

# CIRCULAR



## Admin & Finance Application Training

25<sup>th</sup> of January 2024 | 11:00 – 13:00 (CET)

Procurers



Supported by



This project has received funding from the European Union's Horizon Europe under Grant Agreement n° 101092208.



# Technical: Questions, slides etc.

## All information will be shared

### DURING EVENT

#### Video, microphone, recording

- ▶ This meeting **is recorded** (with Q&A)
- ▶ Video and mics will be opened for participants at the end
- ▶ Please unmute yourself and turn on video when speaking

#### Networking

- ▶ **Present yourself** in Chat with name, what you “offer”, contact details
- ▶ **Register** on the Matchmaking Platform on <https://circularpsp.eu/>
- ▶ Someone has to make the first step ... so contact people (all you could hear is a no)

#### Questions

- ▶ Ask anytime **using Q&A function** (not Chat!)
  - We try to pick up on questions during presentation to degree possible
  - If we do not, there is a very good chance your question will be answered on slides
- ▶ Q&A will be live following questions and questions asked live
- ▶ Critical / new questions are added to [FAQ](#) on website and announced publicly
- ▶ **Q&A are recorded**

### AFTER EVENT

#### Presentation

- ▶ Slides will be shared on website: <https://circularpsp.eu/>
  - All registered will be notified via mail

#### Information

- ▶ **All** are invited to the newsletter and social media channels – any critical changes to tender or FAQ will be shared
- ▶ **Interested Cities, organisations and other Procurers** who are not part of our Network can become Followers





# Objectives

**Above all: this is the second of multiple events**

**To explain core principles and terminology of the tender**

Tender Summary  
Overview of Tender Documents



**To explain the general requirements following from PCP guidance**

PCP Process and core terms  
PCPs create incentives in tender where  
that are solutions with lowest and reduced risk  
for both procurers and suppliers to involve



**To explain the tender submission**

Tender submission  
T21 describes what is required  
T22-7 equipment the description



