

Invitation to Tender

1 General provisions

1.1 Brief description of required service

Thermopolis Ltd., as the partner responsible for communication management in the LowTEMP project (Low Temperature District Heating for the Baltic Sea Region) co-funded by the Interreg Baltic Sea Region Programme, invites you to tender for the contract of taking over Communication Manager (CM) tasks in the LowTEMP project. The CM

- will guide the implementation of communication measures within the partner consortium and with each single partner organization,
- Will support the Project Manager in tracking activities to assure the projects communication aims and the target groups are reached.

This document relates to the contract notice published on HILMA (www.hankintailmoitukset.fi).

1.2 Project Summary

The LowTEMP project implementation period is 1.10.2017-30.09.2020.

The partnership has 19 members and the Lead Partner is the Institute of Fluid Flow Machinery, Polish Academy of Sciences (IMP PAN).

In the Baltic Sea Region, district heating is very prevalent – in some countries more than 50 % of the households are supplied by district heating. Often, the existing district heating systems do not comply with energy efficiency standards and are technically outdated. They also face the challenge of increasingly energy efficient new and refurbished buildings leading to a lower heat demand. An upgrade is required.

Low temperature district heating is a possibility to optimise existing district heating systems or to develop independent future sustainable grids. By lowering the temperature in the networks, a reduction of heat losses and the utilisation of renewable energy and waste-to-heat sources are possible.

Within the LowTEMP project, partners from nine Baltic Sea Region countries come together to make the district heating supply in their municipalities or regions, but also on a broader scale in other Baltic Sea Regions, more sustainable by integrating low temperature district heating solutions. Project activities will provide local and regional public authorities as well as institutions, being responsible for the energy supply, with know-how and strategic tools on how to plan, finance, install and manage low temperature district heating systems. This shall lead to the implementation of concrete projects restructuring the existing district heating systems towards future sustainable low temperature

district heating grids. More efficient energy supply systems mean energy savings, better economy and cleaner air in the Baltic Sea Region.

1.3 Thermopolis Oy

Thermopolis Ltd. is a non-profit company, with the goal of promoting the use of renewable sources of energy, energy efficiency and sustainable development. Thermopolis is a member of the European network of around 400 Energy Agencies. The company was founded in 2003 as a part of the city of Lapua and has been a non-profit company since 2006. Currently there are 6 people working in our office.

2 Subject of procurement

2.1 Description of Communication Manager Tasks

The CM:

- Will guide the implementation of communication measures within the partner consortium and with each single partner organization in accordance to the project application (will be made available for the chosen CM) and programme manual (can be found on via this link <https://www.interreg-baltic.eu/for-projects.html>),
- Will support the Project Manager in tracking activities to assure the projects communication aims and the target groups are reached
- Will work in close co-operation with the Project Manager, Lead Partner and Thermopolis Ltd.
- Will work in co-operation with the Managing Authority/Joint Secretariat (MA/JS) of Interreg BSR on communication issues
- CM will also undertake the following tasks:
- Drafting, writing and coordination of implementation of the Communication strategy for the project. Including identifying important LowTEMP stakeholders in EU and the BSR, for strategic communication, planning and implementation.
- Setting communication aims for the work packages and ensuring consistency of the aims, target groups and approach. Work package specific communication targets have been identified during the application process and will be made available for the chosen CM.
- Drafting Visual Identity guide, acting as “keeper” of the visual identity and EU/Programme visibility rules in the project.
Also
 - Design (according to regulations) and print of A3 posters, to be displayed onsite for each partner organisation (Each partner will print their own poster)
 - Design templates for project documents (word/PowerPoint etc.)
- Setting up and maintaining a repository of the LowTEMP knowledge (in the form of a website), integrating in the website the planned “District Heating Database /Knowledgebase” (main output of work package 2)
- Coordinate internal communication tools (e.g. document sharing platform, internal newsletter)
- Support in planning and implementation of the internal communication between project partners including:

- Coordination and support of persons responsible for communication in partner organisations.
- Creating communication checklists for each reporting period (6 months), so each partner knows what is expected of them in relation to communication during the period
- Providing advice when needed on organisation and moderation of public events
- Managing social media
- Organising LowTEMP events (planning agenda, invitation, online registration) – event management in cooperation with hosting project partner and Project Manager.
 - 8 project partner meetings that will be initiated by the Project Manager in cooperation with Communication Manager, both supporting the local hosts in the content related arrangement of the event.
 - It is planned to have the kick-off conference in Gdansk, PL and the final conference will take place in Hamburg, DE. The further six partner meetings will take place in DK, LV, LT, SE, EE and FI.
 - In the framework of the kick-off-conference, the project partners will receive advice and training on programme rules, communication, financial and project related management issues by the Project Manager and the Communication Manager.
 - During the second event, i.e. the regular partner meeting, a mini communication seminar will take place. The focus of the seminar will be to discuss the draft communication plan and communication methodology.

