
Call for Tender within the European project E-CAero 2 “European Collaborative dissemination of Aeronautical research and applications 2”

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Design and Implementation of a technological web platform dedicated to the Aerospace Community

Open procedure

TENDER SPECIFICATIONS

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1. TECHNICAL SPECIFICATIONS

1.1. Background

EUROMECH, the European Mechanics Society, is partner of the E-CAero 2 project together with other five learned societies, all European leaders in the field of Aeronautics and Astronautics (ECCOMAS – Coordinator, ERCOFTAC, CEAS, EUROTURBO, EUCASS).

The E-CAero2 project is expected to improve the collaborative dissemination of the aeronautic, astronautics & turbomachinery research in Europe and consequently to increase the efficiency and competitiveness of the European aeronautic industry. The creation of ECAA (European Community in Aeronautics and Astronautics) will lead to clustering the different associations in the dissemination of their activities and outcomes. ECAA association is expected to produce a transversal diffusion of the information and knowledge resulting in a better understanding of the state-of-the-art techniques, experimental knowledge and simulation tools. The Aeronautic industry with its related research is the paradigm of complexity: the different actors involved in the design or manufacturing of products follow their single role but very few have a clear vision of the whole plot. E-CAero2 is willing to contribute improving the global performance by allowing each player to realize its own importance and to strengthen the links with the others.

Inspired by the American example of the AIAA, the E-CAero 2 partners will set up a “*hub platform*” grouping European Associations and individuals with interest in the development and applications of technologies in all areas relevant to Aeronautics and Astronautics. Following this idea, the ECAA technological web platform is intended to be a basic tool for cooperative works and for supporting the joint activities in the E-CAero 2 project.

The main goal is to show unity and coordination among all European aerospace scientific and technical associations, or associations partly involved in aerospace, dealing with scientific and/or technical knowledge, ranging from research to systems development and operation.

EUROMECH is in charge of coordinating the technical activity related to the design and implementation of a *web platform dedicated to the Aerospace Community*.

1.2. Description of tasks

The Aerospace Community already exists and therefore the platform will have the main goal to support collaborative and promotional processes that are already in place independently from other means: it is not required to change the behaviour of the community members but we want to provide tools to support and to enhance its visibility.

In order to do so, it is important to map the ongoing processes of the community, and to identify relevant issues to consider in the platforms. This may require a specific ‘as-is’ analysis in order to identify possible opportunities or criticalities to consider.

After some iterations between EUROMECH and the project members (Deliverable D1.1 and Project Meeting in Bruxelles on 10.05.2015) some specific requirements have been selected and have to be taken into account for the design of the new platform services:

1. Accessing relevant scientific literature in order to set up a thematic Aerospace Data Bank of literature, accessible by a specific search engine and automatically updated.
2. Monitoring/evaluating/measuring the activities (in terms of publications of journals, books, and other publications) of the various members of the Aerospace Community.
3. Monitoring Events organized by the Aerospace .
4. Promoting online events and initiatives of E-Caero associations.
5. Online database to manage platform members.
6. Online Question/Answering Board in order to allow the transfer of knowledge from experts to less experienced researchers/workers in the field of Aerospace.

The previous list is not exhaustive, and other potential services can be proposed by the Contractor.

1.3. Reports and documents

The Contractor is to provide the required reports and documents in accordance with the Deliverables listed below:

- Design of the Aeronautics Web Community platform : **30 May 2016**
- Report on the Platform use: enhancement of the services provided : **30 October 2016**
- Final release of the Platform: **30 October 2017**

Within 1 week after the signature of the contract, a kick-off meeting between the Contractor and EUROMECH will be held in Udine to discuss detailed work plan, the methodology and main risks/challenges of the work.

Within 4 months after the start of the contract, a draft Interim report will be due, summarising the methodology, work plan and the operational conclusions.

The reports and the minutes are to be delivered in English, in electronic form, both in Word and in pdf format.

2. CONTRACTUAL CONDITIONS

2.1. Nature of the contract

Service contract.

2.2. Starting date of the contract and duration of the tasks

The contract shall enter into force in **September 2015**.

