

Call for tenders

in

GreenDependent Institute Nonprofit Ltd's

“ENERGISE

***European Network for Research, Good Practice and
Innovation for Sustainable Energy”***

project

(Grant Agreement No: H2020/727642)

**TO DESIGN AND DEVELOP AN OPEN ACCESS DATABASE
OF SUSTAINABLE ENERGY CONSUMPTION INITIATIVES**

Procurement process

10th July 2017

Validated by:

Kristóf Vadovics
Executive Director
GreenDependent Institute Nonprofit Ltd.



This project has received funding from the European Union's Horizon 2020 Research and Innovation programme under Grant Agreement No 727642.



Introduction

GreenDependent Institute Nonprofit Ltd (GDI) publishes a call for tenders for the services and tasks defined in chapters I.1.3 of the present call.

The tendering is done for the ENERGISE project (Grant Agreement No: H2020/727642) and it will be managed by GreenDependent Institute Nonprofit Ltd, which is a partner organisation of the above project and responsible for its Communication and Dissemination Work Package (WP7).

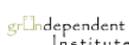
Brief summary of the ENERGISE project

Considerable challenges remain today regarding Europe’s transition towards a decarbonised energy system that meets the economic and social needs of its citizens. Rebound effects, that is, a full or partial cancelling-out of efficiency gains over time through increased overall energy use, highlight the centrality of consumption in multi-scalar decarbonisation efforts, urgently requiring attention from scientists and policy makers. Calls also abound for innovative, research-led programmes to enhance the social acceptability of energy transition initiatives and technologies. Understanding how culture-specific views and practices and energy policy and governance both shape and reflect individual and collective energy choices is of paramount importance for the success of the Energy Union.

ENERGISE responds directly to these challenges by engaging in frontier energy consumption scholarship. Recognizing the persistence of diverse energy cultures, both within and between countries, ENERGISE offers an ambitious social science programme to enhance understanding of changes in energy consumption practices across 30 European countries. Moving beyond state-of-the-art research, ENERGISE theoretically frames and empirically investigates socio-economic, cultural, political and gender aspects of the energy transition. It also examines how routines and ruptures (re)shape household energy consumption practices. Adopting a cutting-edge Living Labs approach, designed specifically to facilitate cross-cultural comparisons, ENERGISE fuses tools for changing individual- and community-level energy consumption with a novel method for energy sustainability assessment. ENERGISE will open new research horizons and greatly enhance Europe’s capacity for high-impact, gender-sensitive consumption research. It also offers timely support for public- and private-sector decision-makers who grapple with the design and implementation of measures to effectively reduce household energy consumption.



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I.1. Information for submission

I.1.1. Contracting Entity

GreenDependent Institute Nonprofit Ltd

Central Business Register: 13-09-147893
Tax number: HU23393862,
Established at: Éva u. 4, Gödöllő, 2100, Hungary
Represented by: Kristóf Vadovics, Executive Director

I.1.2. Definition of Contract

The Contracting Entity will sign an assignment contract (henceforth: Contract) with the winning Applicant after closing the tendering process.

I.1.3. Object of the tender

The object of the tender is the **design and development of an open access database of sustainable energy consumption initiatives in Europe** (in the framework of Work Package 2) to be linked to the official central website of the ENERGISE project.

Accordingly, the Contracting Entity would like to receive tenders for the implementation of the following tasks and services:

Task 1

- 1.1. Development of an online database for about 1,000 sustainable energy projects/initiatives;
- 1.2. Co-designing an interactive map of Europe that is capable to plot these 1,000 sustainable energy projects/initiatives according to their approximate location;
- 1.3. Testing the online database together with dedicated project partners of the ENERGISE consortium;
- 1.4. Linking the online database to the existing central project website;
- 1.5. Online training on the updating/management of the online database to dedicated project partners of the ENERGISE consortium.

Further details on the tasks to be conducted in the ENERGISE project and their deadlines can be found in Annex 2.

Applicants will be asked to prepare brief **periodic reports about their activities and their outcomes**. These will need to be submitted to GreenDependent Institute and will constitute criteria for acceptance of task completion and delivery, and the payment of invoices.



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Timeframe:

The ENERGISE project runs between 1 December 2016 and 30 November 2019.

Tasks and services in the framework of the present tender shall be conducted between September 2017 and January 2018.

Financial aspects:

The project has a maximum budget for the completion of activities in the framework of the present tender.

Applicants must bear in mind that the subcontracting cost for the above tasks shall **include VAT** and **all other costs** (personnel, direct, travel, overhead, etc.) related to the services and tasks to be completed.

The financial plan (budget) submitted by Applicants should contain comprehensible details related to the planned budget items.

