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BASQUE RESEARCH
& TECHNOLOGY ALLIANCE

Tender announcement

Sukarrieta, 20 September 2022

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1. OBJECT

The AZTI Foundation announces the opening of a public tendering procedure for **the acquisition and implementation of *a3innuva-nomina***. It includes licences and consultancy services.

AZTI currently has the A3NOM payroll software. Due to the forthcoming completion of the legal and technical updating service, AZTI has decided to change and evolve towards *a3innuva-nomina* and is therefore putting out to tender the purchase and implementation of this new payroll service for 300 workers.

2. DELIVERY AND COMMISSIONING

The delivery of the access and its commissioning will be managed **within a maximum period of 2 months** from the date of signature of the contract.

3. ECONOMIC TENDER

The maximum economic offer that will be accepted for this tender is **ten thousand four hundred euros (10.400,00 euros)**, taxes not included.

The offer must include,

- Annual licence for 300 employees
- a3innuva implementation project

Invoicing will take place at the conclusion of the service, and the invoice will be paid within 60 days of the date of issue.





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4. ASSESSMENT CRITERIA FOR PROPOSALS

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

Economic offer	55%
Technical adjustment	20%
Improvements	20%
CSR policies	5%

5. PRESENTATION OF THE 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 4 October 2022**.

Proposals can be submitted in Spanish, English or Basque.

Tenderers may contact the following address for further **technical information**:

AZTI

José Angel Hormaetxea

34 667 174 380

jormaetxea@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.



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7. CONDITIONS DE RECRUTEMENT

- The selected entity, during the time that the service relationship with AZTI lasts, must comply with the regulations in force on labour matters, Social Security and Health and Safety at Work, being subject, if applicable, to carry out the coordination of business activities in accordance with RD 171/2004 according to the procedure and specifications established (available at <https://www.azti.es/en/recruitment-rules/>)
- In any case, and independently of any other documentation, the selected entity must present, before the formalization of the contract, a certificate that proves that it is up to date with the fulfillment of its tax and social security obligations.
- The selected entity must present the necessary documentation to formalize the contract within a period not exceeding 20 days from the award. Or the documentation, the selected entity must follow the Internal Contracting Regulations published at www.azti.es
- In addition to the technical and administrative conditions, AZTI will positively evaluate those suppliers who demonstrate that they maintain policies on Quality, Health and Safety, the Environment, Sustainable Mobility, as well as Corporate Social Responsibility.

The supplier shall include in its proposal those documents or records that allow verification of these policies (quality and environmental certificates, documentation relating to actions in matters of social responsibility, etc.)

Failure to comply with the legal requirements may result in the cancellation of the order and the purchases made.



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8. GENERAL DATA PROTECTION REGULATION

Person in charge: Identity: FUNDACION AZTI - AZTI FUNDAZIOA - CIF: G48939508 Postal address: TXATXARRAMENDI UGARTEA Z/G SUKARRIETA (BIZKAIA) Telephone: 94 657 4000 e-mails: lopd@azti.es.

“From FUNDACIÓN AZTI we treat the information you provide us with the purpose of placing your order and billing for services and maintaining commercial relations. The legal basis for the processing of your personal data is our legitimate interest in maintaining commercial relations and carrying out the provision of services, being strictly necessary for this purpose. The data provided will be kept if the commercial relationship is maintained or for the years necessary to comply with legal obligations and, once the relationship has been resolved, to the extent that liabilities may arise. The data will not be transferred to third parties except in cases where there is a legal obligation, as well as to those providers of technical and computer services and auditing. Under no circumstances will we carry out international transfers of your personal data. You have the right to obtain confirmation as to whether FUNDACION AZTI - AZTI FUNDAZIOA is processing your personal data. Therefore, you have the right to access your personal data, rectify inaccurate data or request its deletion when the data is no longer necessary, as well as to exercise your right to oppose, limit or transfer your data, under the terms provided for in the applicable data protection regulations, by writing to the above-mentioned address. You may also lodge a complaint with the competent supervisory authority”.

9. TECHNICAL REQUIREMENTS

The AZTI Foundation announces the opening of a public tender procedure for the acquisition and implementation of a3innuva-nomina.

The *a3innuva-nomina* software selected is a cloud solution. The application will manage all the necessary tasks for the calculation of the payroll of the employees, carrying out all the necessary communications to deal with official bodies such as the INEM and the Social Security.

The price of the annual licence for 300 workers must be clearly indicated, as well as the price of subsequent extensions in the number of workers.

The project must include all the necessary phases for the implementation of the *a3innuva-nomina* software, from installation to start-up and start-up support.



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The a3innuva **implementation** project must include,

- Analysis
- a3nom data transfer
- Parameterisation, testing
- Commissioning, monitoring
- Report adaptation Current data from a3nom to Access
- Parallels (payroll calculations in a3nom and *a3innuva|nomina*)
- Training in the use of a3innuva for key users.

It will be **essential** the preparation of the monthly data of each person of payroll from a3innuva for its later treatment in our ERP: AZTIGAI, in format: MDB, Excel....

Improvements such as,

- The price and response times of the pool of hours. The bag of hours may be used in additional services to the maintenance contract consisting of:
 - ✓ Training and Certification Programmes
 - ✓ Personalisation work
 - ✓ Management of communication with the TGSS (modification of files, ...)
 - ✓ Customised developments
 - ✓ Elaboration of Formulas
 - ✓ Active accompaniment in the labour and technological consultancy processes.
- Days of guarantee from the implementation for maintenance, which would not imply a consumption of the bag of hours, and which would include,
 - ✓ Improvements in the application
 - ✓ Internet consultation service
 - ✓ Information by e-mail
 - ✓ Internet update service
 - ✓ Telephone enquiry service