It is expected to be signed in **September 2015**.

The duration of the is **26 months**, until **30/11/2017**.

The execution of the tasks may not start before the contract has been signed. The period of execution of the tasks may be extended, only with the written agreement of the contracting parties, before the end of the period originally stated in the contract.

2.3. Terms of payment .

The payment scheme will consist of

- one pre-financing of 30 %
- interim payment in December 2015 of 30%
- interim payment in December 2016 of 30%
- and the balance in November 2017 of 10%.

2.4. Guarantees

Not applicable.

2.5. Place of performance

The place of performance of the tasks shall be the Contractor's premises or any other place indicated in the tender, with the exception of the Commission's premises.

3. ADMINISTRATIVE INFORMATION CONCERNING THE INVITATION TO TENDER

3.1. Date of selection of the tenders

Tenders will be selected **on 08/09/2015** by the EUROMECH Officers.

3.2. No obligation to award the contract

This invitation to tender is in no way binding on EUROMECH, whose contractual obligation commences only upon signature of the contract with the successful tenderer.

Up to the point of signature, the contracting authority may either abandon the procurement or cancel the award procedure. This decision must be substantiated and the tenderers notified.

No compensation may be claimed by tenderers whose tender has not been accepted, including when EUROMECH decides not to award the contract.

4. FORM AND CONTENT OF THE TENDER

4.1. How to submit a tender

Tenderers should send their proposals composed as described below, via e-mail to the following email address sara.guttilla@euromech.org.

The deadline for submission of tenders is **04/09/2015, 17:00 (Udine local time)**.

4.2. Structure of the tender

- Tenders must be perfectly legible so that there can be no doubt as to words and figures.
- Tenders must be clear and concise, with continuous page numbering, and assembled in a coherent fashion (e.g. bound or stapled, etc.).
- Tenders must be written in one of the official languages of the European Union.
- Prices must be established in euros.

All tenders must be presented in four sections:

Section one: Administrative information

Section two: Evidence relating to the selection criteria

Section three: Technical Proposal – Addressing technical specifications and award criteria

Section four: Financial Proposal

4.2.1. Section One: Administrative information

To identify himself the tenderer must fill in a Legal Entity Form and a Financial Identification Form:

- 1) The **Legal Entity Form** is to be signed by a representative of the tenderer authorised to sign contracts with third parties. The form is available for individuals, private entities and public entities at the following address :

(1) http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm

- 2) The Financial identification form shall be duly filled in and signed by an authorised representative of the tenderer and his or her banker. A specific form for each official language is available at the following Internet address:

http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_fr.cfm

The tender must indicate the **name of a contact person** in relation to the submission of the bid.

4.2.2. Section Two: Evidence relating to the selection criteria

Tenderers must provide *proof of their economic and financial capacity* by submitting the documents stated under paragraph 5.1.2. below.

They must equally provide *proof of their professional and technical capacity* by submitting the documents required under paragraph 5.1.3. below.

4.2.3. Section Three: Technical proposal

Tenderers must include in their bids the technical proposal addressing all aspects detailed in the technical specifications set out in section **Errore. L'origine riferimento non è stata trovata.** and 1.2.

The technical proposal must respond to these technical specifications and provide, as a minimum, all the information needed for the purpose of awarding the contract.

The following aspects should be taken into consideration when drafting the tender:

- methodology for implementation;
- reasons for the proposed methodology;
- team proposed for implementation of the contract. The composition of the team, which will be implementing the project must be properly described. Team staff should be singled out by function (e.g. project managers, administrator, secretary, expert, technical assistant);
- a plan of action with description of activities and their timing.

Please note that, to grant equal treatment of all tenders, it is not possible to modify offers after their submission in relation to the technical and financial proposals. As a consequence, incompleteness in this section can only result in negative impact for the evaluation of award criteria. Please note also, that proposals deviating from the technical specifications may be rejected for non-conformity.

The technical specifications and the tenderer's bid shall be integral parts of the contract and will constitute annexes to the contract.

