

REQUEST FOR QUOTATION

1) PREMISE

Codognotto

Codognotto Austria is a logistics and transport company, part of Codognotto Group. As a Group, Codognotto operates in over twenty countries with fifty offices and deals with integrated logistics and transport through the use of all modes of transport. As a distinctive element on the market, the Group proposes itself as a driver of innovation.

Within this general framework, Codognotto Austria GmbH with registered office in Vienna is partner of the EU funded project e-SMART ERDF co-financed by the Programme Interreg Alpine Space.

Purpose of the aforementioned Project is to foster transnational cooperation among public and private actors for an integrated approach to electric vehicle charging infrastructure planning and e-mobility services development in the fields of Local Public Transport and Last Mile Logistics.

e-SMART

e-SMART is a project financed by the European Union via Interreg Alpine Space.

The project has the following objectives:

- 1) Foster transnational cooperation between public and private actors for an integrated planning;
- 2) Promote a harmonized Alpine Space approach for energy and mobility planning;
- 3) Increase of methods and tools to plan e-mobility charging infrastructure and services.

More in detail, e-SMART will activate cooperation among public authorities and e-mobility and energy operators through Smart Living Labs on all levels of governance. It will lead, through a Smart Mobility Road Map for Alpine Space decision makers on intermunicipal level, to a common approach in development of e-mobility services in LPT & LML and in planning of an adequate electric-vehicle charging-system network for entire Alpine region. The project will design and test a set of transnational operational instruments for public and private technicians to plan e-mobility infrastructure and services in passengers and freight transports in the framework of smart grid and smart territories: a Smart Energy Toolkit.

The partnership will develop a toolkit, comprised of digital tools, guidelines and a user manual, to facilitate an integrated planning of e-mobility and energy services.

2) ACTIVITIES, DEADLINES & DELIVERABLES

The activities and deliverables will be carried out and guaranteed in full autonomy, also ensuring the presence, in both Austrian and foreign locations where e-SMART actions are performed and developed by e-SMART, in accordance with the above.

Hereby Codognotto aims to select a subject to whom to entrust the implementation of the following activities foreseen by E-SMART divided by work package:

It is intended to select a subject to whom to entrust the realization of the following planned project activities divided into work packages (WP):

Activities requested:

Support for WP M [MANAGEMENT]

- M.1 Project coordination
- M.2 Internal communication
- M.3 Project reporting
- M.4 Project control and evaluation
- M.5 Project closure

Collaboration to WPT 1 SMART LIVING LABS

- T.1.1 Definition of e-SMART Living Lab methodology
Phase 1 : Planning - Goal : Identify and engage stakeholders
- T.1.2 Testing e-SMART Living Lab in each country
Phase 2 : Concept Design - Goal : Collect issues, needs and proposals
Phase 3 : Prototype Design - Goal : Elaborate detailed specification of tools
Phase 4 : Innovation Design - Goal : Test and validate tools
Phase 5 : Dissemination - Goal : Disseminate project outputs
TLL meetings
TLL webinars
- T.1.3 Set-up training materials and delivery of Learning Sessions
- T.1.4 Consolidation of group of followers for the replication of projects outputs.

Participation at WPT2 SMART MOBILITY ROAD MAP

- T.2.1 Capitalizing past experiences
- T.2.2 Mapping of e-mobility LPT and LML infrastructure and services.
- T.2.3 "Definition of tactical road map key elements and criteria"
start definition of tactical criteria (desk analysis)
start contribution from PPs and LL
- T.2.4 Definition of tactical road map
- T.2.5 Definition of operational road maps

Participation at WPT3 SMART ENERGY INTEGRATION

- T.3.1 "Definition of Smart territories ecosystem in relation to energy and mobility integration"

- T.3.2 Digital Tools set up and implementation
- T.3.3 Roll-out of Toolkit
- T.3.4 Smart Monitoring Team (SMT)

Support to WP C [COMMUNICATION]

- C.2 Promotional activities
- C.3 Digital activities
- C.4 Public events
- C.5 Publications

3) CRITERIA FOR ADMISSION TO THE COMPETITION

Financial requirements

Turnover for tender-related activities of at least 4 times the basic amount of the auction in the three-years period 2017-2019 for having carried out similar development and technical assistance activities on the European Regional Development Fund programmes.