2.2 Duration

The LowTEMP project implementation period is 1.10.2017-30.09.2020. The starting point of the contract between Thermopolis and the chosen CM will be as soon as possible after the procurement process has been completed and it will be written for the rest of the project duration.

2.3 Alternative and partial offers

Alternative and partial offers are not accepted.

3 Eligibility criteria

In accordance with Finnish legislation on contractor's responsibilities (Laki tilaajan selvitysvollisuudesta ja vastuusta ulkopuolista työvoimaa käytettäessä 1233/2006) tenderer organisations **must** provide:

1. Proof of VAT liability (and VAT number) or exemption of this (and other national identification number).
2. Proof of enrollment on an official list of approved economic operators or equivalent certificate (e.g. trade registers extract).
3. Proof of payment of taxes.
4. Proof payments to State Pension insurance or equivalent.

5. Proof of enrolment in prepayment of taxes register or national equivalent.
6. Statement on general working agreements applied in the organization (e.g. collective agreements). This can be a statement written and signed by the tenderer.

Tenderer organizations are also asked to provide the following information

1. A statement that the organization is not the subject of proceedings concerning bankruptcy.
2. A statement that neither their organization nor any person who is a member of its administrative, management or supervisory body or has powers of representation, decision or control therein is not under investigation and has not been:
 - a. Convicted of an offence concerning professional conduct by a judgement which has the force of res judicata or are guilty of grave professional misconduct proven by any justified means.
 - b. Engaged in any act of fraud or corruption or involved in a criminal organization.
 - c. Or convicted of any criminal activity stated in Finnish law of public procurement (Laki julkisista hankinnoista ja käyttöoikeussopimuksista 1397/2016).

4 Tender criteria

4.1 Tenderer organisations

Tenderer organizations are also asked to provide the following information

1. The turnover and profit of their last accounting year.
2. Description of the competences and references of the bidding organization.

4.2 Profile of the Communication Manager(s)

The profile of the responsible Communication Manager(s) within the organization:

1. Min 3 years of experience in the Interreg Baltic Sea Region type cooperation
2. Min 3 years of experience in communication planning and management
3. Experience with international/transnational projects in the Baltic Sea Region
4. Experience with establishing websites, managing social media
5. Experience with editing texts/news, production of printed and digital publications
6. Languages: English and at least 2 further languages from BSR region

Please provide CV(s). Please name at least one Communication Manager and a back-up person.

4.3 Other requirements

The tender should demonstrate your knowledge of project communication requirements and understanding of the tasks listed in this invitation. Please include the following:

1. A clear description of the content, approach and structure of the work for all the tasks described above.
2. A Budget plan. The budget plan should be broken down into the following cost categories: expertise per unit costs (e.g. hourly/daily fee rate, number of persons and hours), general costs (materials etc.), reimbursable costs (daily subsistence allowance, other) and travel expenses. Please exemplify how the work and costs are divided over the project lifetime and how often you plan to bill your costs. The invoicing schedule will be agreed on in the contract. However, all invoices must be received before 30.9.2020 with sufficient time for the payment to also take place before 30.9.2020.
3. Tenders must be submitted in **English**. The tender should be signed by an authorised signatory.
4. Please include relevant contact information (incl. contact person and email address.) Thermopolis will notify all parties participating in this procurement of the results by email.

4.4 Validity of your tender

The tender shall be binding and valid until 30.11.2017.

4.5 Price

The maximum amount available is 63 000 EUR (VAT 0%). Tenders with budget plans higher than this amount will **not** be considered.

5 Assessment criteria

The proposal shall be evaluated according the following criteria.

- a. Factor 1: Clarity, structure and quality of the proposed work plan, timeline and responding to the tasks. (40 %)
- b. Factor 2: The qualifications, experience and competence of the proposed Communication Manager(s) and back-up person. (40 %)
- c. Factor 3: References the bidding organization. (10 %)

The evaluation is done by scoring each factor with 1-3 or 5 points (1=weak, 2=satisfactory, 3= good and 5= outstanding). The total score for a tender is proportioned with the weighting and the highest score. The tender with the highest score is awarded a score equivalent to the weighting percentage and the rest are awarded less points calculated using the formula:

$$\text{weighting of the comparison criterion} * \frac{\text{tender score}}{\text{highest score}}$$

- d. Price (10 %).

The lowest price is evaluated. The lowest price of all is awarded a score equivalent to the weighting percentage and the rest are scored less points in proportion to the lowest price with the following formula:

weighting of the comparison criterion * $\frac{\text{lowest price}}{\text{tender price}}$

The comparison criteria are all evaluated separately and then total points are calculated. The tender with the highest total score will be the winner of this competitive bidding.

Should the result indicate a tie at this stage the tender with the higher score for pricing will be the winner.