4.2.4. Section Four: Financial proposal

Tenderers must use the following format to formulate their financial proposal.

Price component	Unit price	Quantity	Total
Human resources			
Person X (role)			
Person Y (role)			
.....			
Subtotal (1)			
Other			
Item X			
Item Y			
.....			
Subtotal (2)			
TOTAL a) (1+2)			
Reimbursable expenses [Give details at the foot of the table.] b)			NA
Overall total a) + b)			NA

The tenderer's attention is drawn to the following points:

- Prices must be expressed in euros.
- Prices shall not be conditional and be directly applicable by following the technical specifications.
- Prices shall be fixed and not subject to revision.

In any case, this amount constitutes the maximum amount payable for the services performed.

For each category of staff to be involved in the project, the tenderer must specify

- the total labour costs;
- the daily rates and total number of days (man-days) each member of staff will contribute to the project;

5. ASSESSMENT AND AWARD OF CONTRACT

The assessment will be based on the information provided in the tender. EUROMECH reserves the right to use any other information from public or specialist sources. The evaluation will be performed on the technical and professional capacity and economic and financial capacity of each tenderer.

5.1. Application of selection criteria (selection of tenderers)

5.1.1. Selection criteria

1. FINANCIAL AND ECONOMIC CAPACITY
1.1 Sufficient economic and financial capacity to guarantee continuous and satisfactory performance throughout the envisaged lifetime of the contract.
1.2 Sufficient financial capacity in relation to the pre-financing foreseen under the contract
2. TECHNICAL AND PROFESSIONAL CAPACITY
2.1 The applicant must provide evidence of employing directly, or being readily capable of constituting, a team of experts capable of carrying out in a professional and timely manner the tasks requested under the contract.
2.2. The Tenderers' technical competence will be determined as follows: Proven experience of at least 4 years in IT technologies

These criteria will be assessed on the basis of the documents referred to in 5.1.2. and 5.1.3.

5.1.2. Evidence of the economic and financial capacity of the service provider(s)

All tenderers must provide proof of their economic and financial capacity by submitting a full copy of the annual accounts (balance sheet, profit and loss account, notes on the accounts and auditors' remarks when applicable) of the last two years. These documents must be signed by the authorised representative of the tenderer.

5.1.3. Evidence of the technical and professional capacity of the service provider(s)

The ability of service providers to perform services will be assessed in particular with regard to their know-how, efficiency, experience and reliability as specified in paragraph 5.1.1.

Evidence of the technical and professional capacity of the providers involved in the tender may be furnished on the basis of the following documents:

- the educational and professional qualifications of the service provider or contractor and/or those of the firm's managerial staff and, in particular, those of the person or persons responsible for providing the services or carrying out the tasks. The precise contractual link with the tenderer will also be described;

- a list of the principal services provided and supplies delivered in the past three years, with the sums, dates and recipients, public or private;
- a description of the technical equipment, tools and previous similar projects and experiences useful to be employed by the firm for performing a service or works contract;
- a description of the measures employed to ensure the quality of supplies and services.

5.2. Application of award criteria (assessment of tenders)

No	Qualitative award criteria	Weighting (maximum points)
1.	Description of the IT tools to be implemented in order to set up a technological web platform for the Aerospace community.	30
2.	Description of the technical specifications required to set up the platform.	30
3.	Timing: description of the project steps and relative due dates.	10
4.	Economic offer	30
	Total number of points	100

The selected tender is assessed according to the above qualitative award criteria and the weighting applicable to each criterion.

Tenders scoring

- less than 60 % in the overall points total or
- less than 50% in the points awarded for a single criterion

will be excluded from the rest of the assessment procedure.

Tenders should elaborate on all points addressed by these specifications in order to score as many points as possible. The mere repetition of mandatory requirements set out in these specifications, without going into details or without giving any added value, will only result in a very low score.

5.3. Information for tenderers

EUROMECH will inform tenderers of decisions reached concerning the award of the contract, including the grounds for any decision not to award a contract or to recommence the procedure.

5.4. Award of the contract

The procurement procedure is concluded by a contract signed by the parties.