**To explain what is required in an application and present core files**

How to submit documents



How to submit documents



# Tender Summary

## Overview of Tender Documents

### Tender Summary

PCP Process and core terms

Tender submission

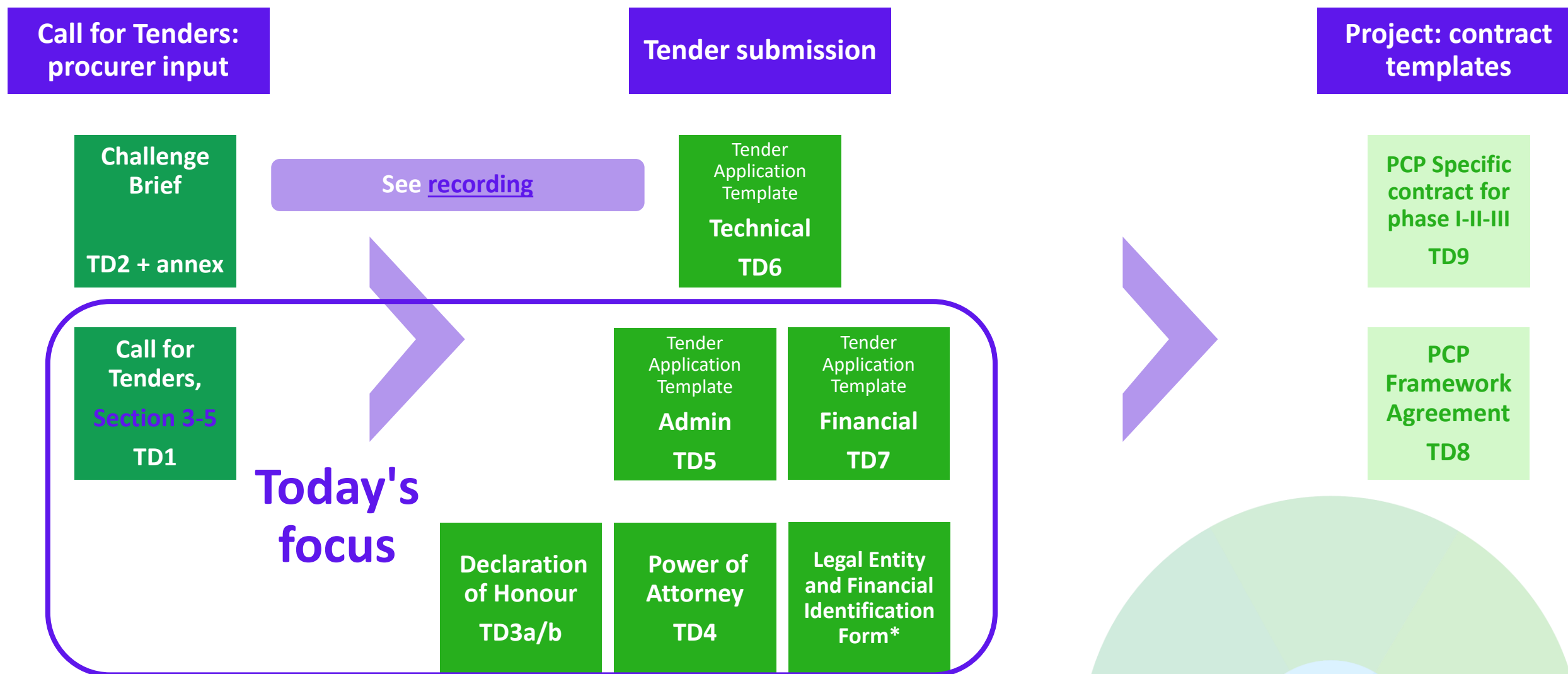
Next steps





# Tender documents (TDs) overview

Today's webinar focuses on TD5, TD7 and Section 3-5 of TD1



\* See full detail in Section 4.1 of TD1 Call for Tenders



# PCP Process and core terms

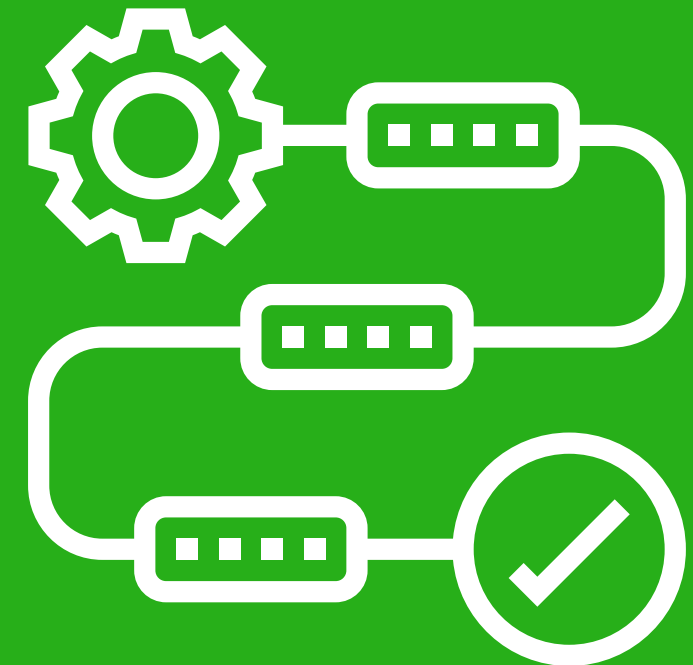
PCPs create incentives in domains where mature solutions are missing and reduce risks for both procurers and suppliers to innovate

