

„NÉV” 'NAME'

„TEL” 'TELEPHONE'

Invitation to Tender

„Cégnév” 'Company name'

„Cím” 'Address'

Subject:

External services for the communication tasks within the framework of SYMBI PGI00291 (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, Berzsényi 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 submitted by hand or by registered post at the address of Pannon Novum Nyugat – dunántúli Regionális Innovációs Nonprofit Kft., Szombathely, Berzsényi 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 SYMBI PGI00291 (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,

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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:

Communication tasks

in the context of the project

with the title: 'Industrial Symbiosis for Regional Sustainable Growth and a Resource Efficient Circular Economy'

with the acronym 'SYMBI'

and the Index Number: PGI00291

part of

Interreg Europe Programme 5th call

On behalf of the Partner Organisation:

Pannon Novum West-Transdanubian Regional Innovation Nonprofit LTD

Berzsenyi Daniel ter 2.,

Szombathely, H-9700 Hungary

Tel. + (36)-94-501-418

Fax + (36)-94-501-419

E-mail: pannonnovum@pannonnovum.hu

Website: www.pannonnovum.hu

SYMBI 5th call summary

The aim of the INTERREG EUROPE 5th call is to provide new opportunities to approved projects, in order 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 pandemic has caused major disruptions in SYMBI partners' efforts to transition towards a circular economy model, since governments and industries are most concerned with responding to immediate emergencies. Securing by any means the production of necessities and the operation of supply chains, however, has come at the expense of sustainability and circularity.

At the same time, the pandemic has exacerbated the ineffectiveness of linear territorial economic models in times of crisis, raising concerns not only for recovery but also for future resilience. Considering that industrial waste, energy demand, and CO2 emissions skyrocket after major crises, there is a pressing need to resume and further advance the circular transformation in the participating SYMBI territories, in light of policy gaps uncovered by COVID-19.

Communication tasks

As leader of the SYMBI activities A3.1 and A3.2 "3.1-Stakeholder dialogues & dissemination", the Pannon Novum West-Transdanubian Regional Innovation Nonprofit LTD (PA-NOV) will fine-tune, prepare and deliver a communication plan that defines the communication strategy and actions to be carried out throughout the duration of the SYMBI additional activities, foreseen to take place within the 5th call. The main aim of the communication plan is to ensure the diffusion of results and the participation of stakeholders and 3rd parties in project activities, by extending and updating the communication plan already in developed in for the initial project duration.

This activity also foresees the regular and on-going updates of the SYMBI project website and social media pages, in line with the communication plan requirements, but also ensuring that stakeholders are kept updated on activity progress.

Finally, two electronic newsletters will be developed and shared with the partnership by PA-NOV, at the end of each semester aiming include major project activities and news. The templates will initially be developed in the English language and then translated by each partner before disseminating it within their network as in the previous semesters.

Subject of services

Within this context, 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. Development of the updated SYMBI Communication Plan

- Update of projects' communication strategy and actions to be carried out throughout the duration of the project extension.
- Update of dissemination channels, actions, dissemination goals and KPIs.
- Definition of monitoring processes and tools.
- Allocation of roles and work among partners.
- Development of info-day guidelines.

Foreseen deliverable: SYMBI 5th Call Communication Plan

2. Update of project's social media pages and updates of project website

- Update of the project website hosted in the Interreg Europe program website.
- Update of social media pages in English
- Coordination of provision of input process/content for the development of the project website by all partners.
- Coordination of the social media campaign.

Foreseen deliverables: social media and website updates

3. Development of newsletter templates

- Design and develop newsletters templates in English, in line with the guidelines and requirements in the communication plan.
- Collection and integration of partners' input.
- Integration of partners' feedback and web deployment.
- Support in the coordination of newsletter campaigns.

Foreseen deliverables: 2 newsletter templates

Deliverables and timetable

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

| | Deliverable | Delivery Date |
|----|---|--------------------------------------|
| 1. | SYMBI 5 th Call Communication Plan | 20 th December 2021 |
| 2. | 1st newsletter template (in English) | 28th February 2022 |
| 3. | 2nd newsletter template (in English) | 30 th August 2022 |
| 4. | Social media and website updates | On-going (at least one per semester) |

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