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Tender announcement

Sukarrieta, 21st may 2024

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1.OBJECT

The AZTI Foundation announces the opening of a public tendering procedure for **the subcontracting of professional services for the collection and dispatch of Fundación AZTI's courier and parcel services at Pasaia centre.**

2.LENGTH OF SERVICE

The duration of the contract shall be **24 months (2 years)** from the date of signature of the contract. 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 60 months (5 years).

3. ECONOMIC TENDER

The economic offer will be expressed by the sum of the maximum unit amounts that will be accepted for this tender is that described in the table in **section 10** (taxes not included).

Invoicing will be done on a monthly basis, as indicated in the technical requirements 9. b), invoices will be paid within 60 days from the date of issue.

Once the services have been carried out, the selected company shall issue an invoice, in arrears, which shall include all the services carried out in the previous month and in accordance with the price established for this tender.





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The invoice must be issued in such a way that it allows Fundación AZTI to know, as a minimum: the shipments; the type of service; weight; delivery destination and collection destination if different from Fundación AZTI's centres; delivery service (timetable) requested by Fundación AZTI; unit price and any supplement included, such as petrol, second delivery, etc.;

In the event of any rectification of the invoice, this will be made in the subsequent invoice.

4. ASSESSMENT CRITERIA FOR PROPOSALS

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

Economic offer	60%
Technical adjustment	20%
Improvements	15%
CSR policies	5%

5. PRESENTATION OF THE PROPOSALS

Bidders may submit their proposals to the attention of Tania Gonzalez at the e-mail address tgonzalez@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 28th may 2024**.

Proposals can be submitted in Spanish, English or Basque:

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

AZTI

Tania Gonzalez

Tel. 34 667 174 295

Mail: tgonzalez@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 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.)

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.



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“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. TECHNICAL REQUIREMENTS

a) OBLIGATIONS TO BE FULFILLED:

- The selected company must provide professional services for the collection and dispatch of parcels requested by Fundación AZTI.
- The collection of the courier or parcels will be requested at the request of Fundación AZTI within the company's working hours.
- All services must be door-to-door, i.e. collections and deliveries will be made to the exact address indicated.
- Deliveries and collections, as a general rule, are not scheduled but on demand according to needs, so a fast service must be offered. To this end, the selected company will assign a personal manager who will proactively monitor the shipments, keeping you informed of any circumstances if necessary.
- Inform of any possible incidents and have the necessary means to rectify any possible situations that may arise and that may be the cause of a delay or non-fulfilment of the requested service. Likewise, it will be responsible for any damage or loss that the material sent suffers during transport.



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- Advise and assist in the management of special shipments, such as, shipment of biological samples in different solutions (ethanol, formalin, ...), refrigerated shipments, shipment of samples in dry ice; refrigerated shipments; bulky shipments; shipment of equipment with batteries...
- Advice on the appropriate packaging of specific materials for each product. The company must have the packaging available and provide it if necessary, without affecting the delivery time.
- Online platform/application allowing access to Fundación AZTI so that it can carry out the self-monitoring of the shipments requested; control and monitoring of administrative documentation and necessary information corresponding to each shipment (budget, downloading of delivery notes, invoices, etc). In order to balance the invoicing for the services requested and to be able to have all the history of the contracted services.

Likewise, it will be positively valued in its offer that the company awarded the contract provides AZTI with a free alert system similar to the shipment tracking system that, either by SMS, e-mail or other similar means, facilitates the permanent tracking of shipments.

- The company awarded the contract must provide AZTI with a free telephone number open 24 hours a day, 365 days a year to request the different services detailed in these specifications. In addition to the telephone number, the company awarded the contract may establish other channels for requesting a service, such as email, website, app, chat, etc.
- The company awarded the contract must provide AZTI with the material resources necessary for the performance of its tasks, in the number and type required to guarantee adequate quality in the development of the services requested.
- All the material means used by the awarded company to achieve the objectives required in these technical specifications must be duly legalised, with CE marking and comply with the current regulations on ORP and environmental matters.

On this point, AZTI will be exempt from any disciplinary infraction that, due to non-compliance with current ORP or environmental regulations, may be infringed by the company awarded the contract.

- AZTI, as part of its objective to raise awareness and sensitise both its personnel and the contractors working in and for the Organisation in terms of the environment and resource management, will positively value the use of recycled materials or



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materials that produce the least possible environmental impact for the execution of the work included in these technical specifications.

- Likewise, the use of sustainable and environmentally friendly means of transport to carry out the delivery and collection of the services, as well as operations aimed at reducing the amount of waste generated, will be positively valued.
- The company awarded the contract is obliged to provide, free of charge, bags, envelopes, boxes or any type of packaging that complies with the maximum safety guarantees for the material transported. In the case of shipments of particularly delicate goods such as screens or information roll-ups, among others, the company awarded the contract must ensure the transport of the elements, undertaking at all times to provide or pack them, if necessary, using the necessary materials so that their transport is carried out without incident.

b) INVOICING

Once the services have been carried out, the selected company will issue an invoice, in arrears, listing all the services carried out in the previous month and in accordance with the price established for this tender.

The invoice must be issued in such a way that it allows Fundación AZTI to know, as a minimum: the shipments; the type of service; weight; delivery destination and collection destination if different from Fundación AZTI's centres; delivery service (timetable) requested by Fundación AZTI; unit price and any supplement included, such as petrol, second delivery, etc.

