



MEMBER OF
BASQUE RESEARCH
& TECHNOLOGY ALLIANCE

Tender announcement

t. +34 94 657 40 00
info@azti.es | www.azti.es

Sukarrieta, April 15, 2021

1. OBJECT

AZTI Foundation announces the opening of a public tender procedure for the "subcontracting of services for the organisation and execution of the virtual final event of SUDOANG project (Interreg Sudoe Programme)".

The service will be carried out for all project partners:

1. Fundación AZTI - AZTI Fundazioa (AZTI)
2. Institut national de recherche pour l'Agriculture, l'Alimentation et l'environnement (INRAE)
3. University of Girona (UdG)
4. University of Cordoba (UCO)
5. Centro Interdisciplinar de Investigaçao Marinha e Ambiental (CIIMAR)
6. Institut National de la Recherche Agronomique (INRA Centre Bordeaux Aquitaine)
7. Universidade de Lisboa (FCUL)
8. Université de Perpignan Via Domitia (UPVD - CEFREM)
9. Office Français de la Biodiversité (OFB)
10. Lonxanet Foundation for Sustainable Fisheries (FLPS)

2. LENGTH OF SERVICE

The event will take place over two days in early June 2021.

3. ECONOMIC OFFER

The maximum economic offer that will be accepted for this tender is **thirty thousand euros (30,000.00€)**, taxes not included.

The service shall be billed on conclusion, and the invoice shall be paid 60 days after its date of issue.



2 0 1 1



MEMBER OF
BASQUE RESEARCH
& TECHNOLOGY ALLIANCE

4. ASSESSMENT CRITERIA FOR PROPOSALS

The proposals received will be assessed on the basis of the following criteria:

Economic offer	50%
Technical adjustment	30%
Improvements	15%
CSR policies	5%

5. PRESENTATION OF PROPOSALS

Bidders may submit their proposals to the attention of Irati Velez at the e-mail address ivelez@azti.es and at any of the AZTI centres, from the time of publication of this announcement on the AZTI Foundation website, **until 12 noon on 30 April 2021**.

Tenderers may contact the following address for further technical information:

AZTI

Carolina Alonso

Tel. +34 667 174 459

Mail: calonso@azti.es

6. AWARD

Once the offers have been received on the date indicated for their presentation, within 15 working days, the result of the tender will be published on the AZTI Foundation website.

7. PROCUREMENT CONDITIONS

- Throughout the duration of the service relationship with AZTI, the entity selected must comply with current regulations governing labour, social security, and occupational health and safety matters. The entity shall also, if fitting, have to carry out the coordination of business activities in accordance with (Spanish) RD 171/2004, per established procedure and specifications (available at <http://www.azti.es/es/coordinacion-de-actividades-empresariales/>)



MEMBER OF
BASQUE RESEARCH
& TECHNOLOGY ALLIANCE

- Before formalising the contract, the entity selected must, in any case and irrespective of any other documentation, submit a certificate proving that it is up-to-date with respect to its tax and social security obligations
- The selected entity must submit the documentation needed to formalise the contract no more than 20 days after the date it is awarded. Any further questions can be consulted in the Internal Procurement Rules posted on www.azti.es
- Beyond the technical and administrative conditions, AZTI shall favourably evaluate those suppliers who demonstrate that they maintain Quality, Health and Safety, Environmental, and Sustainable Mobility policies, as well as Corporate Social Responsibility policies.

The supplier shall include in the respective proposal any documents or records that enable those policies to be verified (quality or environmental certificates; documentation on actions relating to social responsibility issues, etc).

8. GENERAL DATA PROTECTION REGULATION

Responsible entity – Identity: FUNDACION AZTI - AZTI FUNDAZIOA – Tax No: G48939508. Postal Address: TXATXARRAMENDI UGARTEA Z/G SUKARRIETA (BIZKAIA). Telephone: 946574000. E-mail: lopd@azti.es.

