



Unioncamere
Veneto



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L'Europa alla portata della vostra impresa

European Territorial Cooperation.
Italy-Slovenia cross-border Cooperation Programme
2007-2013.

Project EnergyViLLab, code CB118, Call for
proposals standard projects n. 2/2009

Call for tenders for the selection of an external
evaluator

CUP: D64E11000260003

CIG: ZC60B2BEE6



2007-2013 cooperazione territoriale europea
programma per la cooperazione
transfrontaliera
Italia-Slovenia
evropsko teritorialno sodelovanje
program čezmejnega sodelovanja
Slovenija-Italija

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The Regional Association of Veneto's Chambers of Commerce (Unioncamere del Veneto) is Lead Partner of the project "**EnergyViLLab – Network of Living Labs, virtuous in energy saving and in the development of renewable energy sources**", Code CB118, approved in the Call for proposals for strategic project n. 2/2009 of the Italy-Slovenia Cross-Border Cooperation Programme 2007-2013.

The main objective of the project is to improve knowledge, applications and behaviours in the field of RRM (RES: Renewable Energy Sources, RUE: Rationale Use of Energy, MOB: Sustainable Mobility Systems) in the Italy-Slovenia cross-border area, through virtuous and sustainable approaches which contribute to make the area more attractive, competitive and integrated. After an initial phase during which Living Lab models suitable for each "Energy Virtuous Living Lab" (EnergyViLLab) have been defined and agreed, the activities promoted by each EnergyViLLab started both at local and transnational level. The forthcoming phase includes a comparative evaluation of the work programs and results obtained by each EnergyViLLab, as well as the sharing and promotion of competences and initiatives/services provided by the EnergyViLLab (set up of the "EnergyViLLab Network").

In the frame of project activities, the Regional Association of Veneto's Chambers of Commerce has a dedicated budget for a service of evaluation of the activities implemented within the project. The external evaluator will be required to develop a comparative evaluation of the work programs and results obtained by the EnergyViLLabs (WP4), taking into account also the concrete application of the Living Lab methodology and their readiness to join the European Network of Living Labs (ENoLL).

The service provision regarding this call will take place approximately in the period between September 16th and December 31st, 2013. In case of an extension of the project length and/or of single activity related to this call, the assignment would be extended upon notice by the contracting authority.

The total maximum value of the above mentioned services is set at € 6.500 all inclusive. Economic proposals overtaking this amount will not be considered. All costs are to be borne by the contractor. Expense items not covered by the proposed budget cannot be made and settled.

The services covered by this competition will be awarded to the applicant who has submitted the most economic advantageous proposal, on the basis of the parameters and weights listed below:

- a) Technical qualities 70%
- b) Price 30%

The adjudication will be awarded even in presence of only one valid proposal.

The price offered is based on self-convenient calculations, all inclusive: it will be fixed and unchangeable for the length of contract. All the statements

expressed for the participation to this procedure must be forwarded in compliance with the D.P.R. of December 28, 2000, n.445.

ART. 1 – PURPOSE AND TIMING OF THE JOB ASSIGNMENT

The purpose of the assignment is a service aimed at evaluating the results and programs implemented by the EnergyViLLabs within the Italy-Slovenia Cross-Border Cooperation Programme 2007-2013.

In particular, as foreseen in the Project Application Form, the candidate will have to evaluate the activities implemented on the basis of on site visits to the established EnergyViLLabs (if necessary). A reference person for each EnergyViLLab will be made available in order to give the information required. Further information is available in the website: www.energyvillab.eu

On the basis of the results of these visits/contacts and additional information required by e-mail or telephone, the evaluator will produce:

1. a report stressing strengths and weaknesses of each EnergyViLLab. The report will also include:
 - considerations on the start up of the cross-border “EnergyViLLab Network”;
 - recommendations to those Energy Virtuous Living Labs potentially ready to enter the ENoLL.
2. a report on best practices based on specific Living Lab approaches (RES RUE MOB Living Lab).

ART. 2 – PARTICIPATION CRITERIA

To avoid rejection, the application must be sent in a closed and sealed envelope with a stamp and the signature of the individual participant or the legal representative of the participant organisation, containing the name of the individual participant or the name of the participating body. The envelope must contain this sentence:

DO NOT OPEN – APPLICATION for the selection of an external evaluator of the project EnergyViLLab – Italy-Slovenia Cross-Border Cooperation Program 2007-2013

Your application must be delivered, by hand or mail, by **15.00 on September 3rd, 2013** at the following address:
UNIONCAMERE DEL VENETO
Via delle Industrie 19/D, Edificio Lybra
IT - 30175 MARGHERA VENEZIA

Any delay in the application delivery remains at risk of the applicant. Failure to submit the application by the deadlines will entail the ineligibility of the grant application.

