

ASB: Call for Tender Tutorial The steps for submitting a bid





Go to the Gencat Public Procurement platform









How to prepare for the submission of an Offer : Get Familiar with:

- 1. The **Objective of the challenge**.
- 2. The **selection Criteria**.
- 3. How to **submit the technical and the economic offers**.
- 4. The Evaluation and Ranking Criteria
- 5. The framework agreement and contracts clauses
- 6. The **Request for Tender**





If you are considering to submit a proposal to the Anti-SUPERBUGS first get familiar with the **objective of the challenge**:

- **The Request for Tender (Section 1 & Section 2)** to get the basic information regarding 1. the Context and the Project of this procedure
- **The Challenge Brief** (Main Document) To see if the R&D services you envisage to provide 2. meets the project's expectations
- 3. **ANNEX VIII. - Overview of the whole ANTI-SUPERBUGS Innovation process** – to get the basic information regarding the strategic vision ANTI-SUPERBUGS buyers have when defining ANTI-SUPERBUGS challenge

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... as a second step, get familiar with who can submit an offer and what are the selection criteria (including the administrative information to be submitted):

- 1. The Request for Tender (Section 3.2) To see who can submit a proposal to Anti-SUPERBUGS Call for Tender
- 2. The Request for Tender (Section 4.2.3.3) To understand what evidences have to be provided to prove the technical and professional ability and economical soundness
- **3.** The Request for Tender (Section 5.3) To check the geographical requirements in case you are awarded with Anti-SUPERBUGS Phase 1 contract and Framework Agreement
- 4. The Request for Tender (Section 4.2.1.2) and Annex III Tender forms (Tender Forms and Envelope A (administrative documentation)) To check the administrative information to be submitted
- 5. The Request for Tender (Sections 4.2.3.2, 4.2.3.4, 4.2.3.5 and 4.2.3.6) (Tender Forms and Envelope A (administrative documentation)) To check the administrative documents to be submitted in case you are awarded with Anti-SUPERBUGS Phase 1 contract and Framework Agreement and prior to the contract signature





... as a third step, get familiar with how the technical offer and the economic offer are to be submitted:

- The Request for Tender (Section 4.2.1.1) to understand structure, the timing and the webpage of the offer submission (including the administrative information)
- 2. The Request for Tender (Section 4.2.1.3) and Annex III Tender forms (Envelope B (Technical Offer)) to understand how the information relevant to the R&D services you envisage to provide has to be submitted
- 3. The Request for Tender (Section 4.2.1.4) and Annex III Tender forms (Envelope C (Financial Proposal) and the relevant excel spreadsheet) to understand how to submit the financial proposal







... as a fourth step, get familiar with **how your offer is evaluated and ranked**:

- 1. ANNEX VII.-Awarding Criteria to understand which criteria are used to score the technical offer and which formula are used to score the economic offer
- 2. The Request for Tender (Section 4.2.4) to understand the ranking procedure
- 3. The Request for Tender (Section 4.2.4) to understand the awarding procedure





... as a fifth step, get familiar with **framework agreement and contracts** clauses:

- The Request for Tender (Section 5) and ANNEX VI.- Phase 1-2-3 templates and Framework Agreement – to understand the contracts you will sign in case you are awarded with Phase 1 contract
- ANNEX II.- Phase description and expected outcomes to understand the execution phases





... as a final step, get familiar with **all the entire procedure:**

1. The Request for Tender (main document) – read all the document and its annexes to understand the overall procedure as a whole







• If you do not have an account, register to receive updates on the Tender







• Download all the CfT document (Documentation and Templates)

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• The content of the Call for Tender pack are:







• First read and make sure that the challenge is for you

Grant Agreement no.: 688878	Anti-SNPERBUGS
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• Before filling in the Tender forms read Annex IV the instructions to fill in the ESPD (European Single Procurement Document)

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• You can now start filling the Annex III – Tenders forms

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ANNEX VIII OVERVIEW OF the whole ANTISUPERBUGS I	innovation process





- The Tenders forms are made up of :
 - Envelope A Administrative information
 - Envelope B Technical Offer
 - Envelope C Financial proposal
 - And other templates that apply to specific situations.







• Once Completed you can upload the documents here







The Digital Envelope submission process of the offer will be carried out in 5 steps:

Step 1/5:

1. Information of the offer: the company has to fill out the form with the following data: company data and registration and contact data.

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Step 2/5:

2. Once registered is completed. You can proceed with the Activation of the Offer









Step 3/5:

3. The presentation of the Envelopes : the documentation is sent and the presentation is finalized with a proof of presentation of the offer.

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* See the help section of the eLicita for further details:





Step 3/5:

- Envelope A: Administrative offer
- Envelope B: Technical Offer
- Envelope C: Financial Offer

(Note: All documents that are not for envelope A must be define by a **keyword** of the bidders choosing. This **keyword** will use to encrypt the kept safely as it will be requested to open the envelop B and C)

The files must be less than 25MB, contains no virus and the file name should contain characters of ISO-8859-1 codifications only.

* See the help section of the eLicita for further details:

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- 3/5 Closing Offer
 - Once all the keywords for all the nonadministrative digital envelopes introduced, the bid can be closed with the "Tancar Oferta" button,
 - Confirmation will be requested.

If there are missing compulsory, there will be a warning message

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- When the Offer is closed for submission
- Sign the Summary report and upload it
- You will be redirected to the offer entry page to download the presented offer.*

MoreInformation available here https://contractaciopublica.gencat.cat/ecofin_sobr e/AppJava/views/ajuda/empreses/documentacio.x html

 \ast in case of 24-hour closure period request, if necessary you can include additional documents in the offer or modify the envelopes.

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You can consult our FAQ for further informations on our website <u>http://antisuperbugs.eu/index.php/faq/</u>

You can also send your questions to info@antisuperbugs.eu

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