



Fundació Hospital Universitari Vall Hebron - Institut de Recerca (VHIR)

EXPEDIENT NUMBER: 2025-005 FRAMEWORK AGREEMENT FOR TECHNICAL AND SUPPORT SERVICES

**BID TECHNICAL PRESCRIPTIONS
NOT HARMONIZED CONTRACTING - OPEN PROCEDURE**

INSTITUTIONAL FRAMEWORK AGREEMENT FOR TECHNICAL AND SUPPORT SERVICES IN DEVELOPMENT OF COMPETITIVE PROPOSALS (excluding ERC proposals) (LOT 1) AND DEVELOPMENT OF COMPETITIVE PROPOSALS (ERC proposals) (LOT 2) AND SUPPORT SERVICES IN THE POST-AWARD MANAGEMENT OF COMPETITIVE PROJECTS (LOT 3) OF THE FUNDACIÓ HOSPITAL UNIVERSITARI VALL HEBRON - INSTITUT DE RECERCA (VHIR).

Clause 1. Aim of the tender

The purpose of this call for tenders is to set an Institutional Framework Agreement for technical and support services, with up five (5) providers per LOT to be contracted by the National and International Project Unit of Competitive Research Directorate or by the Research Groups of the Fundació Hospital Universitari Vall d'Hebron - Institut de Recerca (VHIR), which might require their services and can hire them.

This tender is distributed by the following lots:

- Lot 1: Technical and support services in development of competitive proposals (Pre-award).
- Lot 2: Technical and support services in development of competitive proposals with special focus on European Research Council (ERC) related proposals (Pre-award).
- Lot 3: Support services in the post-award Management of international competitive project (Post-award)

The services can be needed for various reasons, such as limited resources available, extra work volume that cannot be afford by the team and specific experience that cannot be covered by the team.

These Technical Prescriptions describe the tasks to be developed and define the general technical conditions and criteria that govern each Lot of the agreement.

The present FREELANCE SERVICES FRAMEWORK AGREEMENT (GRANTS OFFICE) may be funded by any VHIR project.

This Framework Agreement is susceptible to be co-funded with European funds or from other financers, considering that some of the services can be covered by a competitive project subject to economic justification.

In order to ensure the publicity required by the regulations, Appendix 1, is included at the end of this document, with the logos and legends of the different funders. This appendix is subject to changes and updates according to the VHIR's funders.

Clause 2. Estimated value and maximum budget for tender.

The estimated value and maximum budget for this tender are not the same.

The total maximum budget for this tender is **“SIXTY-TWO THOUSAND EUROS” (€ 62.000,00)** which, with the amount corresponding to VAT, which amounts to **“THIRTEEN THOUSAND AND TWENTY EUROS” (€ 13.020,00)**, the total value amounts to **“SEVENTY-FIVE THOUSAND AND TWENTY EUROS” (€ 75.020,00)**.

As this tender has three LOTS, the total maximum budget is divided as follows:

- LOT 1: SUPPORT SERVICES IN DEVELOPMENT OF COMPETITIVE PROPOSALS.

The annual total maximum budget for this LOT 1 is € 40.000,00 (VAT not included).

Maximum unit price: € 180,00 per hour (*) (VAT not included).

- LOT 2: SUPPORT SERVICES IN DEVELOPMENT OF COMPETITIVE PROJECTS (ERC Proposals).

The annual total maximum budget for this LOT 2 is € 12.000,00 (VAT not included).

Maximum unit price: € 7.000,00 per proposal (*) (VAT not included).

- LOT 3: SUPPORT SERVICES IN THE POST-AWARD MANAGEMENT OF COMPETITIVE PROJECTS.

The annual total maximum budget for this LOT 3 is € 10.000,00 (VAT not included).

Maximum unit price: € 100,00 per hour (*) (VAT not included).

(*) Price that the tenderer, will be able to improve in the ECONOMIC OFFER.

The estimated value of the tender has been established in **“ONE HUNDRED AND NINETY-EIGHT THOUSAND AND FOUR HUNDRED EUROS” (€ 198.400,00)** with an applied VAT of **“FORTY-ONE THOUSAND AND SIX HUNDRED AND SIXTY-FOUR EUROS” (€ 41.664,00)**, resulting in a total amount of **“TWO HUNDRED AND FORTY THOUSAND AND SIXTY-FOUR EUROS” (240.064,00€)**.