In the event of any rectification of the invoice, this will be made in the subsequent invoice.



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c) PENALTIES

Deficient performance of the contracted service may give rise to the corresponding penalty, including the termination of the contract if AZTI deems it appropriate.

For the purposes of these technical specifications, the following cases will be considered penalties;

- Unauthorised temporary suspension of the service without prior notice to AZTI.
- Abandonment in any premises of leftover materials, tools, etc., during or after carrying out the work entrusted.
- Any non-compliance with regard to environmental actions or with regard to Health and Safety regulations in the execution of the services requested and which could give rise to risk to people and goods at AZTI's facilities.

In any case, and for all contracts, the documentation and parcels must be delivered at the destination in the same conditions in which they are collected at the place of origin of the service, and the awarded company will be responsible for the partial or complete deterioration or loss of the object of the shipment.

To this end, the company awarded the contract will have the insurance required by law to cover the risks derived from the service, both in terms of possible damage to the goods and those derived from theft or loss.

Fundación AZTI will not be liable under any circumstances for any sanction imposed on the company awarded the contract for non-compliance by the latter or its operators with current regulations.

d) LIABILITY OF THE CONTRACTING COMPANY

The company awarded the contract is responsible for the loss, deterioration, or damage and theft of the goods delivered, both for fortuitous causes or force majeure and in cases attributable to its personnel or third parties. In these cases, the awarded company will take out an insurance policy that provides coverage in the aforementioned cases for a minimum amount of 29€(twenty nine euros), with compensation to the contracting authority for the estimated value of the goods. Said policy will cover the value of the goods, without estimating their value by kilos, and a copy of the policy will be issued together with the bank receipts for payment of the policy to the contracting authority. The company awarded the



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contract also undertakes to take out civil liability insurance for 1.000.000€(one million euros) for the duration of the contract and to provide copies of the policy and the bank receipts for payment to the contracting authority.

e) SUBCONTRACTING THE SERVICE

The company awarded the contract may subcontract with other companies to carry out activities related to the service covered by this tender when, for whatever reason, it is unable to carry out some of the contracted services or to resolve the incidents related to the service in an optimal manner. The company awarded the contract will be responsible for any type of liability derived from the contracting, the relevant administrative procedures and/or services carried out as a result of the contract.

Under no circumstances may any costs be passed on to the contracting authority, with all amounts and expenses incurred for these reasons being borne by the company awarded the contract, and it also assumes the responsibility derived from this work.

10. SCOPE OF THE TENDER

The scope of the contract includes the provision of a courier and parcel distribution service at local, provincial, interprovincial and national levels for AZTI.

Contracting of courier and parcel services, for NATIONAL deliveries and collections from the AZTI Pasaia centre (C.P. 20110).



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NATIONAL courier services from AZTI PASAIA centre.

Development of courier and parcel services for NATIONAL deliveries and collections from the AZTI PASAIA centre (C.P. 20110).

These are collections, transports and deliveries of envelopes and packages that need to be sent to different recipients at local, provincial, regional or national level, from the AZTI Derio centre, with three types of delivery per day;

- ✓ Delivery before 10:00 am.
- ✓ Delivery before 15:00 hours.
- ✓ Direct service (collection and delivery on the same day); with prior notice the day before.

*In the event of not being able to comply with these delivery times, the successful bidder must inform AZTI in advance, at least one (1) hour before collection.

The shipments/collections requested may be:

- Shipments/collections of an ordinary nature; parcels and or documentation without restriction or special requirements for shipment.
- Special shipments/collections; biological samples in different solutions (ethanol, formalin, ...), bulky shipments; shipment of equipment with batteries...
- Refrigerated shipments. To cover these shipments, the supplier must offer temperature-controlled shipments.

It will be compulsory for the company awarded the contract to indicate and comply with a time limit for processing collections on the day.

For all these services, delivery times will not be exceeded in any case by those stipulated in these specifications, except in cases of force majeure (strikes, labour disputes, civil disturbances, acts of war, terrorist acts and other similar circumstances).

Likewise, regardless of the destination of the shipment to be made, said shipments will be accompanied by a receipt to verify that they have been delivered to the person to whom they are addressed. The original of this receipt must be returned to AZTI with the signature, stamp and date of delivery, no later than the day after delivery or the next working day if



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this is a holiday, and in both cases, the original receipt may be issued by email, app, website, etc...

When, for whatever reason, the person to whom a service is to be delivered cannot be located, the staff of the company awarded the contract must immediately contact the staff who requested the delivery service to obtain the corresponding instructions.

As a general rule, a second delivery shall be made first thing in the morning of the day following the normal delivery time at the place indicated, unless otherwise instructed by the staff who requested the delivery.

In the event that the awarded company is unable to respond to a request from AZTI in time and with the quality requested by AZTI for that service, AZTI may resort to another supplier for that specific case.

NATIONAL PASAIA: Spain – Península

HASTA	PROVINCIAL		REGIONAL		NACIONAL	
KG	10H	15H	10H	15H	10H	15H
2						
5						
10						
20						
KG additional						

HASTA	BALEARES		CANARIAS/CEUTA/MELILLA		PORTUGAL	
KG	10H	15H	10H	15H	10H	15H
2						
5						
10						
20						
KG additional						