Tender for the Subcontracting of Services

Acronym: C-SERVEES
Project title: Activating Circular Services in the Electric and Electronic Sector
Contract Nº: 776714
Start date: 1st May 2018
Duration: 48 months
1. Invitation to Tender

INDUMETAL RECYCLING S.A. within the framework of H2020 Project “Activating Circular Services in the Electric and Electronic Sector” (Grant Agreement Number 776714, https://c-serveesproject.eu/), requires to subcontract a company specialized in the performance of the tasks detailed in the following sections, under the supervision of Indumetal Recycling, S.A. and in collaboration with other members of project consortium.

The Invitation to Tender (ITT) will open on the 01/02/2020 at 09.00 am and close on the 15/03/2020 at 12:00 pm. This ITT will be launched at the webpage of the C-SERVEES project and INDUMETAL.

This ITT sets out the information which is required for assessing the suitability of applicants in terms of their technical expertise, pricing, service levels and innovative solutions.

2. Specifications of the Tender

2.1 Scope of the project

C-SERVEES aims to boost a resource-efficient circular economy in the electrical and electronic (E&E) sector through the development, testing, validation and transfer of new circular economic business models (CEBMs) based on systemic eco-innovative services that include: eco-leasing of EEE, product customization, improved WEEE management, and ICT services to support the other eco-services.

ICT tools (relying on QR codes) will be developed as the driver of the proposed eco-innovative services to take full advantage of the potential and synergies of two major revolutions of our time: the circular economy and the Industry 4.0. The project will thus contribute to transform the E&E sector into circular and 4.0, raising new opportunities for end-users (such as their involvement in design or the access to a product as a service) and for social and solidarity economy (conducted by NGOs, like EMAUS, which employ people at risk of social exclusion to repair and prepare WEEE for re-use). The techno-economic, environmental and social viability of the new CEBMs will be validated through demonstrations dealing with four target products belonging to different EEE categories: large household appliances, IT equipment, telecommunications equipment, and consumer equipment.
2.2 Services to be performed

Based on different project tasks, the following activities will be carried out by the subcontractor:

WP4. Demonstrations of the circular economic business models and eco-services
- Support in the implementation of the new procedures of the depollution and material separation within Indumetal’s ISO 9001 and ISO 14001 regulations. To be performed from 01/05/2020 to 28/02/2022.

WP8. Communication and dissemination of results
- Preparation of the material for dissemination and communication tasks taken as necessary in the project area, but considering the environmental approach of Indumetal. To be performed from 01/05/2020 to 30/04/2022

3. Profile of the company to be subcontracted

These tasks are mainly related to the development of procedures and standards focused on the process carried out in Indumetal, and, on the other hand, to the dissemination and communication. We are looking for a company capable of bringing together the knowledge necessary for the development of these activities and which, for practical and economic reasons, is based, or works continuously, in the Basque Country. The minimum characteristics that this company must meet would be:

1. Demonstrable applied knowledge in circular economy
2. Market orientation, preferably demonstrable with own experience in selling your own eco-designed product
3. Demonstrable capacity to carry out innovation projects that prioritise the waste hierarchy in the WEEE sector.
4. Demonstrable knowledge in environmental value chain traction projects
5. Demonstrable capacity in communication and dissemination projects, preferably on environmental issues.

The vehicle language of the project is English. Proficiency in Basque is also recommended for the communication activities.

4. Information and documents to be provided for evaluation

- Curriculum Vitae of the person in charge of the subcontracting activities
- Financial offer
5. Instructions for responding

All documents required as part of the tender response should be submitted to:

Dorleta Guarde
Responsible of the R&D Department
INDUMETAL RECYCLING
Ctra. de la Cantera 11 - 48950 Asua (Erandio)
☎+34 94 471 01 65
✉dguarde@indumetal.com

6. Evaluation criteria

Tender responses will be checked to ensure that they have been completed correctly and all necessary information has been provided. Tender responses correctly completed with all relevant information being provided will proceed to evaluation. Any tender responses not correctly completed in accordance with the requirements of this ITT and/or containing omissions may be rejected at this point. Where a tender response is rejected at this point it will automatically be disqualified and will not be further evaluated.

The Contract will be awarded on the bases on the following weighed award criteria:

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<th>Award Criteria</th>
<th>Weighting</th>
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| 1  | Conformance to Specification  
Submissions which do not adequately meet the Performance Specification will not be marked for the Technical Merit and Price Criteria outlined below and will not be taken forward to any subsequent stages of the Tender evaluation. | PASS/FAIL |
| 2  | Technical Merit (Quality)  
Appropriate Infrastructure  
Previous experience on the subject and on proactive working in an International environment | 39%       |
| 3  | Price                                                                        | 51%       |
| 4  | Interview                                                                    | 10%       |
|    | TOTAL                                                                        | 100%      |

Submitted Tenders will be assessed against the above criteria and scored using the following scoring model:
Points | Interpretation
--- | ---
10 | **Excellent**
   Overall the response demonstrates that the applicant meets all areas of the requirement and provides all of the areas evidence requested in the level of detail requested. This, therefore, is a detailed excellent response that meets all aspects of the requirement leaving no ambiguity as to whether the applicant can meet the requirement.

7 | **Good**
   Overall the response demonstrates that the applicant meets all areas of the requirement and provides all of the areas of evidence requested, but contains some trivial omissions in relation to the level of detail requested in terms of either the response or the evidence. This, therefore, is a good response that meets all aspects.

5 | **Adequate**
   Overall the response demonstrates that the applicant meets all areas of the requirement, but not all of the areas of evidence requested have been provided. This, therefore, is an adequate response, but with some limited ambiguity as to whether the bidder can meet the requirement due to the applicant’s failure to provide all of the evidence requested.

3 | **Poor**
   The response does not demonstrate that the applicant meets the requirement in one or more areas. This, therefore, is a poor response with significant ambiguity as to whether the bidder can meet the requirement due to the failure by the applicant to show that it meets one or more areas of the requirement.

0 | **Unacceptable**
   The response is non-compliant with the requirements of the ITT and/or no response has been provided.

### 7. Duration and Payment

The duration of the contract is from **01/05/2020 to 30/04/2022** and the total maximum budget available for the fees of the subcontractor is **15,000 €** (Non-deductible taxes included).

Payment terms will be agreed after resolution of the ITT.
8. Timeline

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<td>Deadline for clarification questions</td>
<td>15/02/2020</td>
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<td>Respond to clarification questions</td>
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<td>Tender submission deadline</td>
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<td>Evaluation of Technical Requirements</td>
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<td>Interviews</td>
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<td>Signature of the contract</td>
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<td>Contract start date</td>
<td>01/05/2020</td>
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<td>Contract end date</td>
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