuals who are being nominated to provide the required service, and any eventual selection shall be linked to those individuals.

03.2 Evaluation Methodology

The entire evaluation procedure is confidential and the Evaluation Committee meetings will be held in closed session. The members of the Evaluation Committee are bound to secrecy.

The evaluation reports and written records, in particular, are for official use only and may not be communicated either to the bidders or to any party.

03.3 Evaluation Criteria

The evaluation process will be based on the following criteria:

| | |
|---------------------------------------|-----|
| Proposed Methodology | 20% |
| Capacity to Execute the Project | 20% |
| Experience in evaluation | 15% |
| Experience on foresight | 15% |
| Experience with citizen participation | 15% |
| Language capabilities | 10% |
| Cost | 5% |

03.4 Grounds for Disqualification

The CIVISTI Consortium may at its discretion disqualify a submission on one or more of the following grounds. If the bidder:

- i. is bankrupt, or whose affairs are being administered by the court, who has entered into an arrangement with creditors or who has suspended business activities or who is in any analogous situation arising from a similar procedure under national laws and regulations;
- ii. is the subject of proceedings for a declaration of bankruptcy, or administration by the court or for an arrangement with creditors or of any other similar proceedings under national laws or regulations;
- iii. has been convicted of an offence concerning his professional conduct by a judgement which has the force of res judicata;
- iv. has not fulfilled obligations relating to the payment of social security contributions in accordance with the legal provisions of the country in which he is resident;
- v. has not fulfilled obligations relating to the payment of taxes in accordance with the legal provisions of the country in which he is resident;
- vi. has been declared guilty of grave professional misconduct proven by any means which the CIVISTI Consortium deems conclusive;
- vii. is guilty of misrepresentation in supplying the information required under this contract notice.

Appendix A – Tender Response Form

Evaluation Services to the CIVISTI Consortium

to be submitted by e-mail to giovanni-battista.buttigieg@gov.mt, together with the supporting documentation and clearly marked

‘Call for Tender: Provision of Evaluation Services to the CIVISTI Consortium – CIVISTI 01/2009’

Notice Number CIVISTI 01/2009

Closing Date 1200 hours Sunday 21st March 2009
(CET)

Date of Publication 1st March 2009

Section 1 – Bidder’s Details

This table should be filled in if the submission is being made by an organisation

| | |
|---------------------------------|--|
| Organisation Name | |
| Registered Address | |
| Year of establishment | |
| VAT Number | |
| Website address | |
| Name of contact person | |
| Position of contact person | |
| Email address of contact person | |
| Telephone Number(s) | |
| Fax Number(s) | |

This table should be filled in if the submission is being made by an individual

| | |
|----------------------|--|
| Name | |
| Email | |
| Telephone Number(s): | |
| Fax Number(s): | |
| VAT Number | |

Section 2 – Evaluator’s Details

This section should include the details of the evaluator(s) being nominated to provide the required service. If more than one evaluator is to be engaged, please repeat for every individual. Kindly attach detailed *curriculum vitae* of the nominee(s).

| | |
|----------------------|--|
| Name & Surname | |
| Address | |
| ID Number | |
| Telephone Number(s): | |
| e-Mail address | |

Section 3 – Bidder’s Profile

In this section provide a description of your main activities and professional experience, including those covered by this tender. (Size of boxes is flexible)

Kindly include project(s) that you have undertaken and that you are currently involved in and that are relevant to the subject of this tender (i.e. evaluation, public consultation, foresight, S&T, reporting, etc.)

| | |
|---------------------|--|
| Areas of Competence | |
|---------------------|--|

| | |
|---|--|
| | |
| Projects Undertaken <i>Include date of execution of Project(s), Project(s) name and brief description of tasks undertaken</i> | |

Section 4 – Proposed Methodology

- In this section kindly describe the methodology you are proposing, including justifications. (Size of box is flexible)

Section 5 - Availability

Is the evaluator available during all the events specified in this tender?

Section 6 – Charges

In this section please specify the charges for providing the required reports. The total fee should not exceed the threshold of €15,000, inclusive of VAT and any other taxes payable.

| Charge in euro (€) | Letters: | Numbers: |
|--------------------|----------|----------|
| | | |

Section 7 – Declaration / Conflict of Interest

I (bidder's name)

On behalf of (if applicable) (name of organisation)

of

..... (address)

declare that the information submitted in this application is correct

and warrant, under my / our sole responsibility, that at the time of entering into any contract for service with Teknologirådet, throughout the duration of any such contract, and for three (3) months thereafter, neither the contracting individual / organisation nor any of its associated companies or their directors is or shall be in business, or has or shall have commercial, or employer / employee relations with any employee or consultant of any of the following: Teknologiraadet (DK), National Consumer Research Centre (SF), Instituut Samenleving en Technologie (BE), Malta Council for Science and Technology (MT), Applied Research and Communication Fund (BG), Medián Opinion and Market Research Institute (HU), and the Austrian Academy of Sciences (AT), whether directly or indirectly, full or part-time, paid or unpaid, in a consultancy or in any other role or form whatsoever without the prior written consent of the CIVISTI Consortium.

