



## REQUEST FOR PROPOSALS SERVICE PROVIDER FOR NEXUS ACCELERATION VOUCHERS

UNIVERSITAT AUTÒNOMA DE BARCELONA invites you to submit a proposal to efficiently organize and manage all logistical aspects associated with the support distribution and utilization of NEX-LABS project acceleration vouchers for qualified participants and ensure their active engagement and participation.

Date of issue: 13/10/2023

Closing date: 25/10/2023 @ 6:00 PM CEST, or once received a minimum of three bids

Project no: NEX-LABS B\_A.2.1\_0124

Contracting Authority: UNIVERSITAT AUTÒNOMA DE BARCELONA

Address: Grup Tècniques de Separació. Analytical Chemistry Unit. Chemistry Dpt. Science Faculty. Campus UAB. Cerdanyola del Vallès. 08193. Barcelona. Spain.

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UNIVERSITAT AUTÒNOMA DE BARCELONA (UAB), is the LEAD BENEFICIARY of the project and active partner of Work package WP5 - NEXUS stakeholders' access to R&D&i through testing, innovation, acceleration, and incubation support - of the ENI CBC Med funded project "NEXUS-DRIVEN OPEN LABS FOR COMPETITIVE AND INCLUSIVE GROWTH IN THE MEDITERRANEAN" (NEX-LABS) based in Cerdanyola del Vallès, Spain.

### BACKGROUND INFORMATION

#### PROJECT DESCRIPTION

NEX-LABS targeted territories, characterized by water scarcity and both an irregular rainfall and population distribution, reflect agriculture as largest user of water (70-90%) while future global warming projections ( $\approx 2^{\circ}\text{C}$ ) are expected to cause a decrease in summer precipitation (-10/-30%), threatening water availability (-2/-15%) and agricultural productivity (-12/-40%). The latent conflict between energy efficiency ( $\approx 60\%$ ) and water production is also increasing energy footprint/m<sup>3</sup> of water used to produce food. The predicted shortfalls in Water/Energy/Food (WEF) require a NEXUS approach, which means an integrated management and governance of these natural resources. In this context, the NEX-LABS project aims to support the implementation of clean technologies for sustainable and resilient growth of agri-food sector production based on a more efficient use of energy (renewable/solar solutions) and water (wastewater treatment, water harvesting or reuse solutions) in Mediterranean Partner Countries region thanks to the contribution of ICT such as blockchain technology, Internet or the Things (IoT), Artificial Intelligence (AI), Machine Learning and Big Data. For more information about the project, please visit: <https://www.enicbcmed.eu/projects/nex-labs>

## TERMS OF REFERENCE

### ARTICLE 1. ACTIVITY DESCRIPTION

#### AIMS

The activity aims to support the successful acceleration of technologies and start-ups by awarding vouchers to qualified beneficiaries. A total of **4** vouchers (valued in €5,000.00 each) will be granted to individuals or organizations owners of relevant business ideas derived from NEX-LABS project outputs (O) O5.3 Incubation Vouchers, O4.3 Ideas Generation Programe, O4.4 Summer School, being developed at JO and LB NDOLLs, or O4.10 Nexus innovation prize. These vouchers will enable the recipients to directly engage in commercialization tactics, become seeds of a multiplier effect to allow applicants search for crowd founding if business ideas are subsequently improved because of participating in several pitch competitions. Thereby facilitating access to new capital, markets, and strategic partners. In addition, qualified participants will have the opportunity to attend the final conference in Jordan This activity aims to foster the direct capitalization of supported technologies and start-ups.

#### SCOPE OF THE WORK

The selected contractor will be responsible for the following tasks:

1. Develop a comprehensive logistics plan for the distribution and redemption of acceleration vouchers.
2. Coordinate with relevant stakeholders to identify the eligibility of participants and ensure timely communication regarding the voucher program.
3. Arrange travel, accommodation, and other necessary logistics for participants undertaking mobility activities as part of the voucher program.
4. Establish a system for tracking and monitoring the utilization of vouchers, ensuring compliance with program guidelines.
5. Provide ongoing support and assistance to participants throughout their mobility activities, addressing any logistical issues that may arise.

The selected contractor will be responsible for the organization of all logistics related to the arrangement and execution of acceleration vouchers to qualified participants and eligible beneficiaries. The vouchers should allow the recipients to access specific resources, services, or opportunities that will enhance their efforts, and to attend different events to access new capital, markets, and strategic partners. The contractor should also provide necessary guidance and support to the beneficiaries in utilizing the vouchers effectively to achieve their commercialization goals.

#### DURATION

The contract will run from the date of stipulation until the complete conclusion of the NEX-LABS activities scheduled for 30<sup>th</sup> of November 2023.

#### ELIGIBILITY CRITERIA

Interested contractors are required to meet the following eligibility criteria:

1. Demonstrated experience in organizing logistics for mobility programs, preferably in the context of acceleration or entrepreneurship support initiatives.



