

„NÉV” 'NAME'

„TEL” 'TELEPHONE'

Invitation to Tender

„Cégnév” 'Company name'

„Cím” 'Address'

Subject:

External services for the Guidelines of stakeholder meetings within the framework of INNOGROW PGI00241 (Interreg Europe Programme) project.

Dear Director!,

Pannon Novum Nyugat-dunántúli Regionális Innovációs Nonprofit Kft. (Pannon Novum West-Transdanubian Regional Innovation Nonprofit Ltd.) (registered seat: H-9700 Szombathely, Berzsenyi Dániel tér 2., Hungary, VAT number: 14197280-2-18, company registration number: 18-09-107720, represented by: Dániel Magyar, managing director) (hereinafter referred to as the Contracting Authority) hereby invites the company you represent, as Tenderer (hereinafter referred to as the Tenderer) to submit a tender for providing services detailed in Annex 'B' of the present invitation to tender, under the terms and conditions specified in the tender dossier.

We look forward to receiving your tender before 4:00 p.m. on December 2, 2021. Tenders may be submitted by hand or by registered post at the address of Pannon Novum Nyugat – dunántúli Regionális Innovációs Nonprofit Kft., Szombathely, Berzsenyi Dániel tér 2., H-9700, Hungary.

Tenders shall be drawn up and submitted in English.

The Contracting Authority chooses the winning tender on the basis of the total price offered, and awards the contract to the tender offering the lowest price.

Terms of payment:

Costs incurred for the INNOGROW PGI00241 (Interreg Europe Programme) project.

The consideration for the services will be paid in arrears, upon certificate of compliance, within 30 days after the receipt of the invoice. The Contracting Authority **do not** provide any advances.

Payment method: bank transfer in Euro (EUR).

Each invoice issued shall include, as mandatory element, the exact title and identification number of the project, under which costs incurred, and the name of the financing programme.

Other conditions:

To perform the tasks, the contractor is entitled to involve subcontractors.

The contractor is required to declare whether or not it intends to involve a subcontractor to provide the services specified in the description of the task. This declaration requirement constitutes an integral part of the detailed financial offer.

If the contractor intends to involve a subcontractor in order to perform the activities, it shall ensure transparency regarding the content, amount and payment of the subcontracts.

The contractor is required to make a declaration on the grounds for exclusion and eligibility criteria.

To your tender, please attach your

- **Detailed financial offer** (according to Annex 'C')
- **Declaration on the grounds for exclusion and eligibility criteria** (according to Annex 'D')
- **Extract from the company register (to support the examination of the interconnectedness of economic operators - in the case of tenderers not established in Hungary)**

The Contracting Authority hereby informs the Tenderers, that it shall declare the tender **invalid**, if it **is not in compliance with the requirements for the contents and form set out in the invitation to tender**, and if it is submitted after the expiry of the deadline for the submission of the tender. Tenderers shall submit the declarations of the tender with authorized signature.

Yours sincerely,

Dániel Magyar managing director

Pannon Novum Nyugat-dunántúli Regionális Innovációs Nonprofit Kft

Szombathely, 19 November 2021

Annexes:

Annex 'B' – Description of the services to be procured

Annex 'C' – Detailed financial offer

Annex 'D' – Declaration on the grounds for exclusion and eligibility criteria

Invitation to Tender

Annex 'B'

Invitation to tender for the provision of services:

(i) Input documentation for the regional stakeholders' meetings and (ii) Joint stakeholders' conclusions report

in the context of the project

with the title: 'Regional policies for innovation driven competitiveness and growth of rural SMEs'

with the acronym 'INNOGROW'

and the Index Number: PGI00241

part of

Interreg Europe Programme 5th call

On behalf of the Partner Organisation:

Pannon Novum West-Transdanubian Regional Innovation Nonprofit LTD

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INNOGROW 5th call summary

INNOGROW rural SMEs are particularly affected by the COVID-19 crisis, facing severe revenue loss, supply chain disruptions and insecurity about employee retainment, exacerbated by partners' unprecedented policy planning & implementation challenges. Despite emergency EU and national policy responses on agricultural & food markets, such measures do not address rural SMEs' growth and innovation needs; without additional support, INNOGROW SMEs will face even harsher barriers to innovation and growth than before, becoming essentially unable to establish a recovery trajectory from the current economic stall.