I / we understand and accept that this warranty may be made public by the CIVISTI Consortium if, in its considered opinion, circumstances arise which warrant such publicity.

I / we understand and accept that any infringement of this warranty may, at the discretion of the CIVISTI Consortium, result in severance of any or all contracts of supply between an offending contractor and the CIVISTI Consortium. This shall not prejudice any rights pertaining to the CIVISTI Consortium which rights shall have arisen prior to any severance of contract as above stated.

Name of bidder

Signature

Date

Section 8 – List of documents

| | |
|----|--|
| 1 | Bidder's Profile |
| 2 | Curricula Vitae of evaluators who will be working on this service. |
| 3 | Methodology |
| 4 | Availability |
| 5 | Charges |
| 6 | Declaration / Conflict of Interest |
| 7 | |
| 8 | |
| 9 | |
| 10 | |

Appendix B –Tender Regulations

- 1 The CIVISTI Consortium is not bound to accept the lowest or any tender.
- 2 The CIVISTI Consortium reserves the right of accepting any tender wholly or in part, or of dividing the contract among two or more bidders.
- 3 Any soliciting will render the bidder'(s) proposal invalid. If evidence of canvassing is discovered after award of tender, The CIVISTI Consortium shall be entitled to cancel any agreement or contract with the offending bidder. The bidder will also be liable for any damages incurred by the CIVISTI Consortium directly arising from such a cancellation.
- 4 The tender will be conducted in English, and all documentation and correspondence will be in ENGLISH ONLY.
- 5 During the tender evaluation, the bidder may be asked to supply further clarification to his proposal , any additional documentation relating to his solution, and proof of his claims.
- 6 Bidders shall bear all costs associated with the preparation and submission of their tender and any costs incurred in preparing subsequent presentations or attendance at same. The CIVISTI Consortium shall not be responsible or liable for any costs or expenses regardless of the conduct or outcome of the tender process.
- 7 Bidders are expected at all times to honour their commitment if awarded the contract. Performance monitoring of the contract will influence the adjudication of future tenders.

Appendix C – Appeals Procedure

1) Any tenderer who feels aggrieved by a proposed award of a contract and any person having or having had an interest in obtaining a particular public supply, public service or public works contract and who has been or risks being harmed by an alleged infringement may, within five calendar days of the publication of the decision, file a notice of objection with the CIVISTI Consortium or the Contracting Authority (CA). Such a notice of objection shall only be valid if accompanied by a deposit equivalent to one per centum of the estimated tender value, provided that in no case shall the deposit be less than 450€ or more than 58,000€. The Head of the CA shall immediately notify the partners in the CIVISTI Consortium that an objection had been filed with his authority thereby immediately suspending the award procedure. The CA, shall be precluded from concluding the contract during the period of 5 calendar days allowed for the submission of appeals. The award process shall be completely suspended if an appeal is eventually submitted.

(2) The procedure to be followed in submitting and determining complaints as well as the conditions under which such complaints may be filed shall be the following:

- i. Any decision by the CA shall be made public.
- ii. The notice of objection duly filed in accordance with sub-regulation (1) above shall be made public by not later than the next working day following its filing.
- iii. Within three working days of the expiry of the five-day period allowed for the filing of a notice of objection, any other tenderer and any person having or having had an interest involved in the call for tenderers may register an interest in the proceedings. The registration of interest shall only be valid if accompanied by a deposit amounting to the deposit paid under sub-regulation (1) above. The tenderer who had been indicated in the adjudication decision of the CA as the one to whom the contract was to be awarded, shall be deemed to have registered an interest but does not need to pay a deposit.
- iv. The names of the tenderers or other person having or having had an interest in obtaining a particular public contract who register an interest shall be made public on the first working day after the lapse of the time limit specified in paragraph (iii) hereof.
- v. (a) Within three working days after the publication of the list of persons who register an interest, the tenderer filing the notice of objection shall send a reasoned letter of objection explaining the objection.
(b) The letter of objection shall be made public and shall be circulated to all persons with a registered interest.
- vi. (a) Within three working days from the publication of the letter of objection, any tenderer who had registered an interest may send a reasoned reply to the letter of objection.
(b) The reply shall be made public and shall be circulated to all tenderers with a registered interest and to all tenderers who have filed an objection.
- vii. An Appeals Board is appointed according to the CIVISTI rules of procedure. No person sitting in the original Evaluation Committee shall sit on the Appeals Board.
- viii. It shall be the function of the Appeals Board to hear and determine complaints submitted by any person having or having had an interest in obtaining a particular public supply, public service or public works contract and who has been or risks being harmed by an alleged infringement.
- ix. Within five calendar days of the publication of the replies the Head of the CA shall prepare a report (the Analysis Report) analysing the letter of objection and the replies thereto. This report shall be circulated to the persons who file an objection and who have a registered interest. After the preparatory process is duly completed, the Head of the CA shall forward to the Chairman of the Appeals Board all documentation pertaining to the call for tenders in question including files, tenders submitted, copies of deposit receipts, any motivated letter, analysis report, etc.
- x. The Head of the CA shall publish a copy of the decision of the Appeals Board. Copies of the decision shall be forwarded to the complaining tenderer, and any persons who had registered interest.