Tender Launch Event

11th of January 2024 | 11:00 – 13:00 (CET)

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** (without 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/](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 is not recorded

AFTER EVENT

Presentation
- Slides will be shared on website: [https://circularpsp.eu/](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 first of a multiple events

To give a high-level overview over challenge, instrument and tender / bid

To provide key insights into how to read and work with the documents

To nudge you to read / build consortium / bid in the tender

To facilitate consortium building to the degree possible
CircularPSP organises a Tender Launch Event, one training focused on the tech. part and one training on admin/finance parts.

<table>
<thead>
<tr>
<th>Tender Events (online)</th>
<th>Date</th>
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Phase I: May ‘24 – Sep. ‘24
Phase III: Jun. ‘25 – May. ‘26

TBC: To Be Confirmed
CircularPSP Common Challenge

Common challenges of cities to transition to Circular Economy
Project

Leading Circular Cities are tackling a common challenge together

- **Istanbul, Turkey**
- **Guimarães, Portugal**
- **CircularBerlin, Germany**
- **City Network Sweden**
- **Helsinki, Finland**
- **City Network Slovenia**
- **Sandyford, Ireland**
- **ReLondon, UK**

8 Procurers – 8 Countries
45 million citizens

Representing Europe’s leading circular cities and regions

Common challenge: accelerate transition towards a Circular Economy (CE)

€5.64 million investment in R&D

Budget spent in a 3-phase competition

A wide-reaching Follower Network which will continue to grow

1 Associated Partner involved in all activities
CircularPSP Common Challenge

**Consortium**

**Procurers**

- Istanbul Metropolitan Municipality
- Circular Berlin
- ReLondon
- Forum Virium Helsinki
- Sandyford Bernalillo
- Município de Guimarães
- Sveriges Kommuner och Regioner

**Followers***

**Individual Cities & Regions**

- Città di Bologna
- Gemeente Amsterdam
- City of Florence
- Espoo City Council
- HEL鸬 هلسنكي
- HSY
- City of Lahti
- City of Kerava
- NAFAS
- City of Largs
- Hakomed Machinery Regional Council
- Run Longchamp-Flayosc
- Corporación Autónoma Regional de Canarias

**City Collectives & other CE-initiatives**

- Empirica
- Research Institutes of Sweden
- Energy Efficiency in Industrial Processes
- TAGES: A way to Innovation
- Energy Cities
- ICLEI
- Local Governments for Sustainability
- ACR+ (Circular Cities & Regions Initiative)
- Prosperan
- European Commission
- Ministry of the Environment
- Circular & Fair ICT Pact
- Procurement of AI Community
- CRNI
- CIRCUL.EIRE
- Trustee
- Build
- InvestCEC
- CARE A CLIMATE
- KEINO

*As of 10 January 2024
The problems and needs to transition to CE

Cities face a complex problem across four interlinked areas, each with its own needs

<table>
<thead>
<tr>
<th>Problem</th>
<th>Area</th>
<th>Needs</th>
<th>CE-solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Linear mindset</td>
<td>Information</td>
<td>No access to CE knowledge</td>
<td>A dedicated solution to enable cities, business and their staff to deploy circular economy action</td>
</tr>
<tr>
<td></td>
<td>Operation</td>
<td>No routine in acting circular</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Organisation</td>
<td>No capacity for a CE transition</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Change &amp; Upskilling</td>
<td>Linear mindset</td>
<td></td>
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</tbody>
</table>
### Who are the users?

