

Project Code: PGI05574
Project Acronym: EXTRA-SMEs

Northern Chamber of Commerce in Szczecin

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Szczecin, 23th September 2019

Subject: Invitation to Tender related to the undertaking of services

Dear Sir or Madam,

The Northern Chamber of Commerce in Szczecin (NCC) intends to award a contract for services within the context of its participation in the INTERREG EUROPE project **EXTRA-SMEs – “Improving policies to boost SME competitiveness and extraversion in EU coastal and rural areas where aquaculture is a driver of the regional economy”** (PGI05574).

The contract concerns the undertaking of services related to the implementation of NCC’s role in Activity **A3.5 “Exchange of experience visits on internationalization and extraversion improvement”** and the development of deliverable “Input paper for the organization of the experience visit” to share successful practices and know-how on relevant initiatives in Poland.

The following sections refer to the background and subject details of the services to be provided.

Kindly note that the deadline for the submission of offer is on **Monday 30th September 2019**.

Looking forward to receiving your offers.

Yours sincerely

Klaudia Bonarska

The EXTRA-SMEs project

EXTRA-SMEs - Improving policies to boost SME competitiveness and extraversion in EU coastal and rural areas where aquaculture is a driver of the regional economy (PGI05574), under the Interreg Europe programme, brings together 8 regions from 7 countries to achieve expansion of rural and coastal SMEs in wider markets for the promotion of their products, through simpler and improved administrative processes, and innovative technologies.

The project supports public authorities to join forces and exchange experiences in a) administrative simplification, b) expansion in new markets, c) innovative value-added product solutions, d) personnel up skilling, and e) resolution of stakeholders' conflicts of interests.

Specifically EXTRA-SMEs aims to achieve the following objectives:

1. Increase the capacity of regional authorities to effectively implement policies on SMEs entrepreneurial development, internationalization, and extraversion;
2. Identify innovation pathways and raise awareness on the benefits of modernization of the aquaculture SMEs value chain;
3. Incentivise investments, outwards-looking entrepreneurship, address limited access to finance, lack of knowledge, and inability to expand in broader markets.

EXTRA-SMEs Activity A3.5

Activity A3.5 "Exchange of experience visits on internationalisation and extraversion improvement" aims at the organisation of two study visits in total, to be organized by NNC and NRDA in semester 3 and 4 respectively.

This tender concerns the organization of the 1st study visit in Szczecin, Poland, primarily aiming to share successful practices and know-how on relevant initiatives. NCC will prepare the input study to facilitate the organisation of the study visit that will focus on successfully implemented initiatives to improve SMEs' internationalisation and extraversion, such as through the simplification of administrative procedures, and the support in managerial knowledge and know-how.

As a next step, all partners will participate in the two-day study visit, organized by NCC, during which the topics presented in the input documentation will be presented and discussed between the consortium partners. Following the study visit, NCC will draft a summary report presenting

the main conclusions reached during the event. The final step of Activity A3.5, concerns the organisation of an internal reporting meeting by each partner organisation, aiming to make available and disseminate the site visit's main outcomes.

The completion of the input paper within the Activity A3.5 is expected no later than

31 October 2019

Services to be provided

On behalf of the Northern Chamber of Commerce in Szczecin (NCC), the successful bidder will develop the services requested for the development of the input study which will be the main source of knowledge for the organisation of the study visit to transfer experiences, enhance partnership cohesion & acquire on steering policy implementation, based on the results of Activities A1.1 and A1.4, consisting of the Activity's 1st step and will be made available for the successful bidder.

The input paper will identify the main topics to be discussed and addressed by the regional authorities, and present successfully implemented initiatives from partners' territories to improve SMEs' internationalisation and extraversion.

Indicatively, the final input paper to be developed will include the following services:

- Provide basic guidelines for the organisation of the site visit such as date, duration, venue, and format.
- Introduce the most relevant issues to be discussed and outline key themes of study visit such as simplified administrative and licensing processes, as well as successful initiatives towards eliminating factors hindering SMEs access in new markets for their products and services (such as limitations in funding and lack of marketing skills among others).
- Identify key aspects of transferrable operational and technical knowledge.
- Present successful practices and know-how on relevant initiatives.
- Develop recommendations in the form of topics to be presented and discussed during the study visit.
- Provide suggestions on how to present and build upon the outcomes and conclusions of the study visit.

Foreseen deliverable

The following deliverable will be developed in the English language by the successful bidder, upon the completion of the abovementioned tasks

No.	Deliverable	Delivery date
1.	A3.5. 1 Input paper for the exchange of experience visits (15 - 20 pages)	31 st October 2019

Evaluation Criteria

The evaluation of offers shall be based on the following criteria:

No.	Criteria	Weighting Factor
A.	Offered price	40%
B.	Contractor's experience in European projects and similar elaborations in related field.	30%
C.	Required time for the realisation of the task	30%
	TOTAL	100%

The assessment will be based on the following selection formula:

A – Price criteria

$$A = \frac{\text{the lowest price}}{\text{the price of analysed offer}} \times 40$$

B – Experience criteria

The most experienced bidder will be awarded 5 points, whereas the least experienced bidder will receive 1 point.

$$B = \frac{\text{experience of the submitted offer}}{\text{offer with the highest experience}} \times 30$$

C - Time of realisation

$$C = \frac{\text{the lowest time proposed}}{\text{time proposed in the analysed offer}} \times 30$$

The most economically advantageous offer will be selected based on the sum of the above components as follows: A+B+C = successful bidder.

Financial specifications and operational steps for submission

All services offered under the current call for tenders shall be quoted in Euro (including VAT). Additionally, the tender price shall include all costs of the tenderer and shall not be subject to change for the duration of the contract.

All offers must be prepared in English and sent electronically to jw@izba.info in a single PDF file by **30th September 2019 no later 12:00 hrs.** at the latest. Kindly note that no specific form is required for offer submission, and tenderers should use their own templates. The subject should clearly state “**OFFER FOR THE TENDER EXTRA-SMEs Activity A3.5**”.

The information about the threshold price will be made available for all bidders on **30th September at 13:00 hrs.** Opening of offers will commence on **2 September 2019 at 12:00 hrs.**

For further clarifications or questions, please contact Mr. Jacek Wójcik at jw@izba.info or Klaudia Bonarska kc@izba.info.

Yours sincerely,

Klaudia Bonarska

Northern Chamber of Commerce in Szczecin