

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 PROJECT IDENTITY ITEMS
AND TO DEVELOP A PROJECT WEBSITE**

Procurement process

1st December 2016

Validated by:

Kristóf Vadovics

Executive Director

GreenDependent Institute Nonprofit Ltd.

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. Recognising 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 crosscultural 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.

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 (A) the **development of an easily recognisable identity of the ENERGISe project** with certain subtasks detailed below, and also (B) the **development of the project website**. The second one includes the creation of a 'central' English website and sub-websites for all participating countries with the ability to link and host tools (C) for WP2 (database), WP3 (online consultation tool) and WP4 (ELL data and monitoring tool) of the ENERGISe project.

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

A) Design of Project Identity Items

PHASE 1

- Task A/1 - Development of project logo(s) and visual identity (including guidelines for use)
- Task A/2 - Development of templates for ppt presentations & introductory ppt presentation
- Task A/3 - Development of a template for the project newsletter
- Task A/4 - Development of a template for press releases

PHASE 2

- Task A/5 - Development of a roll-up/molino
- Task A/6 - Development of a flyer/project brochure
- Task A/7 - Development of posters
- Task A/8 - Development of poster template for scientific conference presentations
- Task A/9 - Development of templates for project deliverables in the H2020 framework programme
- Task A/10 - Development of templates for policy briefs and papers

B) Development of a Project Website

- Task B/1 - Development of general project website (WP7) as well as
 - Development of sub-websites for the different countries participating in the project (10 countries altogether)
 - Training a representative of the Contracting Entity in the management of the website

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.

Optional Further Tasks (not part of the present call!)

Winner applicant of the present call may also submit a separate tender for the further tasks below when the call is announced, but being the winner of the present call does not automatically ensure advantage to other applicants of the second call.

- Task C/1 - Open access database for best practice projects (WP2)
- Task C/2 - Easy-to-use online platform for consultation with stakeholders (WP3)
- Task C/3 - User-friendly online monitoring and data collection platform (WP4)
- Task C/4 – Personal/online participation at an ENERGISe project meeting and training of consortium members on the use of the databases and platforms

Further details on the 'Optional Further Tasks' to be conducted in the ENERGISE project can be found in Annex 3.

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 December 2016 and December 2017.

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. Experience in designing visual identities for international consortia.
2. Experience in designing easy-to-manage multi-lingual websites.
3. 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.
4. Please submit a brief plan for managing communication with the Contracting Entity (e.g. how many feedback cycles are envisaged for the identity design, details of response time for correcting problems with website, correcting and improving design, editing rounds for publications and printed materials, etc.)
5. Knowledge and experience in designing online calculation systems (e.g. ecological or carbon footprint calculation, energy saving calculation, etc.). Experience in designing online (multi-country) energy saving tools is considered an advantage.
6. Experience in designing searchable online databases and stakeholder consultation platforms.

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).

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: **12:00 CET on 19 December 2016**, but the **Contracting Entity should be notified** at the above email address **till 17:00 CET on 9 December 2016** 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.

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.

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 (Tasks A and B), 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.***

I.3. Other information

I.3.1. Contact information

All enquiries in connection to the call shall be made in writing **no later than 17:00 CET 15 December 2016** to the following address:

kristof@greendependent.org

Kristóf Vadovics
Executive Director
GreenDependent Institute

Responses to the questions will be sent to all Applicants.
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 15 January 2017**.

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.3.7. 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.3.8. 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.

Annex 2

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

A) Design of Project Identity Items

PHASE 1

Task A/1 - Development of project logo(s) and visual identity (including guidelines for use)

- 1.1 One 'central' English logo
- 1.2 Visual identity and a guide for use
- 1.3 National versions of the central project logo for all participating countries – 10 countries

Timing of Tasks:

- 1.1.1 The first plans for the 'central' English logo need be to ready by 31 January 2017 in order to be presented at the ENERIGISE consortium meeting on 2-3 February 2017
- 1.1.2. The final 'central' English logo need be to ready by 15 February
- 1.2 The visual identity and a guide for use must be ready by 15 February 2017
- 1.3 10 national versions of the project logo must be finalized by 27 February 2017.