**Immediate users** are both CE-experts as well as regular staff/workers of any level; all are to be empowered.

<table>
<thead>
<tr>
<th>CITY</th>
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<tbody>
<tr>
<td><strong>Intermediaries</strong> are individuals with systemic expertise and responsibility for circular economy across the organisation and who build capacity within departments.</td>
</tr>
<tr>
<td><strong>Any municipal staff</strong> who would advance circular economy in the own department or across the entire city.</td>
</tr>
<tr>
<td><strong>Decision makers</strong> during implementation / cycles.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BUSINESS (LOCAL ECONOMY)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>The development first focuses on cities...</strong></td>
</tr>
<tr>
<td><strong>...with most results transferable to businesses 1:1 or through use of AI</strong></td>
</tr>
<tr>
<td><strong>Any local business</strong> to deploy and supply or become part of the local circular economy. Users of the market platform, bidders to local procurements.</td>
</tr>
</tbody>
</table>
CircularPSP is technology neutral

Our focus is to describe the actual problem – you need to come up with technical and practical solutions

Buyers Group defined a (very complex) problem + pathway + criteria

Critical remark: we do not know what data sets are best to train AI on CE = a challenge. (See also CE Taxonomy)

Suppliers are to define the solution

...any constellation of technologies is thinkable if it fulfils design principles and requirements etc. ...
CE Taxonomy as shared effort

It would be impossible to compare solutions if anyone could use any terms + inefficient; hence, intel on what is public is shared

ELEMENTS AND PROCESS

- White Paper
- Working Documents
- Working Group Meetings
- Public Invitation to Working Group Meeting
- Presentation of White Paper, Open Discussion
- Online edits and additions
- Additional supplier contributions in offers

POURSE

- Mission | Supplier relevance
  - A Must: Define core terminology (i.e. Taxonomy) to ensure different artificial intelligences (AIs) do not increase confusion about circular economy but lead to more clarity.
  - A Help: Identify a set of core data sources for AIs to ensure that the learning does cover all relevant circularity areas in a city instead of being dominated by the most advanced value chain or region etc.
  - A Guidance: Document a core set of data standards and protocols to ensure the intended scalable solutions are fit for purpose to operate in a field with diverse IT ecosystems.

IPR-protected data sets are allowed and do not have to be made public!
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.
PCPs follow a multi-staged process to select the most suitable and promising innovation; R&D services are funded at all stages.

**Phase 0**
- Curiosity Driven Research
- Open Market Consultation

**Phase I**
- Solution design
  - Supplier A
  - Supplier B
  - Supplier C
  - Supplier D
  - Supplier E

**Phase II**
- Prototype development
  - Supplier B
  - Supplier C
  - Supplier D

**Phase III**
- Original development of limited volume of first test products / services
  - Supplier B
  - Supplier D

**Phase IV**
- Deployment of commercial volumes of end-products
  - [OUTSIDE OF CircularPSP SCOPE]

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**Call for Tenders**
- Call open for industry participation

**Applied R&D / Pre-commercial Procurement (PCP)**
- Jan ‘23 – Dec ‘23
- 3 Months + 2 Process
- 4 + 1 Months € 846k PCP Budget 5 Suppliers
- 7 + 1 Months € 2.256k PCP budget 3 Suppliers
- 11 Months € 2.538k PCP budget 2 Suppliers

**Public Procurement of Innovative Solutions (PPI)**
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
PCP Tendering | Core requirements for Suppliers

All core requirements are derived from the EU directive on competition

**GENERAL REQUIREMENTS**

- Electronic Submission via e-mail
- Submission deadline: 1 April 2024 – Istanbul Time(!)
- Official language is English
- IPR sharing, if suppliers do not exploit results

**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

- 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

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*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)
Contract award | Project

For each of the three phases the same rules on contract, monitoring, payments and IPR apply

One Lead Procurer

- All contracts, invoices and payments go through the lead procurer who acts on behalf of all procurers

Contracting

- Framework agreement with specific contracts in each phase

Monitoring

- During each phase, contract implementation is monitored periodically and reviewed against the expected outcomes

Completion criteria

- Satisfactory completion of milestones and deliverables: requirement for payment --- Successful completion permits entering next Phase

Intellectual property rights (IPRs)

- Suppliers keep ownership of the IPRs attached to the results generated during the PCP implementation, but must exploit
Framework agreement includes AI Clauses

We/you are one of the first users of AI Act compliant clauses

PUBLIC BUYERS COMMUNITY

- CircularPSP has joined two communities on the Public Buyers Platform (DG GROW):
  - Procurement of AI
  - Circular and Fair ICT Pact (CFIT)

