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# Tender announcement

Sukarrieta, 3 February 2023

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## 1. OBJECT

The AZTI Foundation announces the opening of a public tendering procedure for **the "auditing of justified expenditure by Fundación AZTI-AZTI Fundazioa in its projects"**. As long as it is required by the funding programme of the corresponding administration (EU, State Administration, Basque Government, Provincial Councils and Local Administration), with the exception of programmes funded by INTERREG (programmes: Atlantic Arc, SUDOE, POCTEFA, etc.), as these programmes require a tender for each approved project, and the corresponding approval by the National Authority, Ministry of Finance, of the designation of the 1st level controller.

## 2. LENGTH OF SERVICE

The duration of the contract shall be **36 months (3 years)** from the date of signature of the contract (scheduled for 8 April 2023). Once the term has been reached, the Contract shall be automatically extended, unless either Party decides otherwise in writing to the other Party one (1) month prior to the expiry of the initial term or any of its extensions. The Contract including its extensions shall not exceed five (5) years.

## 3. ECONOMIC TENDER

The maximum economic offer that will be accepted for this tender is **one thousand euros (1,000.00 euros)**, taxes not included.

Invoicing will take place at the conclusion of each service, and invoices 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	70%
Technical adjustment	10%
Experience	10%
CSR policies	10%

*\*Financial offer, the most advantageous proposal will be awarded 70 points.*

*\*Technical suitability, 10 points will be awarded to entities registered in the ROAC as a practising entity.*

*\*Experience, will be valued with 1 point for every 5 justified projects that are demonstrated, excluding programmes financed by INTERREG, up to a maximum of 10 points.*

*\*CSR policies, 10 points will be awarded to the entities that send us their CSR policy report.*

#### 5. PRESENTATION OF THE PROPOSALS

Bidders may submit their proposals to the attention of Irati Velez at the e-mail address [ivelez@azti.es](mailto: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 15 March 2023**.

Proposals can be submitted in Spanish, English or Basque.

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

AZTI

Jose Angel Hormaetxea Kapanaga

Tel. 34 94 657 4000

Mail: [jormaetxea@azti.es](mailto: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](http://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.)

## 8. GENERAL DATA PROTECTION REGULATION

Person in charge: Identity: FUNDACION AZTI - AZTI FUNDAZIOA - CIF: G48939508 Postal address: TXATXARRAMENDI UGARTEA Z/G SUKARRIETA (BIZKAIA) Telephone: 946574000 e-mail: [lop@azti.es](mailto:lop@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 as long as 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



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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 or not 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 selected entity will have to be registered with the ROAC as a practising professional.
- The selected entity will have to issue a report describing the work performed and its conclusions, in the required language, according to the instructions of the programme.
- The first level controller will undertake to carry out the work in accordance with the requirements established by the funding programme.
- Experience in auditing public programme projects would be an asset, except those related to INTERREG.