I.1.4. Additional requirements from Applicants

1. Knowledge and experience in designing searchable online database systems and their online visual representation, in line with the databases developed for ShareCity <http://sharecity.ie/research/sharecity100-database/> and/or SolidarityNYC <http://solidaritynyc.org/#/map> - as an example.
2. For the colleagues conducting the development it is required to be proficient in English as this is the official language of the ENERGISE project and in several cases they may be asked to give explanations/presentations/clarifications in English.
3. Please submit a brief plan for managing communication with the Contracting Entity (e.g. how many feedback cycles are envisaged for the design, details of response time for correcting problems with the database, correcting and improving design, etc.)

Applicants should submit proof of satisfying the above requirements (e.g. in the form of the references of the organizations, details in CVs of experts, attached plan for communication).



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I.1.5. Contracting conditions

The Contracting Entity can accept invoices from the supplier only after issuing a written performance certificate based on the performance of the Contractee. Upon 30 days from the arrival of the invoice it is paid by the Contracting Entity.

If required there is a possibility for payments in several instalments based on performance. Applicants should indicate and provide reasoning in their proposals if they wish to take advantage of this opportunity.

Applications can be made by a single organization, or a consortium of organizations. However, in case of a consortium, the consortium leader shall be responsible for all communications with the Contracting Entity, and this should be marked clearly in the application.

I.1.6. Deadline for submitting the tender

The tenders must be sent to the following address via email

kristof@greendependent.org

Kristóf Vadovics

Executive Director

GreenDependent Institute

Deadline for submitting tenders: **24:00 CET on 20 August 2017**, but the **Contracting Entity should be notified** at the above email address till **17:00 CET on 8 August 2017** the latest about the intention of submitting the tender.

Tenders should be submitted in **pdf** format until the above deadline.

Tenders arriving after the deadline will be considered invalid.

I.1.7. Causes for exclusion

Applications will not be considered if the applicants are in any of the following situations:

- a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities;
- b) they have public law debt.

Applicants must submit an official statement indicating that the above situations are not relevant to them.



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I.1.8. Evaluation of tenders

After opening the tenders the Contracting Entity will examine the tenders if they comply with the formal and content requirements of the call, if they contain financial mistakes and if they can be considered complex, possessing all the necessary appendices.

Before conducting a thorough evaluation the Contracting Entity assesses if there is any excluding causes for the tenders.

After that the Contracting Entity establishes which tenders are valid and ready for the detailed evaluation.

A tender is not valid if

- a) it is submitted after the deadline,
- b) there are excluding causes in connection to the bidders,
- c) the bidding organisation does not comply with the requirements defined in the present call.

Only the valid tenders will be evaluated by the Contracting Entity. Evaluation will be based on:

- (1) satisfying the additional criteria listed under 1.4.
- (2) references and experience
- (3) best value for cost

The Contracting Entity will sign a contract only with the owner of the overall best Applicant.

The Contracting Entity reserves the right to reject all tenders, and thus declaring the tendering process unsuccessful if none of the submitted tenders fulfils requirements or is unbeneficial to it.

If the offer of a tender contains unreasonably low pricing, the Contracting Entity is entitled to request further details or justification from the applicant. The Contracting Entity reserves the right not to accept an offer if it cannot be accepted or can be considered as irrational from an economic point of view.



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I.2. Requirements in connection with the tender and the Applicant

I.2.1. General rules

The proposal must cover each and every task of the call, partial proposals will not be considered.

I.2.2. Content and structure of the tender

The tender must contain the following documents in the order described below (please, adhere to the following order when compiling the tender):

- Table of Contents
- Basic data of the Applicant (Annex 1);
- Statement/Proof in connection to cases mentioned in I.1.7;
- Proposal for conducting the above specified tasks and services, including:
 - suggestion and brief description of the methodology to be used;
 - a time plan for conducting the tasks and services including suggested deadlines for periodic reports;
 - a detailed budget with explanation where necessary.
- References
 - Relating to the experience of the applying organization, with specific details on knowledge and experience concerning the Additional requirements.
 - CVs (following the Europass format) of the experts to be involved in the activities.

I.2.3. Formal requirements for the tender

- The tender must be submitted ***in the English language***,
- in ***pdf format***, and
- must be ***signed by the legal representative*** of the Applicant.



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I.3. Other information

I.3.1. Contact information

All enquiries in connection to the **technical content and design requirements** of the call shall be made in writing **no later than 17:00 CET 4 August 2017** to the following address:

cjensen@plan.aau.dk

Charlotte Louise Jensen

PhD, Assistant Professor

Aalborg University – leader of WP2 of the ENERGISE project

All other enquiries in connection to the **administrative part** of the call shall be made in writing **no later than 17:00 CET 16 August 2017** to the following address:

kristof@greendependent.org

Kristóf Vadovics

Executive Director

GreenDependent Institute

Responses to the questions will be sent to all Applicants and made public on the project website (www.energise-project.eu).

