

**FRIULI INNOVAZIONE Limited liability consortium company**

Parco Scientifico e Tecnologico Luigi Danieli di Udine

Legal and administrative headquarters: Via Jacopo Linussio 51 - 33100 Udine (UD) - Italy

Tax Code 94070140309 VAT No. 02159640305

Tel. 0432 629911 Fax 0432 603887

<http://www.friulinnovazione.it>email: [segreteria@friulinnovazione.it](mailto:segreteria@friulinnovazione.it)

File no. 131/2022 of May, 25 2022

**INVITATION TO TENDER****Notice of market survey for the award of services pursuant to article 36(2)(a) of Legislative Decree no. 50 of 2016 and Article 6 of the Regulations for the acquisition of works, services and supplies by Friuli Innovazione****SUBJECT: Selection of an expert to moderate 6 online workshops. The assignment is part of the implementation plan of the DIGILOGIC Project co-funded by the H2020-ICT-58 programme****CUP J24I21000000006, CIG Z0736904E0**

It is hereby notified that Friuli Innovazione Scarl intends to proceed with the awarding of the services mentioned below, by means of a purchase on a time and materials basis pursuant to article 6 of the Regulation for the Acquisition of Works, Services and Supplies of Friuli Innovazione, as last approved by the Board of Directors, as well as article 36, paragraph 2, letter a) of the Public Contracts Code (Legislative Decree no. 50/2016).

**You are invited to submit your offer to**

Official name:	FRIULI INNOVAZIONE Società consortile a r. l. Parco Scientifico e Tecnologico Luigi Danieli di Udine	
Postal address:	Via Jacopo Linussio 51 33100 Udine (UD) - Italy	
Contact points:	Telephone:	0432 629911
	Fax:	0432 603887
	Email:	<a href="mailto:segreteria@friulinnovazione.it">segreteria@friulinnovazione.it</a>
	Certified email (PEC):	<a href="mailto:friulinnovazione@legalmail.it">friulinnovazione@legalmail.it</a>

**For****A. Description of the objective and object of the service:**

In the frame of the [DIGILOGIC project](#), dedicated to increase innovation ecosystems across Europe and Africa, Friuli Innovazione is the partner in charge for Task 3.4 "[Co-creation Labs](#)".

In order to realize this activity, we need to hire an **expert facilitator eager to moderate 6 virtual labs in English** involving participants from the EU and Africa and focusing on digital solution for the Logistics Critical Mile sector.

Each lab has a 2-week program with 4 online sessions (max 4 hours each). The labs' calendar will cover a period that goes from July 2022 until December 2023 (for the outline details please check the ADDENDUM).

Labs will provide a tangible opportunity for African and European innovators and would-be entrepreneurs to refine their problem-solving attitude and the capability to spotlight the potential of digital technologies in the Logistics Critical Mile. Max 20 participants per lab, split into 4 workgroups, each assigned to a mentor.

**What is the role of the Lab Manager?** He/she is responsible for the overall moderation of the labs, will lead some plenary sessions according to own specific expertise areas (see below); is responsible for onboarding mentors before each lab and for coordination with other



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experts involved. The Lab Manager will act in continuous coordination and with the support of Friuli Innovazione's team.

### **Lab Manager required skills:**

- design thinking expertise
- superb moderation skills in English
- strong experience in digital facilitation (Zoom platform and collaborative tools like Mirò will be used)
- people-oriented approach
- familiar with co-creation methodologies (ability to make use of methodologies e.g., warm-up, energizers, introductions...)
- expertise in rapid prototyping, users' research techniques, service design is a plus
- logistics industry knowledge is a plus

For the proper task execution, it is estimated **a minimum of 30 person/days** effort to be granted by the candidate.

### **B. Assumed maximum amount, excluding VAT: EUR 20,000.00 (twenty thousand.00 euro)**

The remuneration will be paid as follows:

- 30% upon completion of the first two workshops (to be completed by 31.12.2022);
- 30% upon completion of workshops 3 and 4 (to be completed by 30.04.2023);
- the remaining 40% upon completion of the activity, no later than 31.12.2023.

### **C. Guarantees required of the tenderer:**

Technical and professional capacity (pursuant to art. 42 of the Code), which corresponds to field experience and/or specialisation in the sectors covered by the object of the service to be proven by submitting Annex C.

### **D. Tender submission deadline:**

No later than **23:59 on 9 June 2022**.

### **E. Period of validity (in days) of the offers:**

The minimum period during which the tenderer is bound by its bid is 120 days.

### **F. Period of performance:**

The service must be completed by 31.12.2023 at the latest.

### **G. Selected award criterion**

Most economically advantageous offer.