Tender Summary

**PCP Process and core terms**

Tender submission

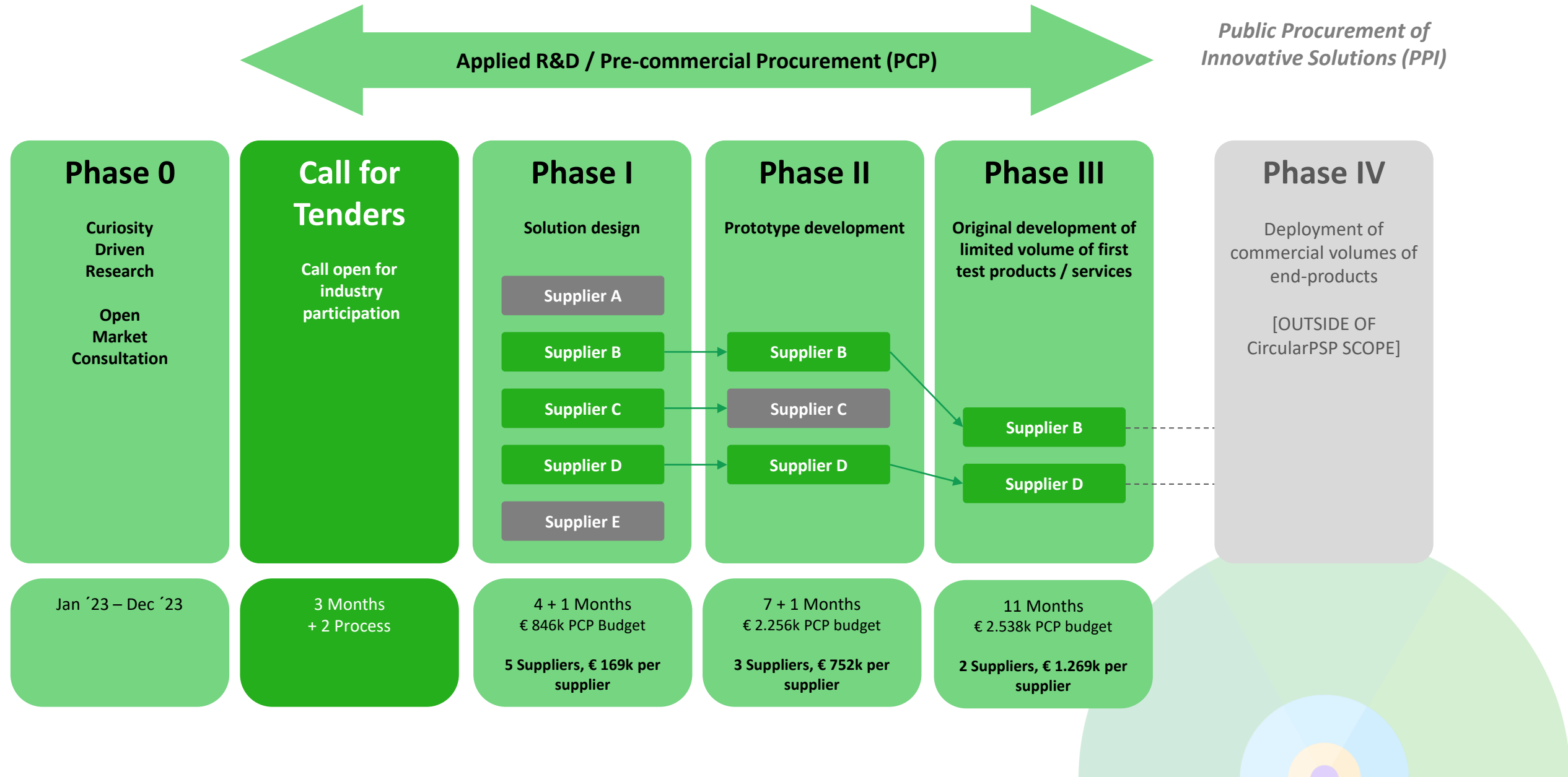
Next steps





# PCP Structure

PCPs follow a multi-staged process to select the most suitable and promising innovation; R&D services are funded at all stages





## Funding principles

**A PCP is a tender, not a grant**

**Financial offers are requested for each phase (up to the ceiling) – Note: no VAT applies**

**The offer has to include all costs (including taxes if applicable)**

**The payment is made based on the offered price ...**

**... after receipt of invoice and approval of work\***

Phase	Satisfactory completion of	Invoices in % of contractors' total price in each phase
Phase I	M1.1., SD1.1, SD1.2, SD1.3a/b, M1.2	P1-M5: 100%
Phase II	SD2.6a	P2-M1: 20%
	SD2.1, SD2.2, SD2.4b, SD2.5, SD.26b, M2.3	P2-M8: 80%
Phase III	SD3.4a	P3-M1: 20%
	M3.1, M3.2	P3M4: 30%
	SD3.1, SD3.2, SD3.3, SD3.4	P3-M6: 15%
	SD3.4, SD3.5b, SD3.6	P3-M11: 35%

\* Payment plan in Table 17 in TD1



# PCP Tendering | Core requirements for Suppliers

All core requirements are derived from the EU directive on competition

## ELIGIBILITY CRITERIA

- ▶ **Tender is restricted to entities established in EU Member States and Horizon Europe Associated Countries\***
  - A minimum of 50% of the project R&D activities/budget must take place in the EU or Horizon Europe Associated Countries\*
- ▶ Tender is open to all **types of operators** (companies or other type of legal entities), regardless of their size or governance structure
- ▶ Both **single entity** or **joint tender offers** and subcontracting (consortia) are possible
  - See also follow-up to supplier question: 
- ▶ On-off award criteria can be considered as extension of selection criteria, if you are not able, you need a partner
- ▶ Participation in the open market consultation or this event is not a condition for submitting a tender

