



Invitation to Tender

Name and address of Contracting Authority:

**Pannon Novum West-Transdanubian
Regional Innovation Nonprofit LTD**
Berzsenyi Dániel tér 2,
Szombathely, H-9700 Hungary
Represented by : Magyar Dániel
Contact person: Regner Márta
E-mail: pannonnovum@pannonnovum.hu

Subject of the procurement:

Use of external services to carry out expert tasks for the Interreg Europe Program **Digital Rural** project. (02C0438- Improving policies for the promotion of Smart Villages and rural digital transformation)

Dear Tenderer,

Pannon Novum West-Transdanubian Regional Innovation Nonprofit LTD. (Head office: Berzsenyi Dániel tér 2., H-9700 Szombathely, Hungary, Tax number: 14197280-2-18, registration number: 18-09-107720, represented by Magyar Dániel managing director) (hereinafter referred to as **Contracting Authority**), hereby invites the company you represent as the Tenderer (hereinafter referred to as the **Tenderer**) to submit a bid, to provide the services detailed in Annex B to this call for tenders, as described in the call and subject to the conditions set out therein.

Please note that this procurement procedure of the Contracting Authority does not constitute a public procurement procedure under the Public Procurement Act.

Please note that we invite you to submit your written offer by 10:00 AM CET, 19 December, 2024.

The quotation must also include the following:

- an indication of the period of validity of the offer;
- the date of issue of the quotation;
- the exact description of the subject of the quotation;
- the use of subcontractors involved;
- a declaration by the tenderer justifying the scope of his activities for the provision of the above-mentioned services.

**Digital Rural**

The bids can be **submitted electronically** to Pannon Novum West-Transdanubian Regional Innovation Nonprofit Ltd. e-mail address, to pannonnovum@pannonnovum.hu. Tenderers are requested to submit signed and scanned in PDF format. The tender must be prepared in English language.

The Contracting Authority shall select the winning tender on the basis of the lowest amount of the consideration on the basis of the gross price offered by the tenderers.

Tenderers will be informed of the evaluation of the bids and the outcome of the procedure by 20 December, 2024.

Payment terms:

The Interreg Europe Program Digital Rural project (02C0438- Improving policies for the promotion of Smart Villages and rural digital transformation) will require external services for the benefit of the project.

The service will be paid in euro within 60 days of the invoice date, after confirmation of performance. **No advance payment** will be made by the contracting authority.

Method of payment: bank transfer in EUR

The invoices issued must indicate the project under which the cost was incurred, with the exact name and identification number of the programme and project.

Right of withdrawal:

The contracting authority reserves the right to declare the procurement procedure ineffective without giving any reason, and the right to withdraw from the contract at any time before the contract is concluded.

Others:

- The Contracting Authority hereby informs the Tenderers that it will **declare invalid** any tender **that does not comply with the formal and substantive requirements of the invitation to tender**, and any tender received after the deadline. The declarations contained in the tender must be signed by the Tenderer.

- If, for whatever reason, the Tenderer submitting the most advantageous tender is unable to perform, the contracting authority shall award the contract to the Tenderer submitting the second most advantageous tender.




Please attach to your offer:

- Your detailed commercial offer (in accordance Annex „C”)
- The declaration of grounds for exclusion (in accordance Annex „D”)

Sincerely,

**PANNON NOVUM
NYUGAT-DUNÁNTÚLI REGIONÁLIS
INNOVÁCIÓS NONPROFIT KFT.**
9700 Szombathely, Bezsenyi Dániel tér 2.
Adószám: 14197280-2-18
Bank: 18203198-06017277-40010012



Magyar Dániel
managing director
Pannon Novum Nonprofit Ltd.