2. Strong understanding of the requirements and considerations involved in coordinating travel, accommodation, and related logistics.
3. Proven track record in successfully managing and executing similar projects, with an emphasis on efficiency and participant satisfaction.
4. Adequate resources, expertise, and capacity to fulfil the requirements of this project.

#### **PROPOSAL SUBMISSION:**

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Interested contractors are requested to submit their proposals in accordance with the guidelines outlined in the tender document. The proposal should include a detailed description of the approach, methodology, timeline, and budget for providing the vouchers and associated support services.

The successful bidder is committed to the stipulation of the contract from the moment of submission of the bid, while UAB remains committed from the moment of approval of the final award.

#### **SUBCONTRACTING**

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Subcontracting is prohibited given the type of service being awarded. The selected external contractor may not transfer or assign to third parties the contract or part of it, nor the commitments or obligations arising from it.

#### **CONTRACTUAL EXPENSES**

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The conclusion of the contract will take place by private writing. All eventual expenses and taxes inherent in the stipulation of the contract and any of the contract and its possible registration, will be borne by the contractor.

The successful bidder is committed to the stipulation of the contract from the moment of submission of the bid, while the Contracting Project Partner remains committed from the moment of approval of the final award.

The Service Provider is required to exercise fairness and confidentiality through the entire management process, with approval from the Contracting Project Partner Management Office.

#### **APPLICATION (HOW TO APPLY)**

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This request for quotation does not commit the Contracting Authority to award the contract. In no event shall the Contracting Authority be liable for any damages whatsoever including, without limitation, damages for loss of profits, in any way connected with the closing of this request without awarding the contract or implementing the activities.

The language of the contract and all written communications, including reports, between the applicants and UAB shall be English. The project reserves the right to accept or reject any proposal received, and to cancel or modify the tender process at any stage without providing any reasons. Deadlines of the application period

- Deadline to submit questions is 20<sup>th</sup> October 2023 @ 6:00 PM CEST.
  - For further information or questions about this tender, interested parties could contact via e-mail: Mr Gustavo Pérez ([Gustavo.perez@uab.cat](mailto:Gustavo.perez@uab.cat)), using as Subject: Single Notice – NEX-LABS Project - **SERVICE PROVIDER FOR ACCELERATION VOUCHERS**



- Deadline for receiving bids is 25<sup>th</sup> October 2023 @ 6:00 PM CEST. Offers received after the deadline will be automatically excluded from further evaluation.
  - Offers should be delivered via email to Gustavo.perez@uab.cat

#### **TECHNICAL OFFER:**

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The pages of the technical and financial offers must be numbered. The technical offer must include the following:

1. “Technical offer” A brief (max two pages) outlines the applicant’s reflections on the TOR of the RFQ (not simply repeating the TOR), including initial thoughts on process and potential challenges.
2. Completed, signed, and stamped: “Completed financial identification form” to indicate the bank account into which payments should be made if the tender is successful.
3. Completed, signed, and stamped: “Completed Legal entity file”.

#### **FINANCIAL OFFER**

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Financial offer signed and dated according to the financial offer template. Tenderers are reminded that the maximum budget available for this contract shall not exceed the budget indicated below. Payments under this contract will be made in EUR currency.

#### **THE BUDGET ALLOCATED:**

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The amount to which the contract will be awarded is understood to be accepted by the winning bidder based on calculations of its own convenience at its own risk and are therefore invariable and independent of any eventuality.

Total budget is € 20,000.00.

#### **DOCUMENTS TO SUBMIT**

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1. Technical offer.
2. Financial offer.
3. Financial identification form.

#### **AWARD CRITERIA**

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The contract will be awarded even if only one valid offer is received.

The Contract will be awarded through a direct awarding procedure in favour of the offer evaluated as most responsive to the needs of UAB following a simplified price/quality comparison. Best price-quality ratio (80/20).

#### **PERSONAL DATA**

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1. Any personal data included in the contract shall be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals regarding the processing of personal data by the Community institutions and bodies and on the free movement of such data. The data shall be processed solely for the purposes of the performance, management, and monitoring of the contract by the Contracting Authority without prejudice to possible transmission to the bodies charged with monitoring or inspection in application of EU law. The Contractor shall have the right to access his/her personal data and to rectify any such data. Should the Contractor have any queries concerning the processing of his/her personal data, s/he shall address them to the Contracting Authority. The Contractor shall have right of recourse at any time to the European Data Protection Supervisor.



2. Where the contract requires processing personal data, the Contractor may act only under the supervision of the data controller, about the purposes of processing, the categories of data which may be processed, the recipients of the data, and how the data subject may exercise his/her rights.
3. The data shall be confidential within the meaning of Regulation (EC) No 45/2001 of the European Parliament and of the Council on the protection of individuals about the processing of personal data by Community institutions and bodies and on the free movement of such data. The Contractor shall limit access to the data to staff strictly needed to perform, manage, and monitor the contract.
4. The Contractor undertakes to adopt technical and organisational security measures to address the risks inherent in processing and in the nature of the personal data concerned to: prevent any unauthorised person from having access to computer systems processing personal data, and especially.