Task A/2 - Development of templates for ppt presentations & introductory ppt presentation

- 2.1 One 'central' English template for ppt presentations
- 2.2 National versions of the central template for ppt presentations taking into consideration different language characters – 10 countries

Timing of Tasks:

- 2.1 One 'central' English template needs to be ready by 20 February 2017
- 2.2.10 national versions of the template for ppt presentations must be finalized by 27 February 2017

Task A/3 - Development of a template for the project newsletter

- 3.1 One 'central' English template for the project newsletter

Timing of Tasks:

- 3.1 One 'central' English template needs to be ready by 15 February 2017

Task A/4 - Development of a template for press releases

- 4.1 One 'central' English template for press releases

Timing of Tasks:

- 4.1 One 'central' English template needs to be ready by 15 February 2017

PHASE 2

Task A/5 - Development of a roll-up/molino

- 5.1 One central roll-up/Molino template
- 5.2 National versions of the central roll-up/Molino – 10 countries

Timing of Tasks:

- 5.1 One central roll-up/Molino template needs to ready by 10 April 2017
- 5.2 10 national versions of the roll-up/Molino must be finalized by 25 April 2017

Task A/6 - Development of a flyer/project brochure

- 6.1 One central flyer/project brochure
- 6.2 National versions of the central flyer/project brochure – 10 countries

Timing of Tasks:

- 6.1 One central flyer/project brochure template needs to ready by 10 April 2017
- 6.2 10 national versions of the flyer/project brochure must be finalized by 25 April 2017

Task A/7 - Development of a poster

- 7.1 One central poster template
- 7.2 National versions of the central poster – 10 countries

Timing of Tasks:

- 7.1 One central poster template needs to ready by 10 April 2017
- 7.2 10 national versions of the poster must be finalized by 25 April 2017

Task A/8 - Development of templates for scientific conference presentations

- 8.1 One central version of templates for scientific conference presentations

Timing of Tasks:

- 8.1 One central templates for deliverables needs to ready by 25 April 2017

Task A/9 - Development of templates for deliverables in the H2020 framework programme

- 9.1 One central version of templates for deliverables

Timing of Tasks:

- 9.1 One central templates for deliverables needs to ready by 25 April 2017

Task A/10 - Development of templates for policy briefs and papers

- 10.1 One central version of templates for policy briefs and papers

Timing of Tasks:

- 10.1 One central template set for policy briefs and papers needs to ready by 25 April 2017

B) Development of a Project Website

Task B/1 - Development of general project website (WP7)

- 1.1 One 'central' English website (see example websites: <http://www.saveatwork.eu>, <http://www.transparens.eu>)

Important note: The website must be able to host later the features listed in 'Optional Further Tasks' below.

- 1.2 Sub-websites for all participating countries – 10 countries
- 1.3 Training of Contracting Entity's colleague on the use/admin management of the website

Timing of Tasks:

- 1.1 The 'central' English website needs to ready by 27 February 2017
- 1.2 The Sub-websites must be finalized by 25 April 2017.
- 1.3 Training must be conducted by 15 May 2017.

Annex 3

'Optional Further Tasks' to be conducted in the ENEGISE project *(final details will be presented in the call to be published around May 2017)*

Task C/1 - Open access database (WP2)

- 1.1 open access database of sustainable energy consumption initiatives in Europe

Task C/2 - Easy-to-use online website function (WP3)

- 1.4 easy-to-use online website function for communication with stakeholders

Task C/3 - User-friendly online monitoring and data collection platform (WP4)

- 1.5 user-friendly online monitoring and data collection platform in 8 languages (with background calculation for 8 countries)

Task C/4 – Personal/online participation at an ENEGISE project meeting and training of consortium members on the use of the "User-friendly online monitoring and data collection platform"