It is not possible to submit different applications at the same time because it would not show the real will of the applicant. However, the tenders submitted cannot be returned.

The package must contain three separate envelopes, each individually sealed and containing the name of the individual participant or the name of the participating body, according to the following conditions:

ENVELOPE "A – Documentation"

ENVELOPE "B – Technical proposal"

ENVELOPE "C - Economic proposal"

This call is opened to professionals, professional associations, individual enterprises, companies, temporary groups made up of the subjects listed above, permanent consortia between subjects listed above.

The applicant is not allowed to participate simultaneously:

- a) individually and as member of association/corporation
- b) as member of association/corporation and as member of a temporary group or stable consortium
- c) as member of different temporary groups or permanent consortia.

The participation is not allowed to applicants, including those being in a temporary group or permanent consortium, controlling or linked to other subjects participating individually to the call (according to art. 2359 C.C.) or as members of temporary groups or permanent consortia. Failure to comply with these elements will entail the ineligibility of the abovementioned candidates.

ART. 3 – CONTENT OF THE ENVELOPES

ENVELOPE "A – Documentation"

The envelope "A- Documentation" will be marked by the following wording:

Name of the participant – DOCUMENTATION for the implementation of the activity of external evaluation of the project EnergyViLLab – Italy-Slovenia Cross-Border Cooperation Program 2007-2013

The envelope "A – Documentation" must include these documents:

- 1) Self-certification with the name of the participant or the legal representative and the suitability of his/her power for the signing of these documents.
- 2) Declaration in lieu of affidavit, pursuant to art. 47 of D.P.R. December 28 2000, n. 445, stating that the applicant does not meet the conditions of ineligibility foreseen by Art. 38 of D.Lgs. April 12 2006 n. 163.

- 3) In case of temporary group, a certification must be provided stating the intention to establish legally in this form with the explicit indication of the Head of the group. This certification must be signed by all the members.
- 4) Appropriate credit references issued by the Bank.
- 5) Declaration in lieu of affidavit pursuant to art. 47 of D.P.R. December 28 2000, n. 445, stating the participant's turnover in the last two fiscal years.
- 6) Declaration, signed by the participant or the legal representative of the body or the association with a legible signature, must state:
 - a) the acknowledgement and the acceptance of all the terms of reference of the call for tenders;
 - b) the acknowledgement and the evaluation of all general and particular circumstances which may have affected the determination of the offered price, considered profitable without any reserve;
 - c) the acknowledgement that the price includes the delivery's charges, taxes, VAT, insurances, participant's benefits and any other charge for providing products and services related to this call;
 - d) the possession or the possibility of procuring by time all the means and materials for the delivery;
 - e) for the Italian participants and those with the registered office in Italy, the compliance with:
 - rules concerning the work law for disabled people, according to art.17 of L. 12 March 1999, n.68;
 - rules concerning the work protection law, social insurances, payments of employers' prescribed contributions, payment of due taxes, gender equality, according to D.Lgs. 11 April 2006 n. 198, improvement in security and employee's health, according to D.Lgs 9 April 2008, n. 81;
- 7) Authorization for personal data processing.

The lack of the above mentioned documentation will entail the ineligibility of the participant.

The submission of *declaration in lieu of affidavit* is not subjected to authentication, but it is mandatory to attach a copy of a valid identification document of the participant, pursuant to art. 38, paragraph 3 of D.P.R. December 28, 2000, n. 445. If such a document is not enclosed, Unioncamere del Veneto may ask the integration of it to the application.

If the participant does not meet the deadlines set by Unioncamere del Veneto for the integration of the application, the proposal submitted will be excluded.

ENVELOPE "B – Technical proposal"
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The envelope "B- Technical proposal" will be marked by the following wording:

Name of the participant – TECHNICAL PROPOSAL for the implementation of the activity of external evaluation of the project EnergyViLLab – Italy-Slovenia Cross-Border Cooperation Program 2007-2013

The envelope B will feature 3 hard copies of the technical proposal with the detailed curriculum and, if necessary, any other additional document to demonstrate the degrees and competences declared, in which the following necessary requirements should be highlighted:

- an appropriate professional preparation eligible for the position and some experience on the topic of the project;
- an adequate knowledge of the English language, both spoken and written;
- a significant experience related to the evaluation of activities implemented in the field of energy efficiency as well as renewable energy sources and sustainable mobility.

The applicants should also enclose a declaration stating that they will guarantee the quality of services provided and to perform the service in strict compliance with instructions received from the Contracting Station.