All partners in the except for the Zemgale Planning Region and the Regional Development Agency of the Pardubice Region, agreed to participate in the INTERREG Europe 5th call, by applying for a one-year extension under the COVID-19 call for additional activities. The principle aim of this call is to provide new opportunities to approved projects (such as INNOGROW), to exchange experiences on the way the COVID-19 crisis impacts the issue they address and to further improve their regional development policies to better face the current challenges. The additional activities of the INNOGROW project, under the INTERREG Europe 5th call for additional activities, aim to address the policy gaps concerning the economic viability of rural ecosystems, through partners' current and future policy instruments.

Activity 3

Activity 3 includes the organisation of regional stakeholders' meetings between partners and key players who already contribute to policy issues in the INNOGROW regions, with the aim to receive input on most pressing territorial needs, complementing A1 results on priority areas and solutions. As a first step of the activity PA-NOVUM will prepare and share guidelines with the partners, to assist partners in the harmonized organisation of the events. All partners except for University of Newcastle Upon Tyne (UNEW), will conduct 1 stakeholder meeting per semester and produce 1 summary report with the main findings and conclusions. Stakeholders will provide feedback & additional proposals for territorial recovery & resilience, pertaining to A4&A5 results. As a final step of this activity, PA-NOVUM as activity leader will develop compile, analyse and present a joint study with the main conclusions derived from the implementation of this activity.

Subject of services

The Pannon Novum West-Transdanubian Regional Innovation Nonprofit LTD. invites you to participate in a tender for the undertaking and development of the below services.

1. Develop input documentation for the regional stakeholders' meetings

The input documentation will facilitate and harmonise the organisation of the regional stakeholders' meetings by all partners, by providing guidelines on how to organise the meeting, secure stakeholders' interest, and address the issues tackled by the project.

More specifically, the support needed would comprise the following tasks:

1. Define the main policies to be addressed and the themes to be discussed in regional stakeholder group meetings, taking into account the focus of macro-regional strategies, the needs of regional industries, as well as the special characteristics and aspects of local economies.
2. Develop meetings' purpose based on the themes of A1 project outputs, to be used as input documentation for all regional stakeholder meetings. These documents will a) provide a brief summary of the themes of A1 project outputs, and b) outline key subjects and conclusions, seeking further consultation on the topics addressed.
3. Define the target audience to participate in the exchange of experience and consultation process (i.e. regional stakeholder group meetings).
4. Define specifications for the project's website to promote regional stakeholder meetings to interested parties and target groups.
5. Define consultation methods and tools (e.g. focus groups, questionnaire, and roundtable discussions).
6. Deliver documentation tools and guidelines on regional stakeholder group meetings' planning and organising structures and activities.
7. Create an indicative meeting agenda template to help partners run effective regional stakeholder group meetings. The template will include information such as: a) date & location, b) attendees / participating stakeholders, c) objectives, d) agenda schedule, e) thematic sessions and f) consultation methods, to be adopted by each partner for the purposes of the specific regional stakeholder group meetings.
8. Provide guidelines on how to gather, evaluate and analyse the input and feedback provided by regional stakeholders, in order to prepare the summary reports.

2. Develop a joint stakeholders' conclusions report

The joint study will analyse and codify the most common and widely endorsed stakeholder recommendations from each region (drawing from the 12 stakeholder meeting summaries), to present the results of INNOGROW partners' engagement with stakeholders

More specifically, the support needed would comprise the following tasks:

1. Compilation and comparative analysis of data collected from the 12 separate stakeholders meetings' summaries.
2. Analysis of the socio-economic impact of the COVID-19 crisis on rural supply chains, as described by the stakeholders, as well as on the financing, innovation, and growth activities of relevant businesses in partnership regions, with an emphasis on lasting effects that can affect the financial sustainability of rural SMEs.
3. Identification of good practices in digital & green growth, resilient business models and risk mitigation that stakeholders presented/suggested.
4. Identification of the stakeholders' proposals of new pathways for recovery and resilience that could cover all partnership's regions.

Deliverables and timetable

The following deliverables will be developed upon the completion of the abovementioned tasks:

	Deliverable	Delivery Date
1.	Input documentation for the regional stakeholders' meetings	20 th December 2021
2.	Joint stakeholders' conclusions report	31 st July 2022

Both deliverables will be developed in the partnership's official working language which is English.