



CALL OF INTEREST: FOR DESIGN AND PRODUCTION OF DISSEMINATION MATERIALS FOR THE "INCUBATORS FOR INNOVATION AND TECHNOLOGICAL TRANSFER IN THE MEDITERRANEAN (INTECMED)" PROJECT FINANCED UNDER THE ENI CBC MED PROGRAM

Preliminary Provisions:

- Contractor: Association of the Mediterranean Chambers of Commerce and Industry (ASCAME);
- Title of the project: INTECMED “Incubators for innovation and technological transfer in the Mediterranean”;
- Financing: The project is co-financed by the European Union through ENI CBC MED Cross-border Cooperation Program 2014 - 2020;
- Provisional start date of the contract: May 2021.
- Provisional period of task execution: Until February 2022.
- Description of the project: INTECMED project aims at facing common challenges of the areas involved in the project, all characterized by two phenomena: generalized economic slowdown and serious job deficit. In the mid-term, the project expects to set-up a stable decision-makers group to define an innovation strategy at local level able to coordinate all actions of different players. The pilot projects mentorship programmes will improve the competencies and capacities to commercialize research results of at least 48 entrepreneurs/researchers. In the long term, an improvement in the innovation capacity of the involved regions, and in particular those of the southern shore of the Mediterranean, is expected. The Project involves 9 partners from 4 Mediterranean countries.
- Category: External service for design and production of dissemination materials for INTECMED project.
- Deadline for submitting bids is the 19th of May 2021, 12:00 pm CET. You can submit your proposal by email to projects@ascame.org.
- The email must contain attached:
 - The economical proposal (VAT excluded and VAT included).
 - For the graphic designer please attach the Portfolio and the CV in European format (designing of dissemination materials experience also in European Projects).
 - Photocopy (front-back) of an identity document.
 - Authorization to process personal data treatment.



- Subject: “INTECMED DESIGN AND PRODUCTION OF DISSEMINATION MATERIALS”

General Provisions:

1. Nature and purpose

The present specification has by nature and objective the definition of the services, the establishment of economic and technical conditions, and an approach to the materials that will be used during its execution. The general, legal and contractual conditions that will govern the entire process and the relations between the organization of the contractor and contracted are also included.

The objective of this specification is to contract the services to provide support to ASCAME in the planning, organization and development of communication materials to be disseminated.

2. Objectives of the contract

- Design of all the printed materials - the contractor will decide when the design is feasible for the objectives of the project and it is ready for production.
- High resolution files editables, pdf and png.
- Print and manufacture until final product completion of:
 - i. Posters
 1. A3 size/ front only/ four-color process
 2. 75 units
 - ii. Roll-ups
 1. 85x200 or 80x200 / material: sailcloth/ front only/four-color process
 2. 3 units
 - iii. Tri-fold Brochures
 1. A4 front to back four-color process
 2. 750 units
 - iv. Folders
 1. Right Pocket A4 Size Presentation Folder: size 44x31cm (18"x12") / horizontal pocket, glued outside edge
 2. 750 units
 - v. Pens
 1. With the logo of the project stamped
 2. 750



- vi. Tote Bags
 1. Recycled fabric with the logo and slogan stamped
 2. 750 units
- Delivery of the materials
 - i. Delivery of the materials in 3 different locations in Spain. Each package will imply “picking” as each delivery should contain different quantities of the materials produced.

Obligations of ASCAME

3. Information to be provided

ASCAME will communicate and provide the contracted company with all the information that may be necessary to achieve the planned actions and the effective fulfillment of the contract.
4. Regulatory assistance

Regulatory provisions (national, regional and local) that may affect both the execution of the actions and the future contract will be foreseen and exposed.

Obligations of the contracted company

5. General Obligations
 - The contracted company must accept and abide by the regulations and laws in force during the duration of their contract. The responsibility for the breach of these regulations will be borne by the contracted company.
 - The contracted company must ensure effective and efficient compliance according to the professional practices they offer.
 - If the contracted company considers that ASCAME exceeds or surpass its authority as project manager, the company can claim or notify its opinion to ASCAME within 15 days if receiving the execution of any order that generates disagreement.
 - All documents and information that has been provided by ASCAME to the contracted company will be considered private and confidential.
 - If the contracted company is composed of a consortium of two or more persons, everyone will respond to the stipulated conditions for the formal fulfillment of the contract. In the event that a single person is assigned as a representative of the consortium, she/he will be empowered to make decisions that commit the rest of the consortium. If there is a change in the consortium and ASCAME has not been previously notified, it will be considered a strict breach of contract.