Any attempt from any applicants to influence the Contracting Entity or any of their employees in the selection process will result in the immediate disclosure from the tendering process.

I.3.2. Opening the tenders

The opening of the tenders will not take place at a public event.

I.3.3. Negotiation

The Contracting Entity may initiate a negotiation process with the winning Applicant if some parts of the tender need further clarification.

I. 3.4. Announcement of tender result

Every Applicant will be informed of the result of the tender by the Contracting Entity after announcing the winner, **not later than 11 September 2017**.



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I.3.5. Risks of the Applicant

The Contracting Entity declares that every Applicant enters the tendering process on its own risk, and all costs occurring in connection to the tender must be borne by the Applicant. The Contracting Entity cannot be made accountable for these costs and risks.

I.3.6. Subcontracting

The Applicants will be allowed to have a subcontractor in the contracted services to be performed.

Subcontractors should be mentioned in the applications.

In case the Applicant wishes to involve a new subcontractor, the Contracting Entity should be notified. A new subcontractor can only be involved with the approval of the Contracting Entity.

I.3.7. Reservation of rights

The Contracting Entity reserves the right to

- declare the tendering process unsuccessful in case of unfavourable tenders and close the process without any justification or signing a contract with anyone;
- withdraw the Call and its documents before the deadline for submission without any explanation and not bearing any responsibility towards the Applicants. The Tender Manager is to notifying all the Applicants in such a case;
- select the best offer from every perspective from the Contracting Entity's point of view.

In case the winning Applicant withdraws from the process the Contracting Entity reserves the right to start negotiations with the second best offer and sign the Contract with its owner.

In case the Contract cannot be signed with the winning Applicant within 15 days after the announcement of the winner due to reasons arising at the Applicant's side, the Contracting Entity reserves the right to enter into negotiations with the second best offer and sign the Contract with its owner.

As a general rule the governing law of the tendering and contracting process is the Hungarian legislation.

The Applicants understand that announcement of the winner of the tendering process does not automatically initiate a contractual relationship between the Contracting Entity and the winning Applicant, it is only established by signing the Contract.



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Annexes

Annex 1

DATASHEET

Company name:	
Address:	
Postal address:	
Represented by:	
Contact person:	
Contact person phone number:	
Contact person email address:	
VAT no:	
Bank account number:	
Name of bank:	
IBAN:	
SWIFT:	
Company ID/registration number:	
Name of legal representative:	

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Annex 2

Description and deadlines of the tasks of the present call to be conducted in the ENERISE project

Task 1) Design and development of an open access database of sustainable energy consumption initiatives in Europe

- 1.1. Development of an online database for about 1,000 sustainable energy projects/initiatives;
- 1.2. Co-designing an interactive map of Europe that is capable to plot these 1,000 sustainable energy projects/initiatives according to their approximate location;
 - We require an interactive map of Europe that plots about 1,000 sustainable energy projects/initiatives according to their approximate location;
 - The map should be user friendly, and the user should be able to zoom in and out (e.g. googlemaps);
 - The initiatives will be categorized on the basis of analyses and should be searchable by these different categories (categories will be developed by ENERISE partners) Icons/tags/logos to distinguish the different categories need to be developed by subcontractor;
 - Colour coding of different categories will also be required;
 - The design of the interactive map must be in line with the general ENERISE project design (e.g. colours, fonts);
 - Cross-national initiatives should be distinguishable from local/national initiatives;
 - Users should be able to click on individual initiatives for a description (information provided by researchers and this will potentially include pictures/drawings) It should be possible to showcase additional information for some initiatives, which should be displayed in 4-6 different categories (categories to be decided);
 - Researchers will select <100 initiatives that will be showcased with this additional information. . These selected initiatives should be distinguishable from initiatives with shorter descriptions.
- 1.3. A thorough testing of the online database – together with dedicated project partners of the ENERISE consortium – needs to be conducted before launching the database online.
- 1.4. The online database has to be linked to the existing central project website (www.energise-project.eu).



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Tender call #2

- 1.5. Subcontractor shall hold an online training session on updating/management of the online database to dedicated project partners of the ENERGISE consortium so further initiatives can be added to the online version in the future.

Timing of Tasks:

- 1.1 Development of the online database need be to ready by 15 November 2017
- 1.2 Co-design of the interactive map need be to ready by 15 November 2017
- 1.3 Testing the online database must be ready by 30 November 2017
- 1.4 Linking the online database to the existing central project website must be finalized by 30 November 2017.
- 1.5 Training project partners on the management of the online database shall be done by 15 January 2018.



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