Szombathely, 13 December 2024

Annexes:

Annex „B” – Description of the service being procured

Annex „C” – Detailed commercial offer

Annex „D” – Declaration of grounds for exclusion

„B” attachment

DESCRIPTION OF THE SERVICE TO BE PROCURED

Subject of the procurement:

Use of external services to carry out expert tasks for the Interreg Europe Program **Digital Rural** project. (02C0438- Improving policies for the promotion of Smart Villages and rural digital transformation)

Procurement source- project and programme name:

Interreg Europe Program Digital Rural project. (02C0438- Improving policies for the promotion of Smart Villages and rural digital transformation)

Purchasing group classification (Pannon Novum Ltd's own classification category): 'Activity description: external service provision - professional project tasks'.

Detailed definition of the subject of the procurement:

Duration of the service: from the conclusion of the contract until the end of the 2nd project period.

Please submit a proposal for the provision of the following professional services:

Support on definition of Vas County Digital Policy Assessment, providing a baseline for the Operational Programme improvement and modification

This task involves supporting the local authorities of Vas County in defining a comprehensive Digital Policy Assessment (DPA). The goal is to create a baseline evaluation of the county's existing digital policies and how well they support current and future development objectives. This assessment will be used as a foundation to modify and improve the Vas County Operational Programme, aligning it with broader regional and national goals. This service includes an analysis of main Digital macrodata at EU, national and local level, with the identification of best EU practices suitable for the local implementation.

The Assessment is a key document before the launching of the policy improvements, and Vas County Municipality will transform it into a Smart Village Digital Strategy, which will guide the future funding strategies.

Digital Rural

The task includes assessment of existing digital policies and their effectiveness in Vas County, identification of gaps or weaknesses in the current Territorial Operational Programme, recommendations for improvements or modifications based on the baseline data.

The task includes:

- **Policy review**: A detailed review of existing digital policies and strategies covering key areas such as digital infrastructure, e-services, digital literacy, and business innovation. **12-18 policy documents** should be analyzed, the analysis should use a qualitative content analysis approach, identifying key themes, gaps, and areas for improvement.
- **Best Practices analysis**: A comparative analysis will be conducted, particularly in benchmarking Vas County's Best Practices against Best Practices from other partners in Digital Rural.
- **Baseline data collection**: Analysing quantitative and qualitative data on key indicators (e.g., digital infrastructure coverage, internet access rates, e-service adoption, and digital skills levels).
- **Gap analysis**: Identifying areas where current policies fall short, particularly in terms of meeting the needs of underserved populations or lagging in technology adoption.
- **Description of TOP-DOWN approach for the innovative policies**: Definition of Top-down approach in interregional exchanges, that will provide a source of innovative actions to be included in the policies Assessment in a top-down mode.
- **Description of BOTTOM-UP approach for the definition of the main community-led policies.**: Through participative actions, partners and communities will define the main policy to be included in the Digital Policies Assessment.
- **Definition of Permanent bottom-up structure and tool** to allow the continuous participation of stakeholders in the Vas County policy feedback and creation. This task includes the benchmarking against bottom-up approach from other partners in the Consortium.
- **Policy recommendations**: **6-10 policy recommendations** for improving the Operational Programme by addressing identified gaps, considering both local needs and national/international best practices. These recommendations will be derived from the analysis of the policy documents, and best practices. Each policy recommendation will be detailed in approximately 1-2 pages. They will include a concise description of the recommendation, its potential impact, and steps for implementation.

- **Assistance to Contracting Authority** in Interregional Learning Events (ILE), presenting the findings and outputs of the document to the Consortium.

The proposed contents of the document: introduction of existing digital policies related to Vas county, proposals of improvements at local and regional level, implementation level policies, problems, barriers and achievements. (EU) The produced materials will include a wide range of charts, diagrams, and infographics. These visuals will be used to present data analysis, illustrate policy gaps, show comparative results, and summarize key findings. The expected language of the documentation is English.

The length of the document including the various units: **min.115 pages without appendices.** (Calibri font, font size 11, 1.5 line spacing)

SCOPE:

- Focus on Vas County's digital strategy in the context of regional, national, and European Union policies.
- Attention to both technological (infrastructure) and social (digital skills) aspects of digital policy.

SPECIFIC NAME OF RESULT: Digital Policies Assessment for Vas County