6. Deontological code

- The contracted company must be faithful to the deontological code of their profession, as well as respect Human Rights.
- The contracted company must know and work to comply with the provisions of the ASCAME Code of Conduct. It will be needed to make a written Statement of Intent regarding company policy concerning the Code of Conduct and how it will be implemented, if requested by ASCAME, and communicate it to its workers, suppliers and ASCAME.
- All shortlisted companies must show a rejection of any bribe, gift or gratuity situation as an incentive to receive a favourable treatment during the contest where they can be selected.
- From the formalization of the contract, and even after its termination, professional secrecy must be maintained between both parties present in the contract.

7. Conflict of interests

- The contracted company must prevent or eliminate any situation that compromises the execution of the contract.
- Any conflict of interest must be notified in writing to ASCAME as soon as possible.
- The contracted company must ensure that its personnel are not in any situation that may generate a conflict of interest.
- Once the contract is terminated, the contracted company will limit its functions only to the presentation of services provided in the contract.

Technical dispositions

8. Actions to carry out

- Design of final art documents in pdf, png and editable format of all the materials to be manufactured.
- Manufacturing of all the dissemination products specified in this document.
- The company will provide all the materials needed for the manufacturing and production of the order.

Economic provisions

9. Budget

The total **cost of this contract cannot exceed 12.500,00€** (VAT included)



| Concept | Description | Units |
|---|--|--------------------|
| Posters | A3 size/ front only/ four-color process | 75 |
| Roll-ups | 85x200 or 80x200 / material: sailcloth/ front only/ four-color process | 3 |
| Tri-fold Brochures | A4 front to back four-color process | 750 |
| Folders | right Pocket A4 Size Presentation Folder: size 44x31cm (18"x12") / horizontal pocket, glued outside edge | 750 |
| Pens | with the logo | 750 |
| Bags | Recycled fabric with the logo and slogan stamped | 750 |
| TOTAL BUDGET APPROVED (VAT included) | | 12.500,00 € |

The contracted company will carry out all the cost derived from preparation, management, delivery, or any other costs incurred in the design and production of the materials mentioned above.

Participation conditions

10. Participation

Natural, legal person and consortium of companies based in Spain are eligible for participation.

11. Reasons for exclusion

Tenderers will be excluded from participation in procurement procedures if:

- The company is bankrupt or in the process of liquidation, their businesses are administered by the courts, they have reached an agreement with their creditors, they have suspended their commercial activities, they are subject to procedures related to these matters or they are in any similar situation derived from a similar procedure provided for in national legislation or regulations;
- The company, or the people who have powers of representation, decision or control over them, have been convicted of a crime related to their professional conduct by sentence of a competent authority that has the force of res judicata (in other words, against which it is not possible lodge an appeal);
- The company have committed a serious professional offense, verified by any means that the contracting authority can justify;
- The company do not fulfill their obligations regarding the payment of social security contributions or the payment of taxes in accordance with the legal



provisions of the country in which they are established, the country of the contracting authority or the country where the contract is to be executed;

- The company, or persons with powers of representation, decision or control over them, have been subject to a judgment with force of res judicata for fraud, corruption, participation in a criminal organization, money laundering or any other illegal activity, when said activity illegal is detrimental to the financial interests of the EU;
- The company is currently subject to an administrative penalty.

12. Number of applications

Each natural or legal person can present a single offer, whatever their form of participation.

13. Delivery method

Deadline for submitting bids is the 19th of May 2021, 12:00 pm CET., via email to projects@ascame.org

- The email must contain attached:
 - The economical proposal (VAT excluded and VAT included).
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14. Complementary information

This call for proposal should be enough to provide an offer, but in case the company needs further clarification. The bidders can send their questions to projects@ascame.org before the deadline of submission.

15. Application modifications

Companies can modify or withdraw their offers before the submission deadline.

Selection and award criteria

16. Selection criteria

The selection criteria will apply to every natural, legal or consortium of companies.