Concept	Price (VAT not included)
Maximum budget LOT 1	40.000,00 euros
Maximum budget LOT 2	12.000,00 euros
Maximum budget LOT 3	10.000,00 euros
Possible modifications LOT 1	8.000,00 euros
Possible modifications LOT 2	2.400,00 euros
Possible modifications LOT 3	2.000,00 euros
Possible extensions LOT 1	80.000,00 euros
Possible extensions LOT 2	24.000,00 euros

Possible extensions LOT 3	20.000,00 euros
Total	198.400,00 euros

The budget assigned to this tender has been determined based on the resources available from the internal budget and from a project we are now developing at International project Unit to improve VHIR internationalization.

Amount established for modifications:

It is established according to article 204 of the L9/2017 the possibility of modifying the contract upwards, and up to 20% of the total maximum tender budget. This amount will be paid to the company in the same way and under the same conditions that regulate the present specifications, upon presentation of the invoice by the successful bidder.

The causes for modification of the contract may be:

- An unexpected increase in the number of proposals to be prepared
- Reduction in resources (ie: people) in Competitive Research Directorate (in charge of the pre-award and post-award activities of the research institute)
- The unexpected launch of new calls for proposals for which the institution has no capacity to timely react
- The accumulation of reporting and auditory requirements beyond expected due to changes in reporting calendars and/or unexpected audit exercises posed by the funding agencies.

In no case will the maximum tender budget be binding, but the VHIR will pay the invoices for the services actually provided on the basis of the unit prices finally awarded.

Clause 3. Duration of the contract.

The provision of this service will have an initial duration of one (1) year, with the possibility of two (2) years extension, of its three lots.

If approved by VHIR as the contracting entity, the extension will be compulsory for the contractor in accordance with the provisions of article 29 of the LCSP.

The start date of the Framework Agreement will start the day after its formalization.

Clause 4. Content of the tasks to be developed.

LOT 1. SUPPORT SERVICES IN DEVELOPMENT OF COMPETITIVE PROPOSALS

Support in the preparation / development of proposals coordinated by VHIR. It includes mainly proposals at international level: Horizon Europe Programme (Health Cluster, Cancer mission, IHI, etc.). Proposal preparation for National calls can be required. This service is mainly focused on proposals that require a consortium. However, individual proposals (not included in Lot 2) can be considered.

The tasks to be carried out will be:

- 1) Assemble main ideas and check if they match with the identified call. If not, propose alternative public and private calls for research funding.
- 2) Contribute to **consortium building, if applied**:
 - Advise on consortium composition and required expertise.
 - Networking management and partner search for international/national research consortia.
 - Organization of consortium meetings for the project proposal preparation.
 - Address partner's questions/doubts regarding the call and the proposal.
- 3) Support during the **preparation and development of proposals**:
 - Provide advice on the proposal orientation to the call objectives, on EU Policies relevant to the topic, evaluation criteria, and other important issues for the success of the proposal.
 - Proposal timing planification and control.
 - Support the coordinator in organizing the proposal (i.e.: project work plan, structure, tables, etc.).
 - Keep track Part B writing and specific annexes: collect and consolidate partner's contributions; version control; tracking changes.
 - Organize, Review and Write, if needed, Excellence, Impact and Implementation sections. Revision of the WPs. Advice on deliverables, milestones and implementations risks and other tables/parts in this section).
 - Provide support in graphical design for figures and tables (specially for Gantt Chart, Pert Chart, conceptual figures...) and overall look-and-feel.
 - Editorial support (proof-reading, fit text to page limits, edit references, final look).

- Support/drafting non-scientific parts of the proposal aspects in proposal (ie: Open Access, Data Management, RRI, Dissemination and Communication, etc.).

4) Provide **administrative support** during the preparation of proposals:

- Registration of the proposal at Funding and Tenders Portal or the corresponding portal.
- Fill and review Part A or the corresponding administrative part of the proposal.
- Request administrative details from all partners.
- Draft ethics, security and other form, if needed.
- Draft consortium budget within the whole consortium.

LOT 2. SUPPORT SERVICES IN DEVELOPMENT OF COMPETITIVE PROPOSALS (ERC Proposals)

Support in the preparation / development of ERC proposals included in the Horizon Europe Research Programme.

