



# FRIULI INNOVAZIONE, CENTRO DI RICERCA E DI TRASFERIMENTO TECNOLOGICO

## Società consortile a responsabilità limitata

Parco Scientifico e Tecnologico Luigi Danieli di Udine

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Prot. N. 189/19 dated 20/05/2019

Subject: Call for tenders for a "Train the Trainers" workshop for accelerator facilitators and business incubators within the **EESAA - Entrepreneurial Ecosystem Alpe Adria Project, ITAT1037 EES AA** (co-financed by Interreg V-A Italy-Austria program) **CUP J53J16000070007**

Negotiated procedure without prior publication of a call for competition (articles 36 paragraph 2 letter b) and 63 of legislative decree n°. 50 of 18 April 2016).

Criterion for the most economically advantageous offer (Article 95 of Legislative Decree 50/2016) determined by means of lumpsum tender.

### **SECTION I: CONTRACTING AUTHORITY**

#### **I.1) Name, addresses and contact points**

Official Name: FRIULI INNOVAZIONE, CENTRO DI RICERCA E DI TRASFERIMENTO TECNOLOGICO società consortile a r. l. – Parco Scientifico e Tecnologico Luigi Danieli di Udine		
Address: VIA Jacopo Linussio n. 51 –		
City: UDINE	Postcode/ZIP: 33100	Country: Italy
<b>Contact points:</b> segreteria@friulinnovazione.it	Tel: + 39 0432 629911 Tel: + 39 0432 629923	
Email: segreteria@friulinnovazione.it Certified email (P.e.c.): friulinnovazione@legalmail.it	Fax: + 39 0432 603887	
<b>Web sites:</b> Contracting Authority: Client Profile:	http://www.friulinnovazione.it https://friulinnovazione.it/it/friulinnovazione/bandi-e-gare/	
Further information is available from:	<input checked="" type="checkbox"/> the contact points outlined above <input type="checkbox"/> see Annex A.I	
The special tender specifications and additional documentation are available from:	<input checked="" type="checkbox"/> the contact points outlined above <input type="checkbox"/> see Annex A.II	
Offers must be sent to:	<input checked="" type="checkbox"/> the contact points outlined above <input type="checkbox"/> see Annex A.III	

#### **I.2) Type of contracting authority and main business sectors**

Type of contracting authority	Main business sectors
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<input type="checkbox"/> Ministry or other national or federal authority, including local or regional offices <input type="checkbox"/> National or federal agency/office <input type="checkbox"/> Regional or local authority <input checked="" type="checkbox"/> Regional or local agency/office <input type="checkbox"/> Body governed by public law <input type="checkbox"/> European institution/agency or international organisation <input type="checkbox"/> Other: _____	<input type="checkbox"/> General services of public administrations <input type="checkbox"/> Defence <input type="checkbox"/> Public order and security <input type="checkbox"/> Environment <input type="checkbox"/> Economic and financial affairs <input type="checkbox"/> Health <input type="checkbox"/> Housing and regional planning <input type="checkbox"/> Social protection <input type="checkbox"/> Recreation, culture and religion <input type="checkbox"/> Education <input checked="" type="checkbox"/> Other: Research and technology transfer
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## SECTION II: OBJECT OF THE CONTRACT

### II.1) Description

#### II.1.1) Title attributed to the contract by the contracting authority: <sup>(1)</sup>

Invitation to tender for the development and implementation of a **"Train the Trainers" workshop** with relative **Toolkit and Guidelines** \_ according to the "Lean Startup Approach" and techniques.

The goal is to provide advanced training for facilitators operating at incubators and accelerators of the intermediary institutions, who are partners of the EEsAA project.

The workshop is part of WP4, Task 4 of the EEsAA Project (Interreg VA Italy-Austria 2014-2020 Program) - to complete the pilot actions aimed at developing a cross-border entrepreneurial ecosystem for startups and SMEs with innovative projects. Namely, the workshop will focus on acquiring of skills aimed at the governance of the innovative process according to the "Lean Startup Approach", in a transnational and intercultural context (participants from the Alpe Adria area are expected).

#### II.1.2) Type of contract and place of performance:

Service contract.

Site or main site of the works: the event will be held in Udine within July 2019, c/o the Friuli Innovazione headquarters.

#### II.1.3) This Notice concerns a public contract

yes  no

#### II.1.4) Description of the service: <sup>(2)</sup>

Friuli Innovazione intends to outsource the organisation of a one or two-day event for a total of no less than 12 hours. Target set: 10-15 participating facilitators.

