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& TECHNOLOGY ALLIANCE

# Tender announcement

Derio, 8 June 2023

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## 1. OBJECT

The AZTI Foundation announces the opening of a public tender procedure to **implement an accompaniment to reinforce the leadership model of the AZTI management team.**

## 2. LENGTH OF SERVICE

The duration of the service shall be **12 months (1 year)** from the date of signature of the contract.

## 3. ECONOMIC TENDER

The maximum economic offer that will be accepted for this tender is **thirty thousand euros (30.000,00 €)**, taxes not included. This amount includes all costs incurred and necessary for the provision of the service (materials, travel expenses, etc.).

Invoicing will be carried out as follows:

- 25% at the signing of the contract.
- 25% at the end of 2023.
- 25% at the beginning of 2024
- 25% on completion of the work.

Invoices will be paid within 60 days from 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	50%
Technical adjustment	25%
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](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 12:00 noon on 15 June 2023**.

Proposals can be submitted in Spanish, English or Basque.

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

AZTI

Estibaliz Arango

Mail: [earango@azti.es](mailto:earango@azti.es)

AZTI

Cristina Elorriaga

Mail: [celorriaga@azti.es](mailto:celorriaga@azti.es)

#### 6. AWARD

Once the offers have been received on the date indicated for their presentation, within 7 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 fulfilment 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: [lopd@azti.es](mailto: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 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 programme should consist of at least the following sections:

### **1. Individual self-knowledge**

The proposal should begin with a phase of individual self-assessment as a basis for facilitating improvement processes that are consolidated over time, making it possible to identify the strengths and possible areas for improvement of the members of the management team in their joint interactions.

For this purpose, the tool Individual Behavioural Assessment, EQ and Driving Forces (Trimetrix EQ) will be used.

Accreditation by TTI Success Insights and demonstrable experience in using the Individual Behavioural Assessment, EQ and Driving Forces tool (Trimetrix EQ) related to Leadership development processes is required.

### **2. Leadership competency development programme.**

This programme should include at least the following competencies:

- Communication and active listening
- Feedback for the development of other professionals
- Negotiation and conflict management
- Delegation.
- Teamwork.



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The programme must be carried out, for the most part, in person at AZTI's facilities or wherever the organisation requires.

### **3. Accreditations and minimum experience in similar programmes.**

Preferably in R&D, health, and similar environments.

- ✓ Accreditation of trainers in ORSC Systemic Coaching.
- ✓ Accreditation of trainers in Agile coaching, Scrum Master or similar.
- ✓ Trainers certified as Co-Active Coaches.
- ✓ Trainers certified and accredited by the ICF (International Coaching Federation), with a minimum accreditation level of PCC.
- ✓ Accreditation in tools for the diagnosis of organisational culture through values.
- ✓ Accreditation by TTI Success Insights of trainers in the use of Individual Behavioural Assessment tools, EQ and driving forces (Trimetrix EQ).
- ✓ Minimum 5 years of accredited experience of trainers as members of Management Committees in medium to large companies.
- ✓ Experience in having delivered a minimum of 5 leadership programmes similar to the one proposed in this tender.