Competence and experience of company

- multiannual participation in the role of partner or support to a partner in technical Work Packages in transactional projects co-financed by ERDF funds through Interreg Alpine Space;
- specific experience in the field of European projects for participation in calls financed by ERDF funds on all the following topics:
 - planning of territorial mobility
 - electric mobility
 - energy efficiency
 - ICT
 - analysis, planning and marketing of freight transport infrastructures and freight services with particular reference to combined transport
- multiannual collaborations with public administrations for the development of policies and planning tools.

The successful tenderer must provide Codognotto with a multidisciplinary team with technical skills subject to tender for the entire duration of the service and not modifiable unless prior notification and authorization:

1. Senior Project Management with at least 5 years of experience in managing Interreg Alpine Space projects and 1 experience in the role of WP leader or Lead Partner in Interreg projects or in supporting the leadership; at least 10 years on freight transport, combined transport and LPT, energy efficiency

2. Senior Financial Manager with at least 5 years of experience in European project reporting and at least 1 experience in supporting the reporting of Interreg Alpine Space projects
3. Senior Technical Manager with at least 10 years of experience in combined transport and electric mobility

A team with excellent written and spoken knowledge of English and German is required, and preferably a good knowledge of other languages of the Alpine Space (i.e., French, Slovenian and Italian) to be self-certified in the CVs of the members of the working group.

The required skills must be owned on the date of publication of the tender and must be included on all submitted CVs.

Content of the technical offer

The technical offer must provide:

- Procedures for carrying out the tasks
- Business CV highlighting previous experiences
- CVs of the members of the working group and self-declaration of the language skills
- Offers for improvement

4) AMOUNT OF THE ASSIGNMENT

The total amount of the tender is equal to 35.000 euro excl. VAT.

Payments will be made based on deliverables foreseen by the assignment.

5) EVALUATION CRITERIA

The most economically advantageous offer will be awarded based on quality and price, assigning each component the maximum scores indicated below:

a) Evaluation of qualitative characteristics: 80 points out of 100;

b) Economic offer: 20 points out of 100.

The aforementioned score breakdown takes into account the particular importance that the quality assessment assumes for the institution in order to achieve adequate support and deliverables in agreement with the tender' requirements, considering also beneficial ratio between costs.

Assessment referred to point a): maximum 80 points

For the technical assessment (maximum 80 points overall), the following elements will be taken into consideration, to be specified in the offer by the subject:

EVALUATION CRITERIA

Business and Senior PM experience in leading LP or WP management or in support of European projects with particular reference to the Alpine Space and Interreg	10
Experience in business reporting and experience of the Senior Financial Manager on European projects with particular reference to the Alpine Space and Interreg	10
Technical experience on combined transport, sustainable and electric corporate mobility and level of competence of the Senior Technical Manager on European projects with particular reference to the Alpine Space and Interreg	20
Operational proposal: Methodology; Planning, ...	35
Improved items	5

These preference criteria will be assessed on the basis of:

- Company curriculum, presented in one of the languages of the countries of the Alpine Space or English, including a descriptive report of the company experiences and skills, of the projects achieved and in which the company participated as partner.
- Curriculum vitae of the team members expected to carry out the assignment in one of the languages of the countries of the Alpine Space or English.
- Methodology of carrying out the assignment with operational proposal for the management of the required activities (method and tools implemented, timing, expected performance indicators) and improvement elements, in English or German (max 6 font folders 11).

6) DURATION

The duration of the service starts from the signing of the contract and will end on 31/12/2021, but will continue until the final report is closed and approved during the consultation phase.

7) TERMS AND CONDITIONS FOR SUBMITTING THE OFFER

Any offer relating to this Request for Quotation, including any other supporting documents, must be sent to matteo.codognotto@codognotto.com by 10 days from the date of publication. Offers received after this date or without the indicated requirements will not be taken into consideration.

A technical interview could be requested to the preselected Bidders, in order to assess its suitability with respect to the expertise required.

8) PROCESSING OF PERSONAL DATA

Under Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) and the Austrian national law applicable, the Contracting Organization informs that the personal data provided by the Bidders will be used by the Contracting Organization and its Group exclusively for the purposes related to this Request for quotation and in the event of any future assignments.

The responsible of the procedure

Mr. Matteo Codognotto

Marketing & Innovation Group Director