The technical proposal could not overcome 10 pages and must be submitted in English.

ENVELOPE "C – Economic Proposal"

The economical proposal cannot exceed the total amount of € 6.500,00 (charges and VAT included).

The envelop "C – Economic Proposal" must contain the proposal in English with the following information.

For professionals, individual enterprises, professional associations, corporations, societies

Wording

Name of the participant – ECONOMIC PROPOSAL for the implementation of the activity of external evaluation of the project EnergyViLLab – Italy-Slovenia Cross-Border Cooperation Program 2007-2013

Content

Object: Economic proposal for the implementation of the activity of external evaluation of the project EnergyViLLab – Italy-Slovenia Cross-Border Cooperation Program 2007-2013

Name _____

Tax code _____

VAT number _____
Total amount € _____ (EURO _____ "in letters"), charges and VAT included.

Period of proposal validity: _____ days.

Entrepreneur/legal representative/professional's signature

For temporary groups or permanent consortia

Wording

Name of the participating organisation – ECONOMIC PROPOSAL for the implementation of the activity of external evaluation of the project EnergyViLLab – Italy-Slovenia Cross-Border Cooperation Program 2007-2013

Content

Object: Economic proposal for the implementation of the activity of external evaluation of the project EnergyViLLab – Italy-Slovenia Cross-Border Cooperation Program 2007 – 2013

Temporary group or consortia

Enterprise _____ Tax code _____ Role

Enterprise _____ Tax code _____ Role

Enterprise _____ Tax code _____ Role

Total amount € _____ (EURO _____ "in letters"), charges and VAT included.

Period of proposal validity: _____ days.

Legal representative's signature

The lack of only one of these requirements will cause the exclusion of the presented application.

The documents in envelopes A, B and C will be signed in every page and undersigned in the last page, with the complete legible signature of the applicant or of his/her legal representative.

ART. 4 – SELECTION CRITERIA AND AWARD OF CONTRACT

The selection will be carried out by an examiner Commission appointed by the Secretary General of Unioncamere del Veneto and made up of 3 members of

proved experience in European projects, representatives of 3 public partners of the project EnergyViLLab not implementing a Living Lab: Unioncamere del Veneto (LP), University of Ljubljana - Faculty of Mechanical Engineering (PP9) and Chamber of Commerce of Venice (PP4). The same Commission will award the temporary contracted service to the participant presenting the most economically profitable proposal under the article 83 of the D.Lgs. of April 12, 2006, n. 163 and its following amendments introduced, according to the selection criteria listed below.

70 points for quality and completeness of the technical proposal, divided as follows:

a) Experience acquired in relation to Living Lab	max p. 30
b) Past experiences/collaborations with ENoLL	max p. 15
c) Past experiences in panels of evaluation	max p. 10
d) Acquired experience in the field of RES (Renewable Energy Sources) – RUE (Rational Use of Energy) – MOB (Sustainable Mobility).	max p. 15

These **70 points** are allocated on the basis of the following formula:

$$\text{Score of the technical proposal} = \frac{P x}{P \text{ max}} \times 70$$

P x = participant's score

P max = score of the better proposal submitted by a participant.

The required minimum score for the technical proposal is 40 points.

30 points for the economic proposal are allocated on the basis of the following formula:

$$\text{Score of the economic proposal} = \frac{Q \text{ min}}{Q x} \times 30$$

Q min = minimum economic quotation realised by a participant

Q x = economic quotation realised by the participant under consideration

The final value for the contracting procedure is obtained adding the score of the technical and the economic proposals, each one resulted by the formula above described.

Awarding procedure will take place in the following 3 phases.

PHASE 1

The Commission, after the deadline for the submission of proposals, will proceed during an open session to:

1. verify the date and the time of receipt of proposals;
2. verify the structural integrity of received proposals and open them;
3. check the structural integrity of envelopes A, B, C;
4. open envelop A containing documents necessary for the assessment evaluation.

Only proposals fulfilling envelop A requirements will be eligible for next phases of the selection procedure. For these proposals, the Commission will:

5. open envelop B for the evaluation of contents.

Unioncamere del Veneto will communicate results of this evaluation by fax or on its website. If applicants require the motivation of their exclusion, Unioncamere del Veneto will inform them.

PHASE 2

During the same session or in one or more following sessions, the Commission will confidentially analyse and evaluate the technical proposals contained in envelop B and will rank the score according to the assessment criteria above mentioned.

Unioncamere del Veneto will inform the exclusion to participants whose technical proposal have not obtained the minimum score, by fax or on the website. If required by applicants, Unioncamere del Veneto will communicate the motivations for the disqualification from the later stages of the competition.

