

## 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 O2C0644 "Accelerating the uptake of green heating and cooling solutions in EU regions", for the following sub-tasks:

1. A3.2a: Input paper for the interregional workshop on geothermal energy applications in residential and commercial heating.
2. A3.2d: 'Lessons learnt' report on effective policy pathways for boosting the adoption of geothermal energy application in the partnership regions.

**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 2:00 PM CET, 22. January, 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 22. January, 2025.**

**Payment terms:**

The Interreg Europe Programme Green4HEAT project number 02C0644 "Accelerating the uptake of green heating and cooling solutions across EU territories" will require external services for the benefit of the project.

Each 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, January 16, 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 in EU regions", for the following sub-tasks:

1. A3.2a: Input paper for the interregional workshop on geothermal energy applications in residential and commercial heating.
2. A3.2d: 'Lessons learnt' report on effective policy pathways for boosting the adoption of geothermal energy application in the partnership regions.

### Procurement source- project and programme name:

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

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

- 1) A3.2a: Input paper for the interregional workshop on geothermal energy applications in residential and commercial heating.
- 2) A3.2d: 'Lessons learnt' report on effective policy pathways for boosting the adoption of geothermal energy application in the partnership regions

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

The **input paper** will provide thematic background information on geothermal energy for heating (e.g. industrial use, heat pumps and direct use of geothermal water for heating buildings), facilitating dialogue between workshop participants.

The **'lessons learnt' documents** summarise the main conclusions of the workshop, present the state of geothermal energy use in the territory and the potential for the deployment of geothermal energy technologies in the partnership regions.

**Detailed description of tasks:****Input document (input paper)**

The "Input paper" is a preparatory study for an international workshop to be held in Hungary as part of the Green4HEAT project activity 3.2.

The paper should contain the following chapters:

- Overview of the geothermal technology potential of the Green4HEAT project regions
- Presentation of indicative examples of geothermal energy for heating
- Details of the organization of the workshop (agenda, proposed activities and discussion topics)

**Document of 'lessons learnt'**

The document 'lessons learned' is a study on the results of the international workshop to be held in Hungary during Green4HEAT project activity 3.2.

The document should contain the following chapters:

- A summary of the main points raised during the workshop
- To define the territorial policy situation for the use of geothermal energy for residential and commercial heating.
- To present territorial solutions that can be applied to the use of geothermal energy for residential and commercial heating.
- To present the main conclusions and lessons learnt from the workshop, highlighting policy pathways and recommendations aimed at fostering the uptake of geothermal technologies and expanding their use cases.

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

**Specific name of the result generated:**

**Input paper**

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

**Documents of 'lessons learnt'**

The document is in English, in electronic format, and contains the chapters 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.