Namely, the service requested will be divided as follows:

- Briefing to define the needs of the Friuli Innovation client (target identification, project and program constraints, and event objectives), with the preparation of an initial draft within four days from assigning the task
- Development and implementation of the "Train the trainers" workshop focused on the Lean startup approach and related topics and techniques (Minimum viable product, value mapping, client person, etc.) based on the training needs indicated by the client
- Preparation and printing of material (Tool Kit; guidelines, etc.) that is useful for use of the support techniques to develop innovative projects promoted by startups and/or SMEs, subject of the workshop
- Setting up of the location with any consumables and other materials required by the selected activities format (for example: blackboards, flip charts, markers, post-it notes, coloured cardboard, useful models and other specific material to be used during the event)

The languages of the event will be English and Italian based on the language skills of the participants and/or the moderator/facilitator selected.



<b>II.1.5) Division in lots:</b>	yes <input type="checkbox"/> no <input checked="" type="checkbox"/>
<b>II.1.6) Eligibility of variants:</b>	yes <input type="checkbox"/> no <input checked="" type="checkbox"/>

## II.2) Quantity or scope of the contract

<b>II.2.1) Total quantity or extent (in euros, excluding VAT):</b>	
€ 8,000.00	of which
Services	€ 8,000.00 (subject to discount)
Charges for the implementation of safety plans	(Not applicable)
Prevailing category	(Not applicable)

<b>II.2.2) Options:</b>	yes <input checked="" type="checkbox"/> no <input type="checkbox"/>
The Contracting Authority reserves the right to not start, to suspend or to revoke the procedure at any time. In this case the participants will not be entitled to any compensation.	

## II.3) Duration of the contract or deadline for completion

The service must be completed no later than 30/07/2019.
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## SECTION III: LEGAL AND TECHNICAL INFORMATION

### III.1) Conditions relating to the contract

<b>III.1.1) Deposits and guarantees required</b>	
In compliance with the provisions of art. 3 of the general contractual conditions applicable to the works, services and supplies - Rev.1 - 21/9/2012, Friuli Innovazione reserves the right to request a deposit equal to 10% of the total amount in order to guarantee the exact and complete fulfilment of all the obligations deriving from the contract, compensation for any damage deriving from the non-fulfilment thereof, as well as reimbursement of any undue amounts that Friuli Innovazione may have paid during execution of the contract.	
<b>III.1.2) Main financing and payment methods</b>	
<ul style="list-style-type: none"> <li>a) financing by the Managing Authority of the Interreg VA Italy-Austria 2014-2020 Cooperation Program</li> <li>b) the selected supplier must issue a 30% down payment invoice upon contract signing and a final invoice within 5 days from completion of the service. Payments shall be made by bank transfer 30 days after issue of the invoice.</li> <li>c) lumpsum contract pursuant to Article 3, paragraph 1, lett. d) of Legislative Decree n°. 50 of 2016.</li> </ul>	
<b>III.1.3) Legal form to be taken by the group awarded the contract:</b>	
All those required by law.	
<b>III.1.4) Other special conditions to which the implementation of the contract is subject: <sup>(3)</sup></b>	yes <input checked="" type="checkbox"/> no <input type="checkbox"/>
The award does not entail an obligation by the Contracting Authority to stipulate a contract. In fact, even after the award, the Contracting Authority reserves the right not to stipulate a supply contract if circumstances should arise whereby procurement of the supply referred to in this Notice is no longer necessary, sustainable, appropriate or convenient.	

### III.2) Conditions of participation

<b>III.2.1) Personal situation of the operators, including requirements relating to enrolment on the professional register or in the commercial register</b>
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Self-certifications pursuant to the Presidential Decree n°. 445 of 2000, in compliance with the tender regulations, including:

- 1) registration with the Chamber of Commerce or other official register for competitors established in other EU countries;
- 2) absence of the reasons for exclusion pursuant to art. 80 of Legislative Decree n°. 50 of 2016;
- 3) absence of multiple participation pursuant to articles 36, paragraph 5, and 37, paragraph 7 of legislative decree n°. 163 of 2006;
- 4) registration in the white list of the territorial Prefecture, pursuant to art. 1, para. 52-57 of law n°. 190 of 6 November 2012.

### III.2.2) Technical capacity

Technical and professional capacity (pursuant to Article 42 of the Code), which will correspond to operational experience and specialisation in the sectors covered by the object of the service to be proven by submitting a list of the main services implemented, similar to those covered by this procedure, showing the dates, clients, number of participants and topics covered.

### III.2.3) Reserved contracts:

yes  no

## SECTION IV: PROCEDURE

### IV.1) Type of procedure

**IV.1.1)** Type of procedure: Negotiated without publication of a call for competition pursuant to articles 36, paragraph 2, lett. c) and 63 of Legislative Decree n°. 50 of 18 April 2016.

