

CIRCULAR



Tender Launch Event

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

Procurers



FORUM
VIRIUM
HELSINKI



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** (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/>
- ▶ 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/>
 - 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





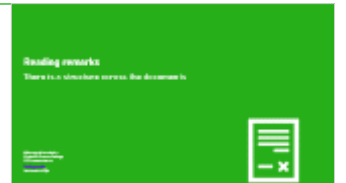
Objectives

Above all: this is the first of a multiple events

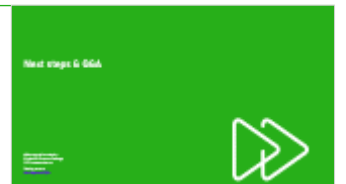
To give a high-level overview over challenge, instrument and tender / bid



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





Tender Events (online)

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

Oct. '24 – Jun. '25

Phase III

Jun. '25 – May. '26



CircularPSP Common Challenge

Common challenges of cities to transition to
Circular Economy

Welcome and Introduction

CircularPSP Common Challenge

PCP Process and terms

Reading remarks

Next steps and Q&A



Project

Leading Circular Cities are tackling a common challenge together

CIRCULAR



Istanbul, Turkey

Guimarães, Portugal

CircularBerlin, Germany

City Network Sweden

Helsinki, Finland

City Network Slovenia

Sandyford, Ireland

ReLondon, UK¹

A wide-reaching Follower Network
which will continue to grow

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

¹ Associated Partner involved in all activities

Consortium

Procurers



Supported by



Followers*

Individual Cities & Regions

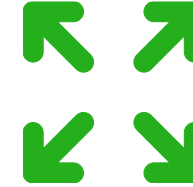
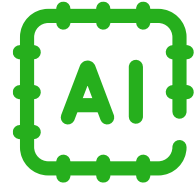


City Collectives & other CE-initiatives



The problems and needs to transition to CE

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



Problem	No access to CE knowledge	No routine in acting circular	No capacity for a CE transition	Linear mindset
Area	Information	Operation	Organisation	Change & Upskilling
Needs	Access to and understanding of CE knowledge	Making circular workable on city-level and day-to-day	One location for information, people and tracking	Customised capacity-building and training
CE-solution	A dedicated solution to enable cities, business and their staff to deploy circular economy action			

Who are the users?

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

CITY

The development first focuses on cities...

Intermediaries are individuals with systemic expertise and responsibility for circular economy across the organisation and who build capacity within departments.

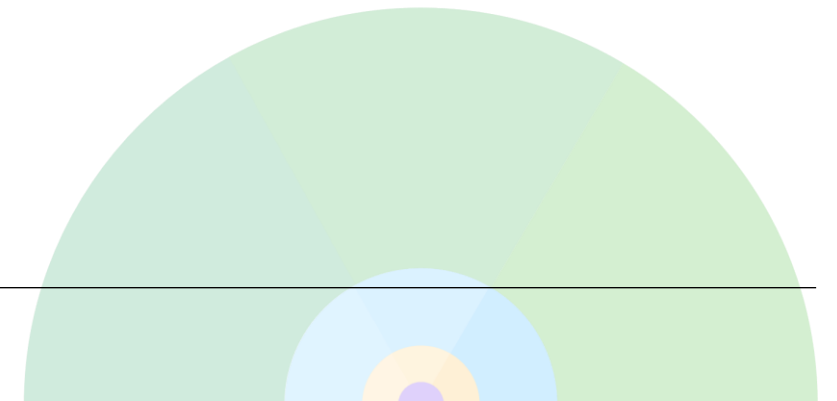
Any municipal staff who would advance circular economy in the own department or across the entire city.

Decision makers during implementation / cycles.

BUSINESS (LOCAL ECONOMY)

...with most results transferable to businesses 1:1 or through use of AI

Any local business to deploy and supply or become part of the local circular economy. Users of the market platform, bidders to local procurements.