6 Procurement timeframe and process

6.1 Timeframe

The estimated timetable for the procurement is as follows:

Possibility for tenderers to ask Thermopolis for additional information (by email to lea.hamalainen@thermopolis.fi)	11.9.2017
Thermopolis answers the questions (the answered questions will be made available on the Thermopolis website www.thermopolis.fi)	15.9.2017
Deadline for tendering	29.9.2017 time 16:00 (Finnish time)
Opening of tenders	3.10.2017
Thermopolis aims to make a decision on award of contract by	6.10.2017
Thermopolis aims for the contract to be signed latest by ¹	31.10.2017

6.2 Chosen award procedure

The maximum amount available is 63 000 EUR (VAT 0%). The proposal is over the limit of the national threshold but under the EU-threshold. Therefore the chosen award procedure is a national open procedure, where the contract notice is published on HILMA. The invitation to tender is also published on Thermopolis Oy website.

The tendering documents are available in English and any translations to other languages and the costs thereof are solely the responsibility of the tenderer.

The procedure will proceed in the following steps:

1. Verification of eligibility and suitability of tenders

Please note: Tenders may be rejected if the complete information called for is not given or if the tenderer does not meet set criteria.

¹ The contract cannot be signed before an appeal period of 14 days has past. The counting of the 14 days starts from the day the winning tender is announced to all tenderers. Also all project related contracts (e.g. subsidy contract) must be signed prior to entering into contract with the chosen CM.

2. Evaluation of TENDER content (are all requirements answered)

Please note: Tenderers that fail to meet minimum requirements presented in the procurement documents will be excluded from the process.

3. Tenders that pass steps 1 and 2 will participate in the competitive bidding and be evaluated in relation to the assessment criteria presented in Section 5. Each tender will be evaluated separately and then compared to one another.

4. The decision concerning the award of contract and the notification of the decision to tenderers via email.

5. Signing of the contract.

6.3 Openness of the public contract award procedure

According to the Finnish law on public procurement (Laki julkisista hankinnoista ja käyttöoikeussopimuksista 1397/2016) all tender documents are public when the contract has been signed. If any part of the tender should be considered confidential because of private business or professional secrets it should be clearly marked in the tender documents, by separate documents if necessary.

Please note that prices are always public and a party of the procurement procedure shall have the right to access information used in the evaluation of tenders and comparison criteria. Thermopolis makes the final decisions on tender confidentiality and publicity.

7 Contracting and payment

7.1 Contracting period

The contracting period begins from the signing of the contract and last for the duration of the project implementation time (30.9.2020).

7.2 Rights to produced materials, information

During the project the CM will set up a website and create other communication materials and information. Communication materials directed to the target groups of the project will be made public via the project website. Other created materials must be made available for the Lead Partner, Thermopolis, other project partners and the Managing Authority/Joint Secretariat (MA/JS) of Interreg BSR in accordance with programme rules, the subsidy contract and the partnership agreement. Passwords for website must be made available for Thermopolis Oy.

7.3 After the project implementation period

Communicational duties related to LowTEMP that take place after the project implementation period will be negotiated separately as needed with the chosen CM. (e.g. Website maintenance for five years after project closure.)

7.4 Payment

Terms of payment are 30 days net after Thermopolis has received the invoice.

The invoicing schedule will be agreed on in the contract. However, all invoices must be received before 30.9.2020 with sufficient time for the payment to also take place before 30.9.2020.

Thermopolis uses electronic invoice services. The details will be given to the chosen tender.

7.5 Jurisdiction and applicable law

Finnish law and prevailing judicial procedure shall be observed in legal proceedings concerning this procurement.

All matters related to the contract shall in first place be solved through mutual negotiations. If dispute cannot be solved through negotiations it will be submitted to be decided by the local court in Seinäjoki, Finland.

8 Information

8.1 Submission of tender

Tenders must be submitted by 29.9.2017 time 16:00 (Finnish time) by email to this email address tender@thermopolis.fi. Notice that the maximum size of an email can be 20 MBIT. If your attachments exceed this limit, please send contact Lea Hämäläinen at the email address presented bellow for further details.

Make sure you receive an automatic reply. If you do not receive an automatic reply please contact Lea Hämäläinen, lea.hamalainen@thermopolis.fi.

8.2 Additional questions

Additional questions relating to the content of the tender can be sent by email to Lea Hämäläinen, lea.hamalainen@thermopolis.fi. Only questions sent to this email before the question deadline will be answered.

All questions must be asked before 11.9.2017. Answers will be added to the documents available on Thermopolis Oy website (www.thermopolis.fi) and sent via email to those who have expressed an interest or asked questions before 11.9.2017.

Information provided by Thermopolis as answers to questions must be taken into account when drawing up the tender.

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Finland

Invitation to Tender
LowTEMP – Communication manager

9 (9)

Thermopolis Ltd. reserves the right to accept or reject any or all proposals.

5.9.2017



Matti Alakoskela
Managing Director
Thermopolis Oy