### IV.1.2) Number of operators to be consulted:

According to art. 36, paragraph 2, lett. b) of Legislative Decree n°. 50 of 18 April 2016, the internal regulation of Friuli Innovazione concerning the Acquisition of Services and Supplies, in accordance with the rules of the Programme Interreg Italy-Austria 2014-2020, the Contracting Authority will consult at least three economic operators, if there are as many suitable subjects.

### IV.2) Award criteria

#### IV.2.1) Award criteria: The most economically advantageous tender

Assignment will be awarded according to the criterion of the most economically advantageous offer pursuant to art. 95 of Legislative Decree n°. 50/2016.  
The evaluation criteria and their relative credits are listed below.

##### A. List of references (fill in Annex 1): up to a maximum of **50 points**.

Experience in the development and implementation of events on the specified topics aimed at a comparable target, which include working sessions aimed at training intermediary bodies and/or supporting innovative projects

- 5 points will be awarded for each training service – whether national or international – that has been developed for a similar target to that of this Notice (business and/or innovation consultants, incubators, science and technology parks, development agencies, etc.), up to a maximum of 20 points;
- 2 points will be awarded for each event on the topics in question, up to a maximum of 20 points;
- 1 point will be awarded for each additional service similar to this request, up to a maximum of 10 points.

A list of the main services performed, similar to those covered by this procedure must be submitted, showing dates, clients, number of participants and topics covered. It is additionally required to provide a company profile and the curriculum vitae of the professionals that will be involved in the service.



company profile and the curriculum vitae of the professionals that will be involved in the service.

B. Lumpsum economic offer (fill in Annex 2), up to a maximum of **30 points**

C. Qualification of the submitted offer (see Annex 1 and Annex 2): up to a maximum of **20 points**.

Along with the economic offer it is required to provide a draft of the workshop agenda as well as a list of the possible tools and materials proposed specifying their usefulness for the reference target (as requested in Annex 2).

It would be preferable, for example, to have participated in training events on the reference topics with experts also international and/or to be able to guarantee the application of tools/materials following the most recent version of the Lean methodology, and/or to have won prizes and awards for activities relevant to that of this call for competition (as requested in Annex 1).

The evaluation of the received offers can be delegated to a selection board.

Friuli Innovazione reserves the right to perform any checks on self-declarations and to request additional documentation proving their truthfulness.

#### IV.3) Administrative information

<b>IV.3.1) Reference number attributed to the file by the contracting authority:</b>	
<b>IV.3.2) Publications related to the same contract</b>	yes <input type="checkbox"/> no <input checked="" type="checkbox"/>
<b>IV.3.4) Deadline for submission of tenders:</b>	
Day: <input type="text" value="Wednesday"/>	Date: <input type="text" value="29"/> <input type="text" value="05"/> <input type="text" value="2019"/> Time: <input type="text" value="00:00"/>
<b>IV.3.6) Languages used for the submission of offers: Italian</b>	
<b>IV.3.7) Minimum period during which the bidder is bound to its offer</b>	
• 90 days (from the deadline for receipt of offers).	

#### SECTION VI: OTHER INFORMATION

<b>VI.1) This is a periodic contract:</b>	yes <input type="checkbox"/> no <input checked="" type="checkbox"/>
<b>VI.2) Contract related to a project/program financed by EU funds:</b>	yes <input checked="" type="checkbox"/> no <input type="checkbox"/>
<b>VI.3) Additional information:</b>	
a) selection called by resolution of the Board of Directors of (Not applicable);	
b.1) offer accompanied by the documentation relating to the conditions of participation (points III.2.1. and III.2.3. of this Notice) to be submitted within the peremptory term referred to in point IV.3.4;	
b.2) the competitors must submit an economic offer by means of a percentage discount on the base price of the tender made up of the amount of the services (subject to discount) referred to in <b>point II.2.1</b> ;	
c) the contracting authority reserves the right to proceed with a verification of abnormally low tenders pursuant to Article 97 of Legislative Decree n°. 50 of 2016	
d) award even if there is only one valid offer;	
e) obligation to indicate the parts that are intended to be subcontracted. The Contracting Authority does not provide for direct payment to subcontractors;	
f) obligation for temporary groups and ordinary consortia to declare the commitment to be taken on and to outline parts of the work to be entrusted to each economic operator of the group or consortium (Article	



48, paragraph 8, Legislative Decree N°. 50 of 2016 );