## GENERAL REQUIREMENTS

**Electronic Submission via e-mail (see Section 4.1 of TD1)**

**Submission deadline: 1 April 2024 – Istanbul Time(!)**

**Official language is English**

**Suppliers keep IPR if you exploit results**

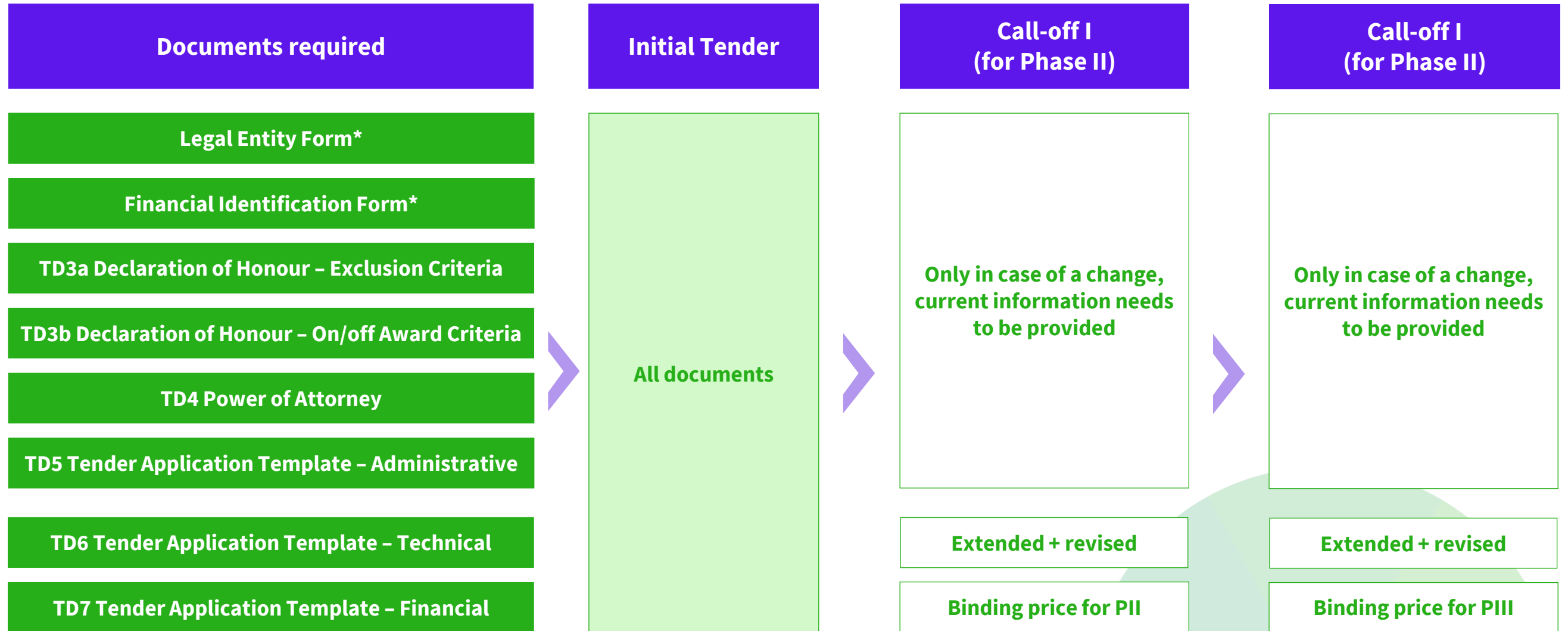
**As consequence of retaining IPR: Offer MUST provide financial compensation for the value of the IP**

\*List of HE Associated Countries: [https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/list-3rd-country-participation\\_horizon-euratom\\_en.pdf](https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/list-3rd-country-participation_horizon-euratom_en.pdf)



# PCP Tendering | Call-offs

Call-offs occur at the end of Phase I and II to select the best Suppliers for the following Phase



\* Via Link to official EC source



# Tender submission

TD1 describes what is required  
TD3-7 implement the description

Tender Summary  
PCP Process and core terms  
[Tender submission](#)  
Next steps