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)**

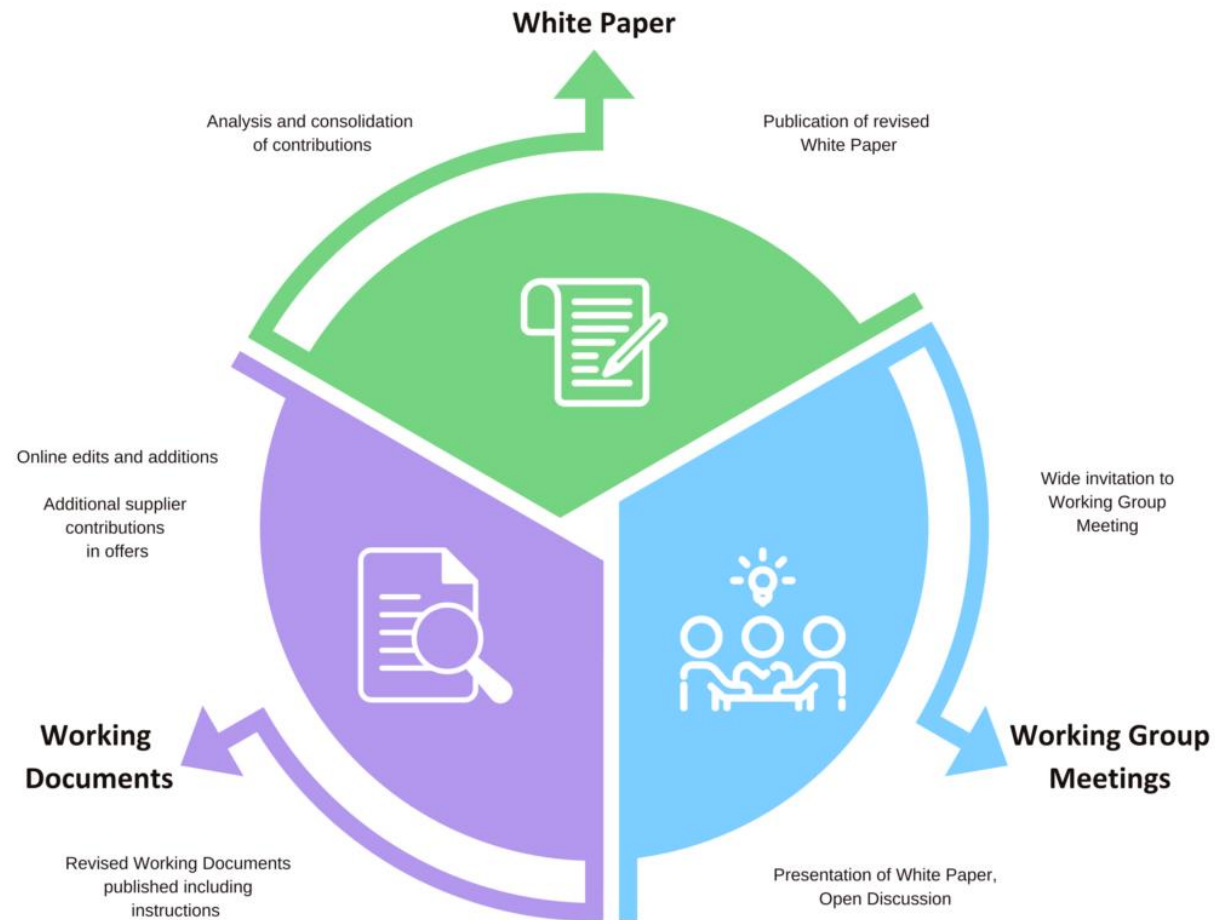
**Suppliers are
to define the
solution**