Participants whose technical proposal gets the minimum score will pass to the phase 3.

PHASE 3

Once the evaluation of technical proposals ends, the Commission will publicly communicate the rank obtained by each proposal and will open envelop C for the assignment of the economic score.

Thus the Commission will draft the final list summing technical and economic points and will temporary award the contract to the participant with the highest total score; in a second time, it will deliver all the documentation of the competition to the Responsible for the definitive award.

The final list, approved by the Responsible of the process, will be forwarded to all participants by fax or on Unioncamere del Veneto website.

The award will take place also even in case only one proposal will be validated and will be accepted with reserve if the best proposal presents a low score, as foreseen by articles 86, 87 and 88 of the legislative degree of April 12 2006, n. 163 and its following amendments introduced.

ART. 5 – CONTRACT STIPULATION, BILLING AND PAYMENT METHOD, CONTRACTOR’S OBLIGATIONS TOWARDS HIS EMPLOYEES

With the provisional notice, the contractor will be asked to produce preliminary documents for the final award and will be invited to make the agreement. In the mean time between the proposal date and the conclusion of the agreement, the contractor will be bounded to Unioncamere del Veneto. Before the final award, the provisional contractor will have to produce all required documents to verify:

- the truthfulness of what declared in substitute declarations in lieu of affidavit presented to compete for the tender;

- for Italians or participants with registered office in Italy, rules concerning the work protection law, social insurances, payments of employers' prescribed contributions, payment of due taxes, gender equality, according to D.Lgs. 11 April 2006 n. 198, improvement in security and employee's health, according to D.Lgs 9 April 2008, n. 81 and the whole legislation on environmental protection.

For all performances, the contractor will issue an invoice in conformity to contractual clauses.

Moreover, he will have to meet obligations for financial flows traceability under the art. 3 of the law of August 13 2010, n.136 on "Extraordinary plan against mafias as well as proxy to Government for anti-mafia regulations" and its following amendments introduced.

The economic actor declares to be responsible of insurances and welfare charges, to comply with the existent rules on workplace security and salary for employees as well as to accept contractual conditions.

The settlement of expenses documents will be realised within 30 days from their receipt or by the date of execution of service when subsequent to the date of reception of fiscal documents, at Unioncamere del Veneto in Venice, Via delle Industrie 19/d – Lybra Building. Unioncamere del Veneto will proceed as described above once received the DURC declaration – Documento Unico di Regolarità Contributiva by the Italian participants or those having the registered office in Italy, under art. 4 comma 14 bis of D.L. 70/2011 conv. in L. 106/2011 and provided that the supply complies with what has been established in the agreement.

In the case of disputes, these have to be presented in a written form and they could entail the interruption of payments.

ART. 6 – SUBCONTRACT

The service could not be subcontracted.

ART. 7 – PRIVACY AND COMMUNICATIONS

The contractor has to maintain confidentiality on all technical and administrative information that he/she could come up with during the collaboration established.

He will have the possibility to name Unioncamere del Veneto among his clients and, prior agreement, elaborate a brief description about the work object of the assignment.

Notifications of decisions or communications of Unioncamere del Veneto, from which the agreed time for contractual fulfilments starts, are sent by fax or by recorded delivery addressed to the contractor at the address indicated in the agreement.

They could be also delivered to him, to his legal representative or to another authorised person who has to sign and date a receipt.

Communications to Unioncamere del Veneto, to whom the contractor wants to give a fixed date, are forwarded by fax or by recorded deliver; they could also be transmitted to Unioncamere del Veneto, after the issue of a receipt, signed and dated.

The confirmation of receipt and the receipt issued of direct communications attest the notification. The agreed terms start with effect from the same date.

ART. 8 – ACCESS TO INFORMATION

To have view of acts and documents concerning the present announcement, the contractor has to address to Unioncamere del Veneto, c/o Parco Scientifico-Tecnologico VEGA, Edificio Lybra, Via delle Industrie n. 19/D, 30175 Venezia-Marghera (Italy). Opening hours: from 9.00 to 12.00 on Mondays, Wednesdays and Fridays and from 14.00 to 17.00 on Tuesdays and Thursdays.

Referent person: Mrs. Alessandra Vianello

Tel. +39 041 0999 411; Fax. +39 041 0999 401;

e-mail: europa@eurosportelloveneto.it

Venice, 9th August 2013

THE SECRETARY GENERAL

Mr. Gian Angelo Bellati

ATTENTION

The publication of the present announcement does not foresee any obligation for Unioncamere del Veneto to assign any job neither, for applicants, to have a right to any service or reimbursement by the body.