### **H. Evaluation elements**

1. **Professional experience** (Annex A): up to a maximum of **60 points** awarded as specified below:

- **2 points** up to a maximum of **20 points** will be awarded for each proven professional experience in the role of moderator/facilitator of co-creation workshops, plus
  - **2 points** (up to a maximum of 10 points) for previous assignments in **virtual mode**
  - **2 points** (up to a maximum of 10 points) for previous assignments in the **logistics sector**



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- **1 point** (up to a maximum of 10 points) for previous assignments for the moderation of **international working groups** (with reference to the use of English and participants of different nationalities);
- Up to an additional **20 points** will be awarded for specialisation in design thinking techniques, rapid prototyping, service design and users research.

Applicants must enclose with their application (Annex A) a company profile and/or curriculum vitae clearly showing the experience possessed in the terms indicated.

### **2. Overall economic offer (Annex B) up to a maximum of 30 points**

### **3. Interview, up to a maximum of 10 points**

Friuli Innovazione reserves the right to propose an in-depth interview to the three candidates with the highest score with reference to criteria 1 and 2. The interview will be agreed between the parties, will last 30' and will be conducted online in the period 13-17 June 2022.

#### **1. Any securities required to accompany the tender or to guarantee the conclusion of the contract or the performance of contractual services:**

For orders exceeding EUR 1,500.00, in accordance with its own Regulation for the Acquisition of Works, Services and Supplies, Friuli Innovazione reserves the right to require the lodging of a deposit equal to 10% of the amount to guarantee the exact and complete fulfilment of all obligations arising from the contract, compensation for any damages arising from the non-fulfilment of such obligations, as well as the reimbursement of any undue sums that Friuli Innovazione may have paid during the execution of the contract.

#### **2. Amount of penalties:**

According to art.16 of the General Contractual Terms and Conditions of Friuli Innovazione

#### **3. Subjective requirements for the tenderer:**

- technical and professional ability (pursuant to art. 42 of the Code), which corresponds to field experience and specialisation in the sectors covered by the object of the service to be proven by submitting Annex A;
- excellent knowledge of the English language - necessary for the performance of the assignment

#### **4. Terms of payment:**

B.B. 30-day invoice date end of the month with split payment

### **The tenderer is obliged to make an appropriate declaration (included in Annex A):**

- 1) to bear all statutory insurance and social security charges at its own expense
- 2) to comply with the regulations in force concerning safety at work and workers' remuneration
- 3) to accept the Rules for the Acquisition of Works, Services and Supplies of Friuli Innovazione, published on the website [www.friulinnovazione.it/lavora-con-noi/fornitori](http://www.friulinnovazione.it/lavora-con-noi/fornitori)
- 4) to accept the General Terms and Conditions published on [www.friulinnovazione.it/lavora-con-noi/fornitori](http://www.friulinnovazione.it/lavora-con-noi/fornitori) and any further contractual conditions and penalties set out in the call
- 5) to meet the subjective requirements



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6) not to fall within the grounds for exclusion set out in article 80 of Leg. Decree 50/2016

**Friuli Innovazione reserves the right:**

- to request any documentation necessary for a better qualitative assessment of the requirements, prior to awarding the contract
- not to enter into any contract should circumstances arise such that the purchase of the services referred to in this call for tenders is no longer necessary, sustainable, appropriate or worthwhile
- to delegate the evaluation of the tenders received to a special awarding commission
- to award the contract even if there is only one valid tender, provided that it is convenient or suitable in relation to the object of the call.

**Submitting tenders and declarations**

The tenderer must send

- ANNEX A - Application form, completed, signed and accompanied by all required annexes and
- ANNEX B - Economic offer, completed and signed

either by **email (PEC certified for Italian candidates)** to [friulinnovazione@legalmail.it](mailto:friulinnovazione@legalmail.it) or by registered letter with return receipt, which must reach the contracting authority by the mandatory deadline referred to in point D) of this Call.

The date of dispatch will not be decisive.

Separately, the tenderer should send any CVs - if requested - exclusively to the following email address: [curriculum@friulinnovazione.it](mailto:curriculum@friulinnovazione.it)

In the case of digital submission, object will be **DIGILOGIC TENDER File n° 131/2022**.

In the case of digital submission, tenders and declarations must be digitally signed or hand-signed and scanned; in the latter case, a copy of the signatory's identity document must be attached.

**Privacy:**

Pursuant to EU Regulation no. 2016/679 (General Data Protection Regulation, hereinafter also 'GDPR'), participation in this tender procedure may involve the processing of personal data of the economic operator. The provision of data is mandatory for participation in the procedure and the data provided will not be used for any other purpose. At any time, the data subject may exercise the rights provided for in articles 15 et seq. of the GDPR.

The data controller is Friuli Innovazione Scarl with registered office in Udine (UD), Via Jacopo Linussio 51. The full privacy notice is available at [www.friulinnovazione.it/it/informative/informativa-privacy](http://www.friulinnovazione.it/it/informative/informativa-privacy).

**Annexes:**

- ANNEX A - Application form and list of references
- ANNEX B - Economic offer
- ADDENDUM

**Managing Director  
dr Filippo Bianco**