**...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

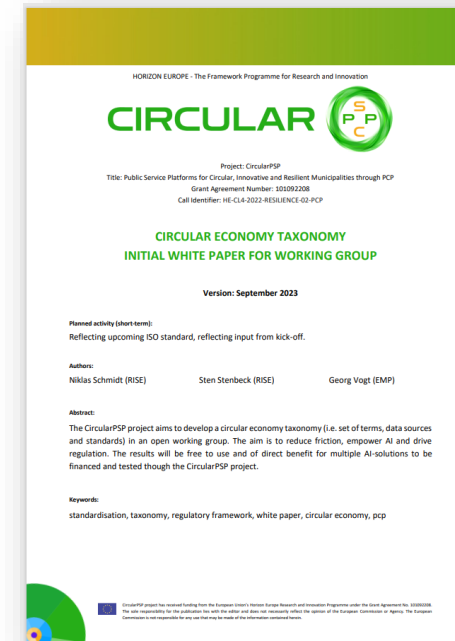
ELEMENTS AND PROCESS



PURPOSE

► Mission | Supplier relevance

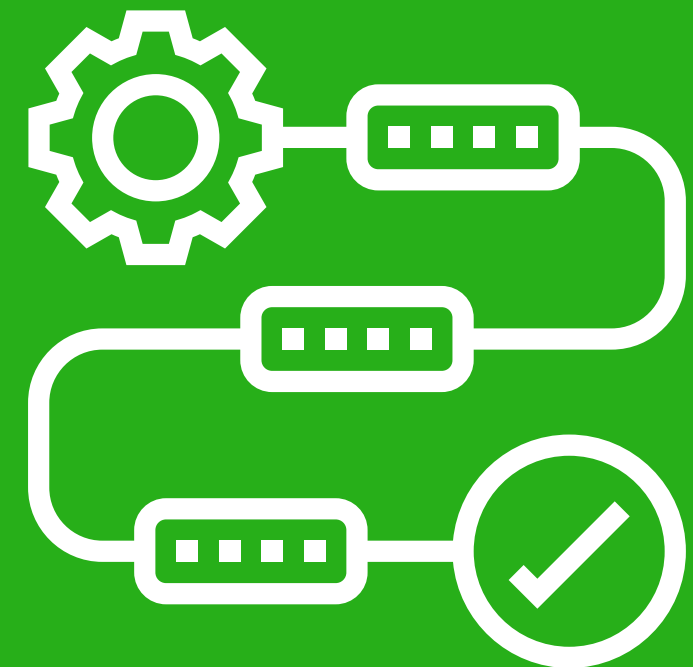
- **A Must: Define core terminology** (i.e. Taxonomy) to ensure different artificial intelligences (AIs) do not increase confusion about circular economy but lead to more clarity.
- **A Help: Identify a set of core data sources** for AIs to ensure that the learning does cover all relevant circularity 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

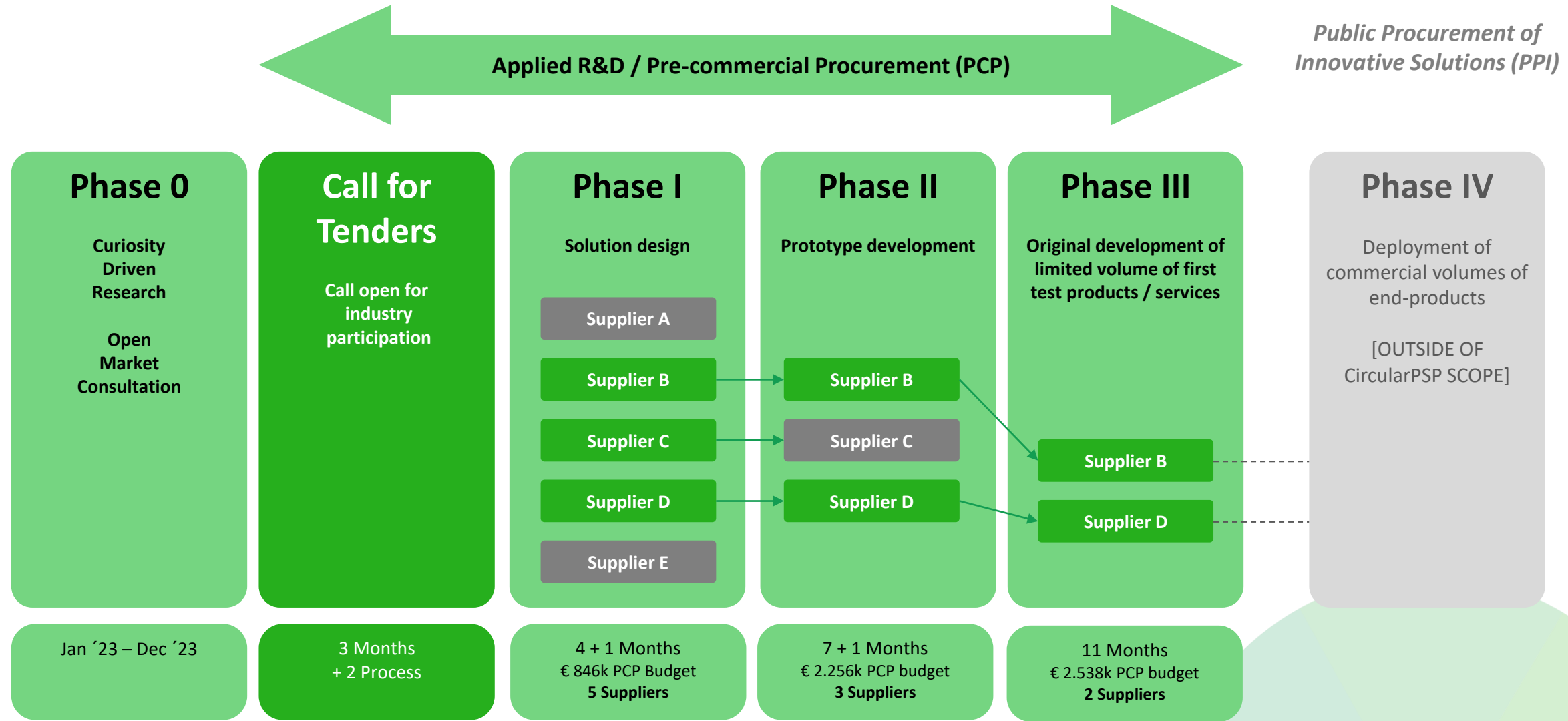
PCPs create incentives in domains where mature solutions are missing and reduce risks for both procurers and suppliers to innovate