## Documents to be submitted by tenderer

See Table 15 of Call for Tenders (TD1) for full detail

Documents required	Content	By whom	Call for Tender (TD1) Section
Legal Entity Form*	Legal capacity	Lead tenderer and all members of the group	Section 4.2
Financial Identification Form*	Banking details	Lead tenderer	Section 4.2
TD3a Declaration of Honour – Exclusion Criteria	Exclusion criteria + subcontractor statements	All, including subcontractors	Section 3.2 + 3.1.2
TD3b Declaration of Honour – On/off Award Criteria	Compliance with on/off criteria	Lead tenderer	Section 3.4.1
TD4 Power of Attorney	Acceptance of joint/several liability	All members of the group	Section 3.1.1
TD5 Tender Application Template – Administrative	Identification + Selection Criteria	1 <b>TD5</b>	Section 3.3 + 4.2
TD6 Tender Application Template – Technical	Technical offer (Award Criteria)	1	Section 3.4.2 + 4.3
TD7 Tender Application Template – Financial	Financial offer (Price)	1 <b>TD7</b>	Section 4.4

\* Via Link to official EC source





## How to submit documents

See Table 16 of Call for Tenders (TD1) for full detail

### CHECKLIST FOR SUBMISSION OF TENDERS

Document title	Format	Page Limit	Searchable	Email	Signature
TD3a Declaration of Honour – Exclusion Criteria	PDF	-	-	Yes, in TZ1 zip-archive	Yes (digital or signed)
TD3b Declaration of Honour – On/off Award Criteria		-	-		
TD4 Power of Attorney		-	-		
TD5 Tender Application Template – Administrative		-	Yes		
TD6 Tender Application Template – Technical		See Template	Yes		
TD7 Tender Application Template – Financial		-	-		
TD7 Tender Application Template – Financial	xlsx format	-	-		No



## How to place / name documents?

**Please follow the conventions, easier for you to track + easier for us to track = fewer misunderstandings**

### NAMING

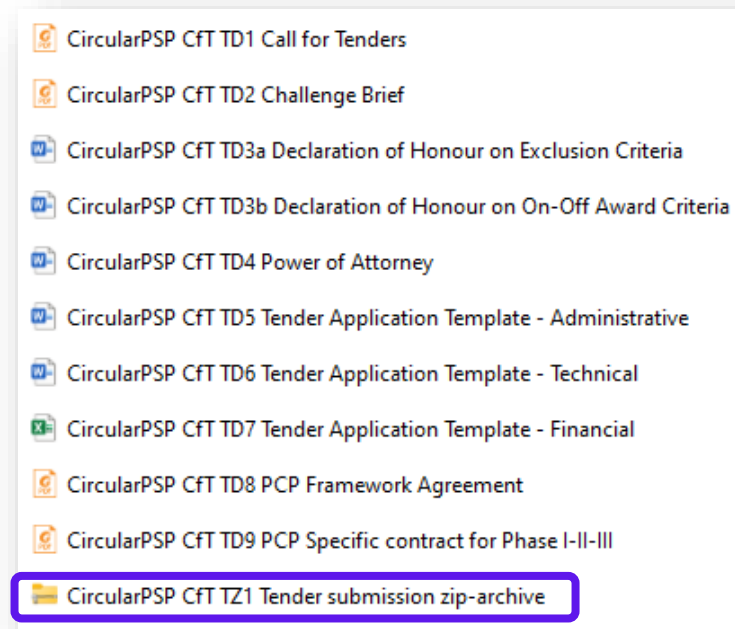
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- ▶ Distinctly separate files (e.g. legal forms) are *not* to be combined or embedded (as it invalidates digital signatures and complicates the evaluation process).
- ▶ All files are to include the 'tender identifier' (e.g. an acronym such as 'SMART') and the file identifier (e.g. TD3a) followed by some descriptive detail (e.g. DoH IMM) resulting in a string ('SMART TD3a DoH IMM').

### PLACING

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- ▶ See TD5 for folder string
- ▶ Check the zip-archive



# Tender submission: Administrative section

Tender Summary  
PCP Process and core terms  
**Tender submission**  
Next steps






# TD5 Tender Application Template - Administrative

The main purpose is identification and documentation of the consortium

## TD5 ADMINISTRATIVE TENDER CONTENT

- ▶ The template is as simplified it can be
- ▶ Section 1-3 – Identification/eligibility of consortium
  - Mostly mere reference to files provided in archive
  - Use suggested file naming scheme and keep track
- ▶ Section 4 – Documentation of consortium (=selection criteria)
  - Introduction
    - Only the necessary confirmations need to be stated, the rest is descriptive of what is to follow
    - Note: here the tender package file will be updated/clarified (potentially including other changes from your questions)
  - 4.1-4.5 – Selection criteria
    - Each criterion can be fulfilled by the group as a whole
    - Recommendation: complete 4.6 first and then write good summaries including cross-links
  - 4.6 – Consortium
    - Describe your team
    - Describe each organisation, ideally including subcontractors
      - Note key R&D staff should not be at subcontractor

