

Procedure for hiring an external contractor to produce content and provide communication advice for the new www.interreg.eu website

Call for tenders

Changes compared to previous tender

On behalf of the Interact Programme, the Interact Office Viborg published a call for tenders on April 11th, which was annulled due to mistakes in the tender documents. These mistakes have been corrected, and a new tender process has now been published.

Below, we list the changes included in this new tender compared to the previous one, document by document.

Terms of Reference document

- **Page 4 - "What to include in your offer"**. The right to use the server was added as follows:

"For orientation, Interact expects the total amount paid on this contract to be less than EUR 200 000 (excluding VAT). This amount is expected to cover release 1 and 2 of the website, as well as Operations and Maintenance, the right to use the server and Customer training until 31 December 2029. For that reason, there is a CAP for how much these things can cost. The CAP is calculated as:

- The price of Release 1 & 2 (excluding VAT)
- The price of Operations and Maintenance for 5 years (offered monthly price * 12 * 5) (excluding VAT)
- The price of Support for 5 years (offered monthly price * 12 * 5) (excluding VAT)
- The right to use the server for 5 years (offered monthly price * 12 * 5) (excluding VAT)

Offers where the abovementioned prices accumulated are more than a total of EUR 200. 000 (excluding VAT) EUR, will be rejected without evaluation."

- **Page 5 - "What to include in your offer"**. The following text was removed:

The Solution Design (annex 2) also describes a potential release 3. Some or all of the functionalities described in release 3 may be executed by the Supplier, if requested by

Interact and if agreed between the parties, as part of the "On-demand tasks", and invoiced following the IT consultants' hourly rates indicated in annex 3.

- **Page 7 - "Overall economic consequences sub-criterion 40 %"**. The following text was added:

- "Right to use the server for 5 years (offered price * 12 * 5) (excluding VAT)
- 10 % of the accumulated amount of the hourly rates from Article 4. IT Consultants hourly rates, based on the estimated amount of hours, times the price per hour (offered price per hour * estimate of hours / 10) (excluding VAT)"

- **Page 4 - "Timeframe and scope of work"**. The following new deadlines were included:

02/06/2024: Deadline for questions about the Contract.

09/06/2024 (by 23:55, CET): Deadline for bidders to submit proposals.

21/06/2024: Interact expects to notify bidders about the outcome of the selection procedure. No information will be provided before that date as regards the status of the evaluation of offers.

Annex 1: Requirements Specification

- **Pages 4-5: Evaluation requirement 0.16:** the assumed date for starting the plan has been updated so that it indicates the following: "When making the time schedule, the supplier shall assume that the date of the Contract is 27.06.2024."
- **Page 5: Evaluation requirement 0.20:** the word "English" was added to the following text (see underlined): "The CVs shall contain a description of their job title, role in the project, allocation in the project from inception until release of the website, education, English language skills, relevant experiences including the entity the experience was performed for, a description of the projects and what tasks the person carried out in this project."

Annex 3 Prices

Page 2: Article 4 "IT Consultants hourly rates": A column with number of hours was added to the table, as well as the following text: "The estimate of hours is non-binding for the Contracting Authority and merely for the purpose of Evaluation".

Draft contract

- **Pages 2 and 3: The use of the server** was added to articles 3 and 4.
- **Page 3, article 6, the dates** were updated so they read as follows: "Prior to the date of the Contract, the Contractor has made an initial Methodology Plan, by participating in the bidding from the 24th of May to the 9th of June".