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

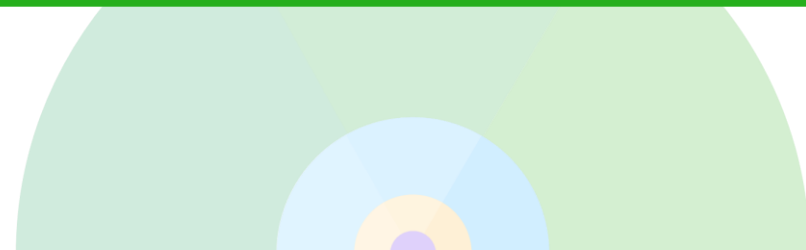
A PCP is a tender, not a grant

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



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
- ▶ 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

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

Official language is English

IPR sharing, if suppliers do not exploit results

*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

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

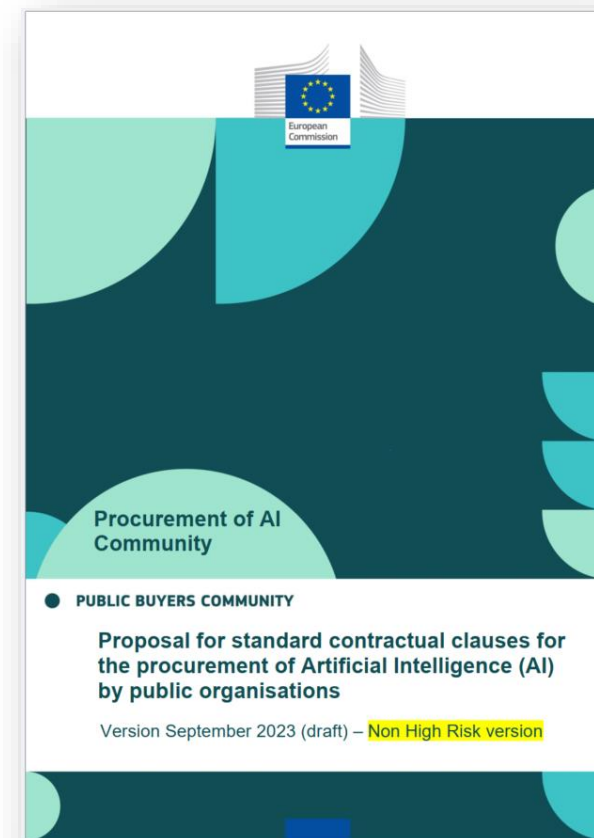
PUBLIC BUYERS COMMUNITY

- ▶ 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

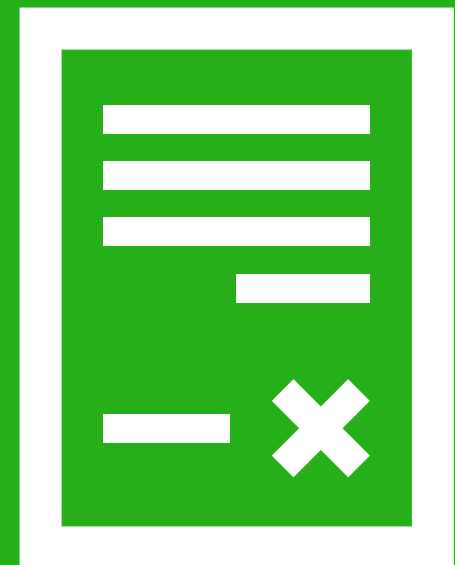


* Proposal for a Regulation of the European Parliament and of the Council laying down harmonised rules on artificial intelligence and amending certain union legislative acts, COM(2021)206 final.

