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BASQUE RESEARCH  
& TECHNOLOGY ALLIANCE

# Call for Tender

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Pasaia, 21 May 2024

## 1. OBJECT

The AZTI foundation announces the opening of a public invitation to tender for the services of "**taxonomic analysis of phytoplankton communities in coastal and estuary areas**".

## 2. LENGTH OF SERVICE

The service will be provided within a maximum period of **36 months (3 years)** from the date of signing the contract.

## 3. ECONOMIC TENDER

The maximum acceptable quotation for tenders is €210 per unit (sample), taxes not included. The quotation must be for the sum of the unit amounts for the items that appear in the list included in this announcement (VAT not included). The maximum tender price must be stated for each item. Participants must complete the quotation table shown below, specifically the Quote column.

Item	Maximum Price	Quote	Maximum Score
Taxonomic identification of phytoplankton	€95		40
Counting the cells in each of the taxons identified	€85		40
Consultancy on marine phytoplankton taxonomy	€30		20
<b>Total Score</b>			<b>100</b>





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To calculate the score for each item, the following formula will be used, weighted for the maximum score associated with each item, according to the scales in the table and according to the best quotation submitted.

$$Punt. \text{ Item "n"} = Punt. \text{ M}{\acute{a}}x. \text{ item "n"} \frac{(\text{Precio M}{\acute{a}}x. \text{ item "n"} - \text{Precio ofertado})}{(\text{Precio M}{\acute{a}}x. \text{ item "n"} - \text{Precio M}{\acute{i}}nimo \text{ ofertado})}$$

The prices that make up the quotation must be valid for the three years of the term of the contract for the provision of this service. The price will be adjusted every year according to the consumer price index (CPI) if applicable to the project of which each service forms part.

Invoicing is to be at the end of each service, and invoices will be settled 60 days after their date of issue.

#### 4. ASSESSMENT CRITERIA FOR PROPOSALS

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

Quotation	50%
Technical quality of the services and technical qualifications of staff	40%
Improvements on the minimum conditions required herein	5%
Corporate Social Responsibility Policies	5%

#### 5. PRESENTATION OF THE PROPOSALS

Bidders may submit their proposals to the attention of Alaitz Lizaso at the e-mail address [alizaso@azti.es](mailto:alizaso@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 28 May, 2024**.

Proposals can be submitted in Spanish, English or Basque.

Tenderers may contact the following address for further technical information:

AZTI

Javier Franco San Sebastián

Tel. 34 667 174 428

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



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## 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. CONDITIONS FOR RECRUITMENT

- 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. Any additional questions may be consulted in 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 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. REQUISITOS TÉCNICOS

### Background

AZTI, a technology centre specialised in marine and food research, is a foundation whose purpose is social development and improving competitiveness in its fields of action, the sea and food, through research and technological innovation.

Since 1981, AZTI has had a large number of clients including companies, institutions and government, for whom it conducts research projects aimed at generating knowledge, and high added value technological products and services aimed at solving specific problems. To do this it employs a multi-disciplinary staff of more than 240 people. It also hosts a limited number of interns and practicum students.

In the marine environment AZTI generates scientific knowledge of coastlines and the marine environment in order to progress in the sustainable management of our environment and its resources. It also conducts research to achieve sustainable fishing by a competitive industry using responsible practices.

Phytoplankton communities are one of the factors in assessing the quality of the marine environment, as specified in applicable directives at European level. This is why, for different projects, AZTI requires taxonomic analyses of the said communities in coastal and estuary areas.

### Object of the contract

The object of this document is to select the supplier for the activities listed in the following section, which fall under the category of advanced services in:

- Taxonomic identification and count of cells in the main phytoplankton groups in samples from the campaigns run by AZTI in Basque estuary and coastal areas.
- General consultancy for AZTI on marine plankton taxonomy.



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### **Tasks to be performed**

Tenderers must present the methodology they propose to perform the following tasks:

1. Taxonomic identification and count of cells in the main phytoplankton groups: AZTI will provide the supplier with phytoplankton samples preserved in Lugol from the estuaries and coastline of the Basque Country. The samples are provided in 125 ml topaz glass bottles.

Taxonomic identification and count of cells in the main phytoplankton groups are to be carried out. The resulting data must be given in Excel tables, with the taxons in rows and the sampling stations in columns. Counts are to be given in cells per L.

Taxonomy at species level is to be performed for most taxons over 10  $\mu\text{m}$ .

Furthermore, the basic structural parameters are to be calculated per station: abundance, specific richness and diversity index.

2. General consultancy for AZTI on marine plankton taxonomy: the supplier is to advise AZTI on the subject of marine phytoplankton taxonomy within the context of the services referred to in the previous section. This advice is to take the form of a request for a report or clarifications regarding the results obtained from the services referred to in the previous section. The supplier must point out, if relevant, any anomalous patterns in terms of the abundance and composition of phytoplankton in the coastal and estuarine waters analysed. It must also mention the presence of any taxons potentially harmful to ecosystems, or with the potential to produce toxins. With regard to the latter,



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those of interest for shellfish-producing waters must be assigned to the syndromes (ASP, PSP, DSP, etc.) and/or toxins (YXT, AZA, etc.) with which they may be associated.

### **Staff qualifications**

To perform the services requested in this selection process, all the staff involved in the work required must hold advanced qualifications in biology, biological sciences, marine sciences or the equivalent, with demonstrable technical ability to identify the main taxonomic groups (diatoms, dinoflagellates, chlorophytes, cryptophytes, haptophytes, etc.) at the pertinent species or taxonomic category level in each case. The organisation wishing to take part in the process must prove its technical solvency and knowledge of the area of study by providing the following listings:

- Academic publications on the oceanography and ecology of marine and estuarine phytoplankton.
- Academic publications based on the identification and counting of phytoplankton in estuarine and marine areas.
- Academic publications focused on the development and use of phytoplankton indicators to assess the ecological state of coastal and transitional waters.
- Services and reports similar to the object of the tender, performed within the last three years for public and private authorities and bodies, attaching certificates of proper execution issued by the clients for this work, and specifically that most of the identification tasks performed were at species level.

In all cases special credit will be given where such work has been carried out in the area of study, i.e. in the south-east of the Bay of Biscay, more specifically on the coast and in the estuaries of the Basque Country.