“At the AZTI FOUNDATION, we process the information you provide in order to respond to your request and invoice the services, and also to maintain business relations. The legal basis for processing your personal data is our legitimate interest in maintaining business relations and to carry out the provision of services. Such data are those strictly necessary for that purpose. The data supplied are kept for as long as the business relationship is maintained, or for the years needed to fulfil the legal obligations and, after the conclusion of relationship, to the extent to which responsibilities might arise. The data are only ceded to third parties in those cases where there is a legal obligation, or to suppliers of technical and IT services, and auditing. Under no circumstances shall international transfers of your personal data be carried out. You have the right to obtain confirmation about whether we, at the AZTI Foundation (FUNDACION AZTI – AZTI FUNDAZIOA), are processing your personal data. You, therefore, are entitled to access your personal data, rectify imprecise data, or request their elimination, when the data are no longer necessary, as well as to exercise your right of opposition, limitation, or portability of your data, per the terms envisaged in applicable regulations relating to data protection, by means of written communication to the address indicated above. You may also present a claim before the competent control authority.



MEMBER OF
BASQUE RESEARCH
& TECHNOLOGY ALLIANCE

9. TECHNICAL REQUISITES

As coordinators of the SUDOANG project, AZTI will hold a final meeting event of two days in the first week of June 2021 at the headquarters of AZTI in Sukarrieta (Bizkaia, Spain). The objective of the event is to:

- Share the results of the project on mortality, recruitment, and escapement of European eel.
- To show the main products of the project to stakeholders in the field of European eel management and conservation (managers, NGOs, scientific community, fishermen).

The event will be free of charge and in a semi-presential format: a group of scientists (maximum 20 people) will be present in Sukarrieta, while the rest of the audience (between 50-100 people) will be connected remotely. However, this arrangement can change due to movement restrictions derived from the pandemic.

Each day there will be a workshop in which both scientists and the rest of the audience will actively participate with debates and, for the interactive web tool developed in the project, with exercises to learn how to use it. The sessions will have a maximum duration of 5 hours with breaks.

In order to organize this event, AZTI requests a service whose minimum required components are:

- Propose attractive interaction and presentation formats that will engage the audience following the event remotely.
- Provide and manage interactive videoconferencing tools, easy to use and that allow discussion and active participation. The tools will allow power point files and videos to be displayed; create a plenary room and smaller discussion rooms; have a chat function to gather feedback that is also maintained after the meeting; can incorporate simultaneous translation; and preferably show the person presenting in addition to the presentation.
- Propose a communication strategy both prior to the event to create expectation and increase the number of participants, and afterwards to amplify the impact. As a minimum, it is required: an emailing to announce the event; a campaign in RRSS; create some distinctive graphic element that identifies with the event; elaborate a short video for the promotion of the event and a later one for the communication of the results, in the 4 languages; measure the impact of the event. These communication actions will be integrated into the website www.sudoang.eu.



MEMBER OF
BASQUE RESEARCH
& TECHNOLOGY ALLIANCE

- Create at least 4 video tutorials to help with the exercises (subtitled in English, French, Spanish and Portuguese).
- Help the speakers in videorecording their presentations so that they are attractive, as well as editing them and making sure they are available before the event.
- Facilitate sessions, managing at a minimum: introducing and pacing speakers; timekeeping; and moderating both voice and chat conversations.
- Coordinate with the agency that translates and interprets the event in 4 languages (Spanish, French, Portuguese, and English) to ensure that attendees can follow the event in the language of their choice.
- Maintain constant contact with SUDOANG partners during the preparation period of the event, including regular follow-up meetings.
- Manage invitations to the event and registration of participants, respecting the Organic Law 3/2018 on Personal Data Protection.
- Instruct presenters and workshop organizers to ensure good image and sound quality. Include a tutorial and a rehearsal with participants to familiarize them with the tool before the meeting.
- Provide assistance with technical problems that participants may have during the meeting.
- Broadcast the event via livestreaming.
- Integrate the material to be presented (presentations, videos, exercises, etc.) into a single document and store it in a repository.
- Record and edit the interventions for later use as communication material.
- Collect the interventions and conclusions of the debates and discussions, in the form of minutes.
- Produce an electronic document that synthesizes and integrates everything that happened during the event, including at least the following elements: participants, agenda, presentations, discussions, videos, exercises and deliver it 2 weeks after the end of the event.
- Conduct a satisfaction survey to evaluate the content and functioning of the event, within 5 days after the event has been held and in the 4 languages.



MEMBER OF
BASQUE RESEARCH
& TECHNOLOGY ALLIANCE

It will be valued that the bidding company accredits:

- The maximum previous experience in European projects.
- Previous experience in facilitating remote events with an audience of more than 50 people.
- Have a technical team fluent in several languages of the participating partners (English, French, Spanish and Portuguese).
- Have a team of experts in online facilitation techniques, audio-visual media, digital marketing, and social networks with a minimum of 5 years of experience.