Reading remarks

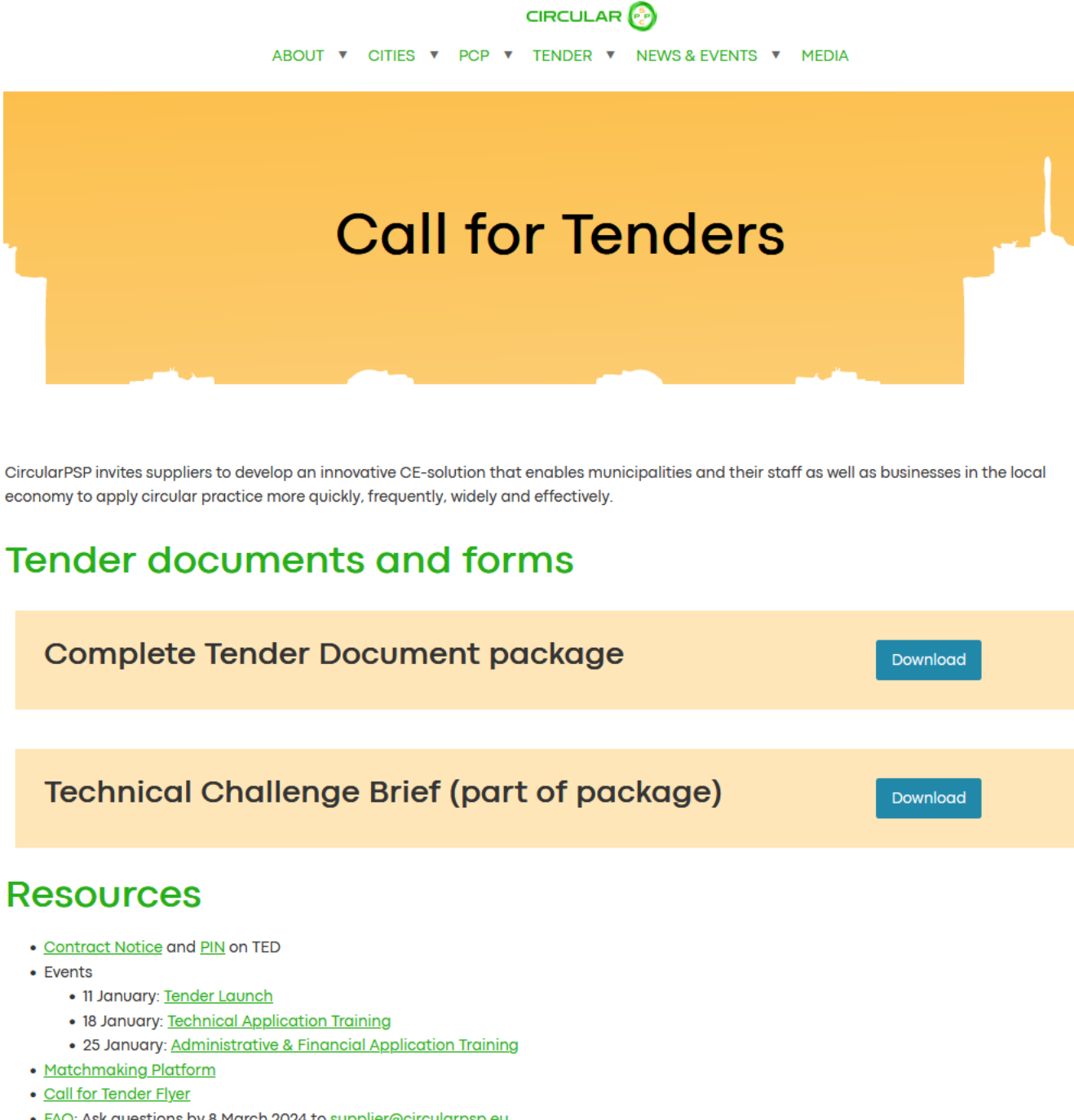
There is a structure across the documents