HORIZON EUROPE - The Framework Programme for Research and Innovation



Project: CircularPSP  
 Title: Public Service Platforms for Circular, Innovative and Resilient Municipalities through PCP  
 Grant Agreement Number: 101092208  
 Call Identifier: HE-CL4-2022-RESILIENCE-02-PCP

[Tender Identifier] – [Title of Proposal]

ADMINISTRATIVE SECTION

List of participants

Participant No.	Participant organisation name (short name)	Country code
1 (Contractor)	Lead	
2	Partner	
3		
S1	Subcontractor	
S2		
SF1	Future subcontractor anticipated to be selected at a later stage	
SF2		

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# Tender submission: Financial section

Tender Summary  
PCP Process and core terms  
**Tender submission**  
Next steps




# TD7 Tender Application Template - Financial

## The tender must include a detailed financial offer (TD7)


### TD7 CONTENT

- ▶ Binding unit prices
  - New units and prices are allowed
- ▶ Price breakdown including
  - Price for R&D services
  - Price for supplies of products
  - Location/country for each activity
- ▶ Financial compensation valuing the IPRs
- ▶ Prices
  - Fixed total price for Phase I
  - Indicative prices for Phase II+III
  - Prices *after compensation* must be equal to or lower than the budget



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 Call Identifier: HE-CL4-2022-RESILIENCE-02-PCP

**[Tender identifier] - [Title of proposal]**

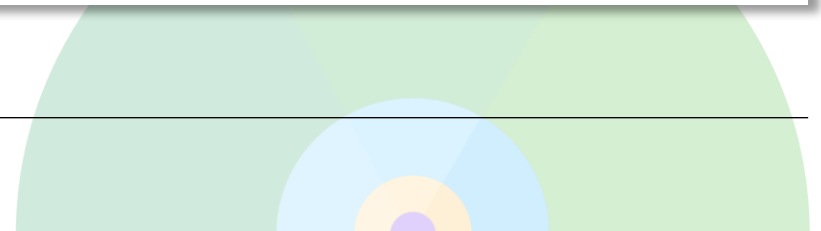
**FINANCIAL SECTION**

List of participants

No	Participant organisation name or description of subcontractors	Country (code)
1	Lead	
2	Partner	
3		
S1	Subcontractor	
S2		
SF1	Future subcontractor anticipated to be selected at a later stage	
SF2		

**Note to be removed.**  
 All exemplary warnings to be removed (correctness cannot be guaranteed) - validate all entries with requirements of TD1)

The price limit for Phase 1 applies after compensation as :  
 A compensation is mandatory, bids without will be excluded  
 The share of fees for staff must be at least 50%.  
 The share of costs in EU+Associated States must be at least 50%.





**We go through Q&A**

**We unmute everyone – please raise hand**

**Ask anything – sometimes we will refer to  
a section or upcoming event**

**Any new question will be added to FAQ –  
<https://circularpsp.eu/faqs/>**

## Question follow-up last week

Can an entity participate in more than one offer?



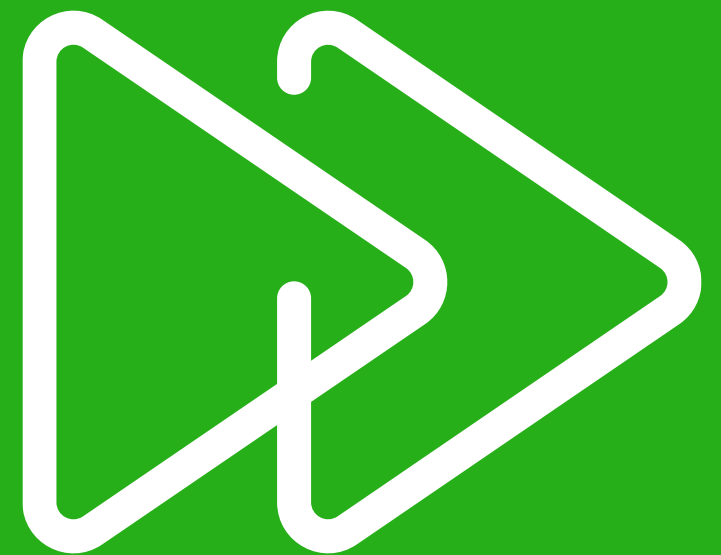
### Answer:

- ▶ The answer depends on the role the entity is to play in the consortium.
- ▶ **As single tenderer or partner in a consortium**, entities are expected to participate in one consortium. Otherwise, any entity in two offers would not be free of "conflict of interest" for the performance of the contract (see TD1 section 3.2). In case of large and/or complex entities it may be possible to document that any two units active in two separate bids do not coordinate or exchange in any form for the entire duration of the Framework Agreement. In case both offers win, the Buyers Group would seek further guarantees via the Specific Contract.
- ▶ As **subcontractors**, participation is more generally possible in more than one consortium provided the subcontractor is predominantly a provider of an existing service or product (e.g. an IT solution) which **does not require R&D effort** (i.e. the consortium is using the readily available provisions of the subcontractor in their R&D effort to generate their own IPR excluding the subcontractor). In general suppliers are reminded that critical R&D work and/or staff should not be subcontracted. **In case subcontractors are in two winning consortia, the Buyers Group reserves the right to demand a suitable replacement in any of the consortium should a conflict of interest be identified or materialise at any point as required by Turkish Competition Law.**
- ▶ **Alternatively**, it may be possible to buy the off-the-shelve product as 'other costs' without subcontracting provided the costs keep within the limits of TD1 CfT.\*

\* Downside there can be little to no reference in the consortium description.

# Next steps

Tender Summary  
PCP Process and core terms  
Tender submission  
[Next steps](#)



## Tender Events (online)

CircularPSP organises a Tender Launch Event, one training focused on the tech. part and one training on admin/finance parts

			
<b>Tender Launch Event</b>	<b>11 January</b>	<b>11.00 - 13.00 (CET)</b>	<a href="#"><u>Presentation and recording</u></a>
<b>Technical Application Training</b>	<b>18 January</b>	<b>11.00 - 13.00 (CET)</b>	<a href="#"><u>Presentation and recording</u></a>
<b>Administrative &amp; Financial Application Training</b>	<b>25 January</b>	<b>11.00 - 13.00 (CET)</b>	<a href="#"><u>Presentation and recording</u></a>
<b>Open sessions for questions</b>	<b>15 February + TBD</b>	<b>10.00 - 14.00 (CET)</b>	<a href="#"><u>Open</u></a>

**Phase I**

**May '24 – Sep. '24**

**Phase II**

**Oct. '24 – Jun. '25**

**Phase III**

**Jun. '25 – May. '26**

## Suppliers are invited to create a consortium

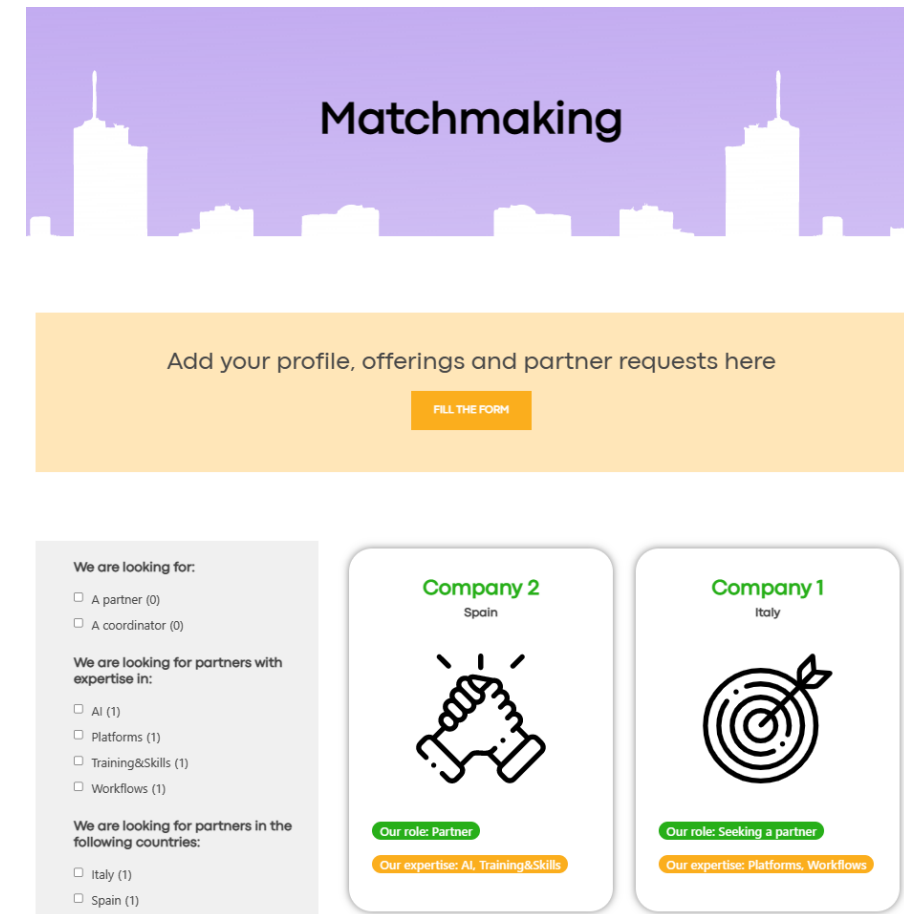
### Search of partners is supported with the Matchmaking Platform

