

## 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: Nagy Imre Győző  
E-mail: [pannonnovum@pannonnovum.hu](mailto:pannonnovum@pannonnovum.hu)

**Subject:**

Invitation to tender for the provision of external services in the framework of the Interreg Europe Programme Green4HEAT 02C0644 "Accelerating the uptake of green heating and cooling solutions across EU regions", for the following sub-tasks:

1. A1.3a: Methodological guidelines for collecting and evaluating territorial evidence on the adoption of green business models in the heating and cooling sector
2. A1.3d: Final report summarising lessons learnt and providing policy recommendations for the adoption of green business models in the sector

**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, 14 April, 2025.**

**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.

The bids can be submitted electronically to Pannon Novum West – Transdanubian Regional Innovation Nonprofit Ltd. email address, to [pannonnovum@pannonnovum.hu](mailto: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 14 April, 2025.**

**Payment terms:**

The Interreg Europe Programme Green4HEAT project number O2C0644 "Accelerating the uptake of green heating and cooling solutions across EU territories" will require external services for the benefit of the project.

The service/deliverable will be paid in euro within 90 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.

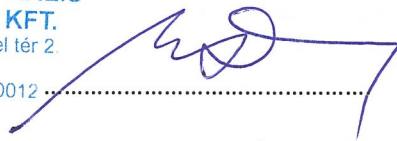
- If, for whatever reason, the Tenderer submitting the most advantageous tender is unable to perform, the contracting authority shall award the contract to the Tenderer submitting the second most advantageous tender.

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, Berzsenyi Dániel tér 2.  
Adószám: 14197280-2-18  
Bank: 18203198-06017277-40010012



Magyar Dániel  
managing director  
Pannon Novum Nonprofit Ltd.

Szombathely, 07, April 2025.

**Annexes:**

*Annex „B” – Description of the service being procured*

*Annex „C” – Detailed commercial offer*

*Annex „D” – Declaration of grounds for exclusion*

## DESCRIPTION OF THE SERVICE BEING PROCURED

### **Subject of the procurement:**

Invitation to tender for the provision of external services in the framework of the Interreg Europe Programme Green4HEAT 02C0644 "Accelerating the uptake of green heating and cooling solutions across EU territories", for the following sub-tasks:

1. A1.3a: Methodological guidelines for collecting and evaluating territorial evidence on the adoption of green business models in the heating and cooling sector
2. A1.3d: Final report summarising lessons learnt and providing policy recommendations for the adoption of green business models in the sector

### **Procurement source- project and programme name:**

The Interreg Europe Programme Green4HEAT project 02C0644 "Accelerating the uptake of green heating and cooling solutions across EU territories".

**Purchasing group classification** (Pannon Novum Ltd's own classification category): Activity description: use of **external service provision**.

- 1) A1.3a: Methodological guidelines for collecting and evaluating territorial evidence on the adoption of green business models in the heating and cooling sector
- 2) A1.3d: Final report summarising lessons learnt and providing policy recommendations for the adoption of green business models in the sector

### **Detailed definition of the subject of the procurement:**

The **methodology document (A1.3a)** will provide guidelines and data collection tools (e.g., survey forms) to support partners in gathering, reviewing, and assessing territorial evidence on business practices and relevant policies. The objective is to identify both good practices and barriers to the adoption of green business models in the heating and cooling sector.

The **final report (A1.3d)** will analyse the territorial data collected by partners and synthesise key findings from the virtual session organised by Pannon Novum Ltd as part of Activity A1.3. Its goal is to provide territorial intelligence on policy frameworks and business practices as well as policy recommendations that can facilitate the adoption of green business models in the heating and cooling sector.

**Detailed description of tasks:****Methodology document**

The "Methodology" document will provide guidelines to support both the data collection process and the virtual session, which will be carried out as part of the Green4HEAT project Activity 1.3.

The document should contain the following:

- Identification and provision of the necessary thematic background for the activity (focusing on green business models in the heating and cooling sector).
- Provision of research and data collection guidelines for successfully carrying out the survey (incl. research objectives, data collection targets/ KPIs, timeline for activity implementation).
- Preparation of brief guidelines for the organisation and implementation of the virtual session (incl. an indicative agenda and relevant resources).
- Provision of research tools to support data collection (e.g., survey forms) and relevant templates for the virtual session (e.g., attendance and assessment forms).

**Final report document**

The "Final Report" document will provide an analysis of the data collection findings in relation to the main conclusions of the virtual session conducted as part of Green4HEAT project Activity 1.3.

The document should include the following:

- Presentation of territorial data collected by partners.
- Analysis and discussion of the collected data and identified trends, incorporating insights from both the survey and the virtual session.
- Presentation of the lessons learnt and conclusions on promoting green business models.
- Policy recommendations to accelerate the adoption of green business models in the heating and cooling sector by private and public (e.g., municipal companies) actors.

**Duration of the service:** from contract to project closure

**Specific name of the result generated:**

**Methodology document**

The document is in English, in electronic format, and contains the sections described in detail. (Approximately 30 – 40 pages in length)

**Final report document**

The document is in English, in electronic format, and contains the sections described in detail. (Approximately 30 – 40 pages in length)

**Planned start and end date for the completion of the task:** The duration of the project. Internal deadlines are set depending on the progress of the project. Specific deadlines will be agreed between the contracting authority and the tenderer after the conclusion of the contract.