Welcome and Introduction
CircularPSP Common Challenge
PCP Process and terms
[Reading remarks](#)
Next steps and Q&A




Everything is (linked) on tender website

<https://circularpsp.eu/tender/>



The screenshot shows the 'Call for Tenders' page on the CircularPSP website. The page features a navigation menu with links for ABOUT, CITIES, PCP, TENDER, NEWS & EVENTS, and MEDIA. The main heading is 'Call for Tenders'. Below this, a paragraph states: 'CircularPSP invites suppliers to develop an innovative CE-solution that enables municipalities and their staff as well as businesses in the local economy to apply circular practice more quickly, frequently, widely and effectively.' The page is divided into two sections: 'Tender documents and forms' and 'Resources'. The 'Tender documents and forms' section contains two items: 'Complete Tender Document package' and 'Technical Challenge Brief (part of package)', each with a 'Download' button. The 'Resources' section lists several links: 'Contract Notice and PIN on TED', 'Events' (with sub-links for '11 January: Tender Launch', '18 January: Technical Application Training', and '25 January: Administrative & Financial Application Training'), 'Matchmaking Platform', 'Call for Tender Flyer', and 'FAQ: Ask questions by 8 March 2024 to supplier@circularpsp.eu'.

CIRCULAR 

ABOUT ▼ CITIES ▼ PCP ▼ TENDER ▼ NEWS & EVENTS ▼ MEDIA

Call for Tenders

CircularPSP invites suppliers to develop an innovative CE-solution that enables municipalities and their staff as well as businesses in the local economy to apply circular practice more quickly, frequently, widely and effectively.

Tender documents and forms

Complete Tender Document package	Download
Technical Challenge Brief (part of package)	Download

Resources

- [Contract Notice](#) and [PIN](#) on TED
- Events
 - 11 January: [Tender Launch](#)
 - 18 January: [Technical Application Training](#)
 - 25 January: [Administrative & Financial Application Training](#)
- [Matchmaking Platform](#)
- [Call for Tender Flyer](#)
- [FAQ](#): Ask questions by 8 March 2024 to supplier@circularpsp.eu.

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

Phase	Description	Documents	
Tender	Central documents on conditions, content and challenge	TD1 Call for Tender (current document) TD2 Challenge Brief (includes Annexes)	Depending on your role you read one or the other first
Proposal to be submitted	Administrative Forms to be filled by tenderers	TD3a Declaration of Honour - Exclusion Criteria TD3b Declaration of Honour – On/off Award Criteria TD4 Power of Attorney	It should be extensively streamlined but if you have questions or ideas, please let us know
	Application Templates to be filled by tenderers	TD5 Tender Application Template – Administrative TD6 Tender Application Template – Technical TD7 Tender Application Template – Financial	
	Application Submission	TZ1 Tender submission zip-archive	
Project	Contract Templates to be signed by successful contractors	TD8 PCP Framework Agreement TD9 PCP Specific contract for Phase I-II-III	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