#### MATCHMAKING

- ▶ Become visible among other suppliers looking for partners
- ▶ Steps, describe:
  - What you are looking for
  - What you are offering
  - Some basics + contact information
- ▶ Completing the form takes only ~5 minutes
- ▶ We encourage companies that cannot cover the whole CircularPSP solution to team up with other companies and apply together with international partners in a joint tender (consortium).

#### PLATFORM

- ▶ Location: <https://circularpsp.eu/matchmaking/>





## Suppliers: The “usual” steps to bid

**You have been added to a “supplier newsletter” but great if you subscribe beyond 1.4.24**

**Read and do some form of gap analysis**

**Build consortium asap**

**Create an outline and concept – write and iterate**

**Ensure all formal steps & submit in time**







## Procurers are also busy

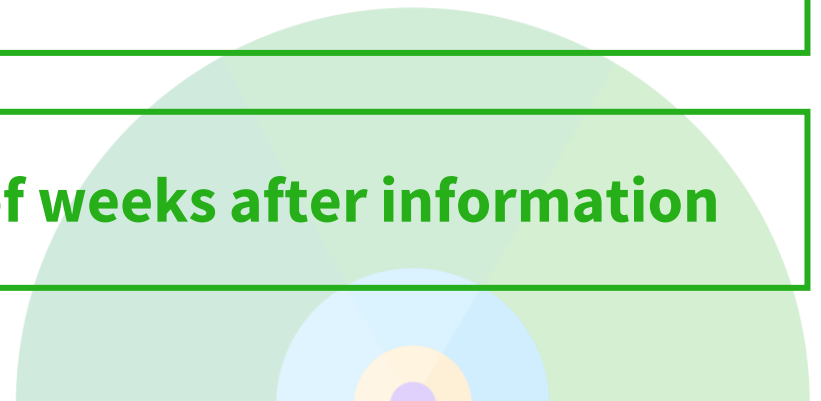
**We answer your questions**

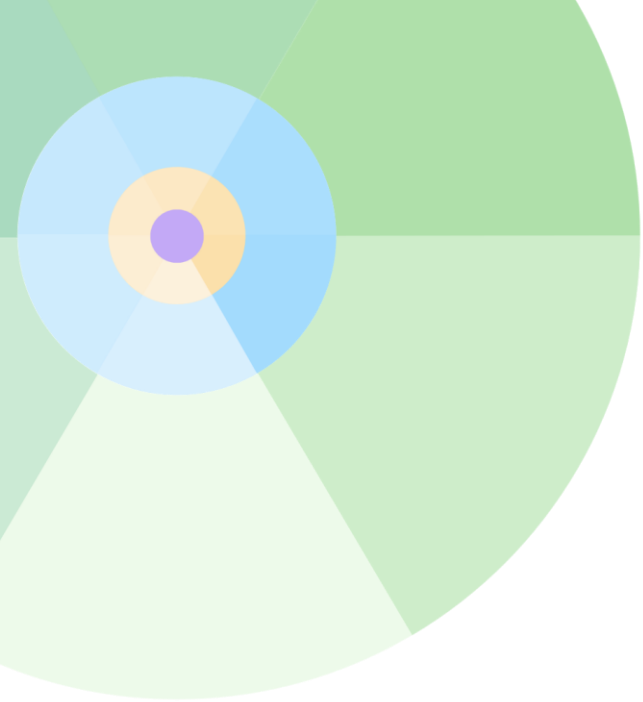
**We prepare the evaluation (also during project)**

**We grow & inform the Follower Network > if you are a city, write in Chat / any of us**

**We work on the CE Taxonomy**

**We inform about results early May – Phase 1 starts a couple of weeks after information**





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