- To be considered eligible:



- The company should have proven experience producing dissemination materials similar to the ones specified in this call of interest.
- It will be taken into consideration:
 - To be FSC certificated Forest Stewardship Council in assurance that the materials are made with, or contains, wood that comes from FSC certified forests or from post-consumer waste.
 - Any kind of proof that women and men are given the same opportunities and that the company is committed to these values. (e.g: *distintivo igualdad en la empresa, ...*)

17. Award criteria

The award criteria is distributed as follows:

| Criteria | % |
|---|----|
| Lowest Price | 60 |
| Proven experience in such similar works | 20 |
| FSC certification | 10 |
| Proof of gender equality | 10 |

18. Working language

The communications between the contractor and the services provider will be in Spanish or English.

Presentation, opening and qualification of offers

19. Presentation of the offers

Offers should include a technical description of the work and an economic proposal.

20. Opening of the offers

The offers will be open in order of arrival after the submission deadline.

Legal conditions

21. Authorizations and licenses

The contracted company must manage and obtain the licenses and/or administrative authorizations to carry out the actions contained in the contract. In addition, to adopt



security measures so that only authorized persons can have access to the execution of the contracted actions.

22. Confidentiality and data protection

The contracted company must respect the confidential nature of the information to which it has access due to the execution of the contract.

It also undertakes to respect the strictest confidentiality with respect to all technical, commercial or other information that is recorded as part of the execution of the service.

The contracted company undertakes to comply with the requirements set forth in the current regulations on personal protection and, especially, Organic Law 3/2018, of December 5th, on the Protection of Personal Data and guarantee of digital rights that adapts to the Spanish legal system Regulation (EU) 2016/679 of the European Parliament and the Council, of April 27th, 2016, Organic Law 15/1999, of December 13th, on the Protection of Personal Data and Royal Decree 1720/2007, of December 21st, which approves the Regulations for the development of Organic Law 15/1999.

In any case, the contractor will not be able to access the documents, files, systems and supports that contain personal data without express authorization.

23. Legal base

- Regulation (EU, EURATOM) No. 1046/2018 of the European Parliament and of the Council of July 18, 2018, on the financial rules applicable to the general budget of the Union;
- Council Regulation (EU, EURATOM) No. 2988/95 of 18 December 1995 on the protection of the financial interests of the European Communities;
- Regulation (EC) No. 232/2014 of the European Parliament and of the Council of March 11, 2014, creating a European Neighborhood Instrument;
- Common rules for the application of ENI (Regulation (EC) No. 236/2014) establishing common rules and procedures for the application of Union instruments for the financing of external projects;
- Rules for the application of Council Regulation (EC) No. 897/2014 of 18 August 2014, establishing specific provisions for the application of cross-border cooperation programs financed under Regulation (EC) No. 232/2014 the European Parliament and the Council creating a European Neighborhood Instrument;



- Regulation (EU) No. 1407/2013 of the European Commission, of December 18, 2013, regarding the application of articles 107 and 108 of the Treaty on the Functioning of the European Union of *de minimis* aid;
- Joint operational program for the ENI CBC Mediterranean Sea Basin approved by the European Commission on 12/17/2015 (Decision No. C (2015) 9133), and its annexes;
- All manuals and guidelines issued by the Program, in its latest version;
- Financing agreements signed between the European Commission and the Mediterranean Associated Countries;
- The Grant Contract with the reference number INTECMED (B_A.2.1_0063) between Association of the Mediterranean Chambers of Commerce and Industry (ASCAME) and the Management Authority of the ENI CBC MED 2014-2020 Program.

24. Payment and billing system

The winning entity will present an invoice at the end of each delivery. The payment will be made within 30 calendar days from the invoice date.

Invoices will be submitted by email to projects@ascame.org and post mail to:

Association of the Mediterranean Chambers of Commerce and Industry (ASCAME)
Avda. Diagonal 452 (08006) Barcelona, SPAIN
[G65559346]

On all invoices issued by the contractor must reflect the name of the project: "INTECMED - ENI CBC Med Programme", as a payment requirement.

Contract termination

25. Causes for contract termination

- When in the award procedure or in the execution of the contract there have been substantial errors or irregularities or suspected or proven fraud, the payment and / or the execution of this contract will be suspended.
- If the contracted entity were the one that caused the errors, irregularities or frauds, it may also be denied payment or recover the amounts already paid, proportionally to the seriousness of the errors, irregularities or frauds.
- The Contracting Authority (ASCAME) may suspend the execution of the contract when it considers that such suspension is in the interest of the Project.