CONTRACTUAL AI CLAUSES

- Drafted for public organisations wishing to procure an AI System
- Largely based on the AI Act*
- The Non-High Risk version applies to CircularPSP, incorporated in Framework Agreement

Reading remarks

There is a structure across the documents
Everything is (linked) on tender website

https://circularpsp.eu/tender/
Tender documents overview

We did our best to make it transparent and avoid duplication, however, it is a large contract and will be some effort

<table>
<thead>
<tr>
<th>Phase</th>
<th>Description</th>
<th>Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tender</td>
<td>Central documents on conditions, content and challenge</td>
<td>TD1 Call for Tender (current document)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>TD2 Challenge Brief (includes Annexes)</td>
</tr>
<tr>
<td>Proposal to be submitted</td>
<td>Administrative Forms to be filled by tenderers</td>
<td>TD3a Declaration of Honour - Exclusion Criteria</td>
</tr>
<tr>
<td></td>
<td></td>
<td>TD3b Declaration of Honour – On/off Award Criteria</td>
</tr>
<tr>
<td></td>
<td></td>
<td>TD4 Power of Attorney</td>
</tr>
<tr>
<td></td>
<td>Application Templates to be filled by tenderers</td>
<td>TD5 Tender Application Template – Administrative</td>
</tr>
<tr>
<td></td>
<td></td>
<td>TD6 Tender Application Template – Technical</td>
</tr>
<tr>
<td></td>
<td>Application Submission</td>
<td>TD7 Tender Application Template – Financial</td>
</tr>
<tr>
<td></td>
<td></td>
<td>TZ1 Tender submission zip-archive</td>
</tr>
<tr>
<td>Project</td>
<td>Contract Templates to be signed by successful contractors</td>
<td>TD8 PCP Framework Agreement</td>
</tr>
<tr>
<td></td>
<td></td>
<td>TD9 PCP Specific contract for Phase I-II-III</td>
</tr>
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</table>

Depending on your role you read one or the other first

It should be extensively streamlined but if you have questions or ideas, please let us know

Though TD1 contains key terms, there is more detail here
Reading recommendations

Please keep the following things in mind when you tackle the documents

- Read the preface / foreword / pink instructions – it explains what is to follow
- TD1 CfT: Mostly formal, except section 2.1 which explains expected project progress
- TD2 Challenge Brief: Only technical, read main section top to bottom
- Cross-links work, search works, ask questions in doubt
The Challenge = tender: TD2

The Challenge is structured along the Award Criteria as is the tender/proposal you are going to write

<table>
<thead>
<tr>
<th>(Weighted) Award Criteria</th>
<th>Challenge Brief</th>
<th>Tender Application Template</th>
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<tr>
<td><strong>1 Technical criterion</strong></td>
<td><strong>T1 – Overall approach to CE-solution</strong></td>
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<td><strong>T2 – Information</strong></td>
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<td>...</td>
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Section 3.4 and 3.5 include:
- Maximum points
- Thresholds & weights
- Assessment scheme
- Formulas

Challenge Brief includes:
- Challenge description for each criterion
- Minimum requirements as Must or in bold (in bullet lists)
- Aspects relevant for assessment
- Annexes

Tender Application Template includes:
- Pre-defined sections, sub-headings and some standardised tables
- Notes on content expected
The project: TD1 Section 2.1

Table 1 (of TD1) describes the progress on R&D documented in the deliverables depicted below

Graphic represents evolution of key documents to be delivered

TD1 Table 1 describes the progress on CE-solution (i.e. AI, Workflows, Platform, Change)
Next steps & Q&A
CircularPSP organises a Tender Launch Event, one training focused on the tech. part and one training on admin/finance parts.

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**Phase I**
- May ‘24 – Sep. ‘24

**Phase II**

**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).
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
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

Recording stops now
This project has received funding from the European Union’s Horizon Europe Pre-Commercial Procurement Programme, under Grant Agreement n° 101092208.

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