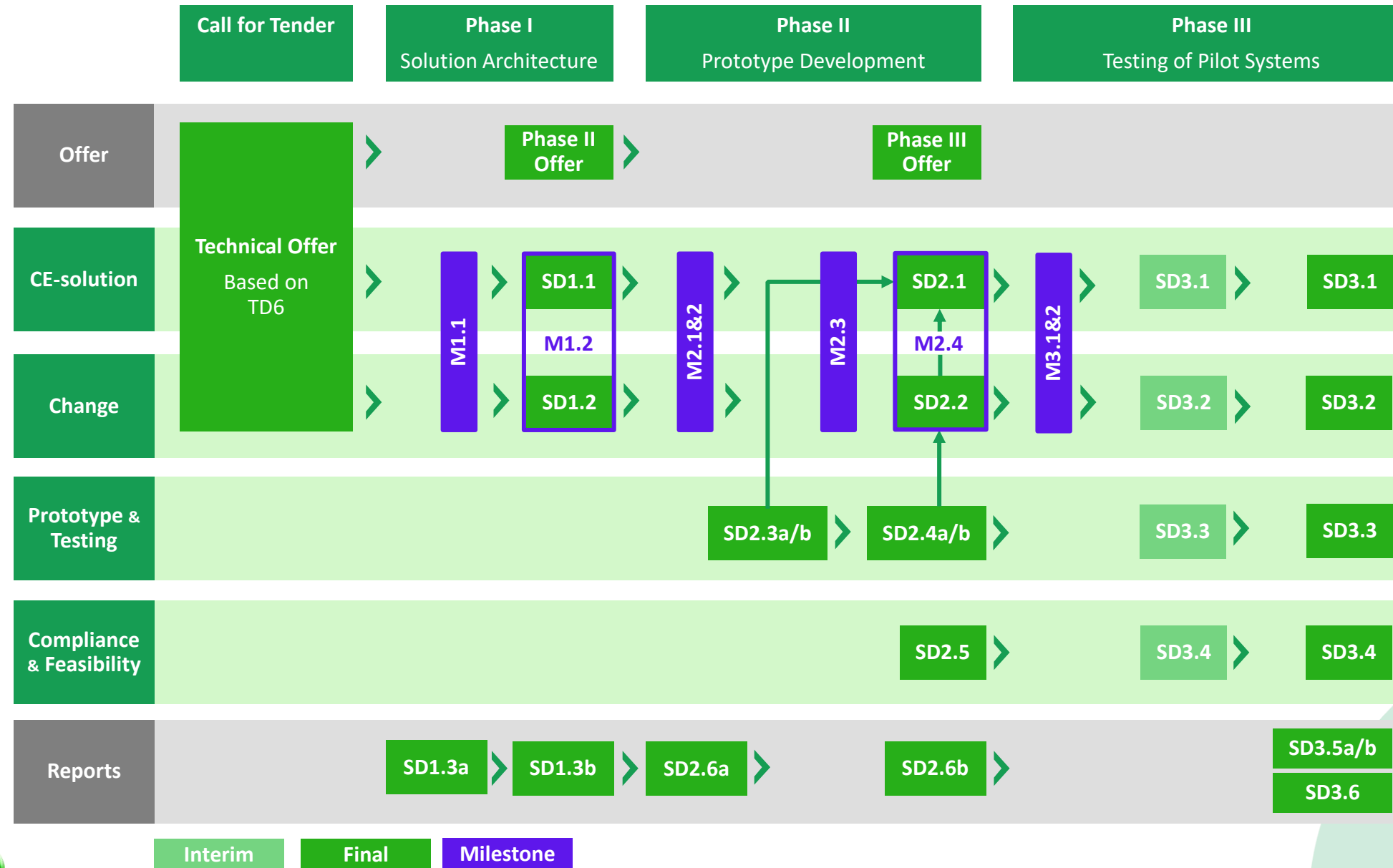
The Challenge is structured along the Award Criteria as is the tender/proposal you are going to write

<u>(Weighted) Award Criteria</u>	Call for tender TD1	<u>Challenge Brief</u>	Challenge brief TD2	<u>Tender Application Template</u>	Tender Application Template TD6
1 Technical criterion		1 Technical criterion		1 Technical criterion	
T1 – Overall approach to CE-solution		T1 – Overall approach to CE-solution		T1 – Overall approach to CE-solution	
T2 – Information		T2 – Information		T2 – Information	
...		
Section 3.4 and 3.5 include: <ul style="list-style-type: none">➤ Maximum points➤ Thresholds & weights➤ Assessment scheme➤ Formulas		Challenge Brief includes: <ul style="list-style-type: none">➤ Challenge description for each criterion➤ Minimum requirements as Must or in bold (in bullet lists)➤ Aspects relevant for assessment➤ Annexes		Tender Application Template includes: <ul style="list-style-type: none">➤ 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