- g) obligation for consortia of cooperatives and artisan businesses to list the consortium members on behalf of which the consortium is competing and, for these consortium members, declarations with the requirements outlined in **point III.2.1** (Article 48, paragraph 7, Legislative Decree n°. 50 of 2016);
- h) obligation for stable consortia to list all their members and, if they are not carrying out the work themselves, to list the executing consortium members and, for the latter, declarations with the requirements as per **points III.2.1 and III.2.2**);
- i) obligation to declare that the technical documentation has been examined, and that all the conditions have been read and verified;
- k) all the information, specifications, methods for submission of admission documentation and the offer, award procedures outlined in the tender documents are an integral and essential part of this Notice;
- l) complete tender documentation and any other complementary document, including templates for declarations (usable by competitors), with free, direct and complete access to the internet address <https://friulinnovazione.it/it/friuli-innovazione/bandi-e-gare/>;
- m) competitors must send the following documentation, duly signed and accompanied by all the attachments requested, by certified Email (PEC) to [friulinnovazione@legalmail.it](mailto:friulinnovazione@legalmail.it) or by registered letter with proof of delivery:
  - **ANNEX 1: REFERENCES**
  - **ANNEX 2: ECONOMIC OFFER**
  - **STATEMENT OF GENERAL REQUIREMENTS**
  - **copy of valid document of identity.**

The competitor is also entitled to hand deliver the package containing the offer, together with all the remaining documents requested, within the aforementioned mandatory term, to Friuli Innovazione, Centro di Ricerca e di Trasferimento Tecnologico Scarl - Via Jacopo Linussio 51 - 33100 Udine, every working day, excluding Saturday from 09:00 to 16:00. In addition to the header and address of the sender, the CIG n°. (tender ID n°.), indications relating to the subject of the tender and the due date must be written on the envelope.

The offer is sent at the sole and total risk of the sender.

It is the sender's responsibility to make sure that the offer has been received by the competent office by calling 0432 629911; hence, Friuli Innovazione shall not be held liable.

- n) any contractual dispute shall be brought before the judicial authority of the Court of UDINE;
- o) Procedure manager: Fabio Feruglio - contact details as per **point I.1**).

#### **VI.4) Appeal procedures**

##### **VI.4.1) Body responsible for appeal procedures**

Official name:

T.A.R. (Regional Administrative Court) for FRIULI V. GIULIA - Trieste office

Mailing address:

City:  
Trieste

Postcode/ZIP  
code:  
34121

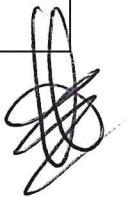
Country:  
Italy

Email:

Tel:  
040/6724711

Web site (URL):  
<http://www.giustizia-amministrativa.it>

Fax:



**Body responsible for the mediation procedures**

Responsible for the procedure referred to in **point VI.3, letter p)**. <sup>(4)</sup>

**VI.4.2) Submission of appeals**

Precise information on the terms of submitting an appeal (art. 120 of legislative decree 104/2010):

- a) within 30 days of the publication of this Notice for reasons that prevent participation;
- b) within 30 days of becoming aware of the exclusion provision;
- c) within 30 days of knowledge of the award order.

**VI.4.3) Service from which information on the appeal presentation is available**

Procedure manager referred to in **point VI.3, letter p)**. <sup>(5)</sup>

**VI.5) Date of publication of this Notice on the website of the contracting authority:** <sup>(6)</sup>

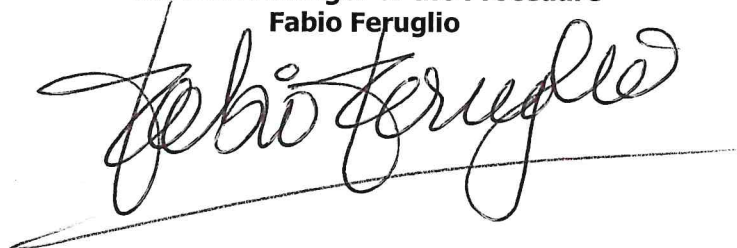
20

05

2019

**The Sole Manager of the Procedure**

**Fabio Feruglio**



<sup>1</sup> Complete with a name of the single intervention with the project documentation.

<sup>2</sup> Brief description of the intervention, obtainable from the Technical Specifications.

<sup>3</sup> List any other conditions (for example: conditions precedent in relation to the financial situation of resources available during the procurement process, the urban development situation in the process of adjustment, the pending approval provisions, etc.).

<sup>4</sup> Check and correct the reference if the list in point VI.3) has been changed.

<sup>5</sup> Check and correct the reference if the list in pint VI.3) has been changed.

<sup>6</sup> In the event of a contract for an amount exceeding € 500,000, replace the words «publication of this Notice on the notice board» with the words «dispatch of this Notice to G.U.R.I. (Official Journal of the Republic of Italy)».