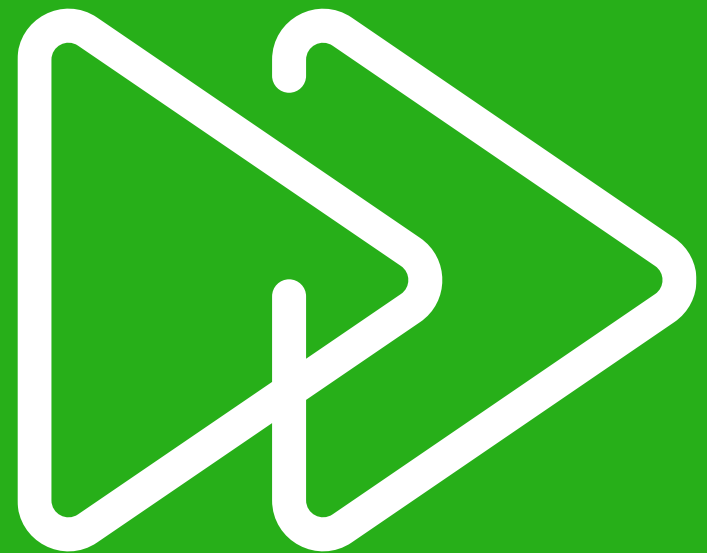


Graphic represents evolution of key documents to be delivered

TD1 Table 1 describes the progress on CE-solution (i.e. AI, Workflows, Platform, Change)

Next steps & Q&A

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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/>



Add your profile, offerings and partner requests here

FILL THE FORM

We are looking for:

- A partner (0)
- A coordinator (0)

We are looking for partners with expertise in:

- AI (1)
- Platforms (1)
- Training&Skills (1)
- Workflows (1)

We are looking for partners in the following countries:

- Italy (1)
- Spain (1)

Company 2

Spain



Our role: Partner

Our expertise: AI, Training&Skills

Company 1

Italy



Our role: Seeking a partner

Our expertise: Platforms, Workflows



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

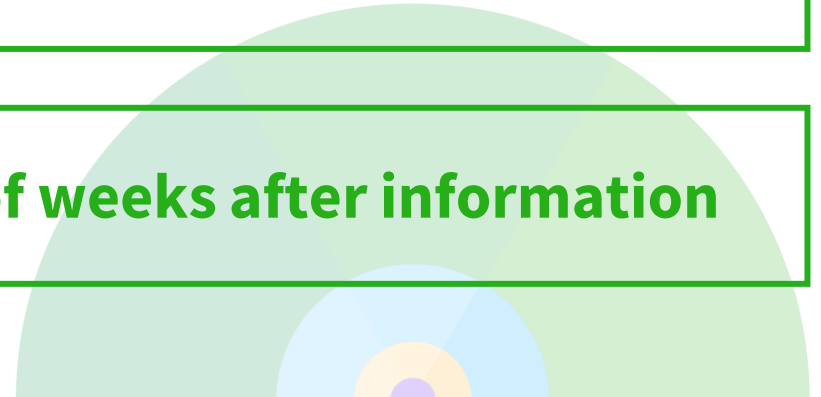
We answer your questions

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





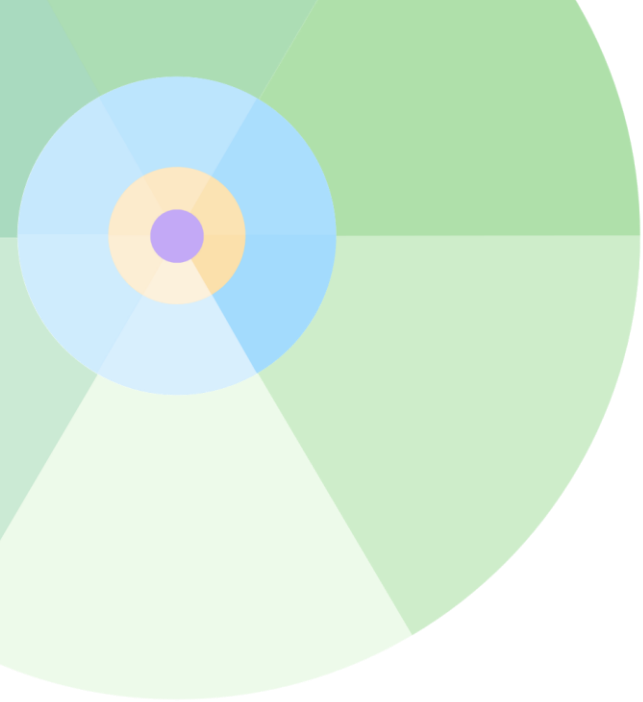
We go through Q&A

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



circularpsp.eu



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[CircularPSP](https://www.linkedin.com/company/CircularPSP)



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