The tasks to be carried out will be:

1) Review of pre-proposal:

- Analyze the alignment of the research project (idea) with ERC priorities
- Analyze the strength of the candidate profile

2) Review of the ERC proposal:

- Review the content and the structure of the proposal.
- Assess the key aspect for this type of proposals (part B1) such as scientific originality, the novelty-feasibility balance, etc.
- Review the CV track record (part B2).
- Provide recommendations and/or edited suggestions for changes to improve the proposals.

LOT 3. SUPPORT SERVICES IN THE POST-AWARD MANAGEMENT OF COMPETITIVE PROPOSALS

Support in the post-award management of funded proposals, mainly in international project (Horizon Europe Research Programme).

The tasks to be carried out will be:

1) Provide support in the **financial management**:

- Control of the budget and incurred expenses as partner.
- Preparation and coordination of financial reports, assuring compliance with scientific reports.
- Preparation and coordination of Certificates on the financial statements if required.

2) Provide advice on compliance:

- Compliance assessment with legal and financial regulations in European projects

Transfer of Project Files of the three lots:

In the event that the suppliers of the previous tender are not approved in the current file, all the patent files will have to be transferred between the previous and the current bidder for the correct development of the service.

Effective transfer of functions of the three lots:

Once the contract arising from this tender procedure has ended, the successful tenderer must guarantee, by proactively collaborating with all the parties involved, the correct transfer of the service, and consequently, of the active files and the various relevant information, to the new company awarded the contract in the event that the latter should be different.

Clause 5. Requested professional profiles:

The bidders must have sufficient capacity and adequate means for the execution of each assignment to cover VHIR's needs based on the Framework Agreement.

LOT 1:

The bidder must have the minimum following professional profile:

- University degree in health / life sciences (or other science – related degree).
- Verifiable experience in technical writing, correction and editing, especially in the field of health or biomedical research. Verifiable knowledge and experience in European and international calls (such as H2020/Horizon Europe and NIH).
- Excellent writing, analysis and communication skills in English are essential.

In order to prove the minimum required education and professional experience, must be accredited as technical solvency at the request stage prior to the final award of contract.

Both freelancers and consulting companies can bid to be one of the providers approved for this Lot.

LOT 2:

The bidder must have the minimum following professional profile:

- University degree in health / life sciences (or other science – related degree).
- Verifiable experience in technical writing, correction and editing, especially in the field of health or biomedical research. Verifiable knowledge and experience specifically in ERC proposals.
- Excellent writing, analysis and communication skills in English are essential

In order to prove the minimum required education and professional experience, must be accredited as technical solvency at the request stage prior to the final award of contract.

Both freelancers and consulting companies can bid to be one of the providers approved for this Lot.

LOT 3:

Approved Suppliers in Lot 3 must have sufficient capacity and adequate means for the execution of each assignment to cover VHIR's needs based on the Framework Agreement.

The contractor must have the minimum following professional profile:

- University degree.

- Verifiable experience in the management of international projects. Verifiable knowledge and experience in administrative, legal and financial rules of European and international funding programs (such as H2020/Horizon Europe and NIH)
- Excellent analysis, planning and leadership skills, as well as communication skills in English are essential

In order to prove the minimum required education and professional experience, must be accredited as technical solvency at the request stage prior to the final award of contract.

Both freelancers and consulting companies can bid to be one of the providers approved for this Lot.

Clause 6. Location and hours of service.

The bidder will have to provide the service object of this tender in its own facilities, which must have the technology and personnel necessary.

The service must be provided within the normal opening hours of the homologated companies. However, the appointments will take place as agreed between the VHIR and the homologated company.

Clause 7. Billing and payment.

According to Law 25/2013, of December 27, 2013, on the promotion of electronic invoicing and the creation of the accounting registry of invoices in the Public Sector, in its Article 4, *"All suppliers who have delivered goods or provided services to the public administration may issue and send electronic invoices. In any case, they will be obliged to use the electronic invoice and to submit it through the corresponding general entry point..."*.

The awarded company will invoice electronically the services actually performed. The DIR3 codes to be able to issue the invoice are the following:

DIR3	ACCOUNTING OFFICE	DIR3	MANAGING BODY	DIR3	PROCESSING UNIT
A09006467	Fundació Hospital Universitari Vall d'Hebron-Institut de Recerca (HUVH IR)	A09006467	Fundació Hospital Universitari Vall d'Hebron-Institut de Recerca (HUVH IR)	A09006467	Fundació Hospital Universitari Vall d'Hebron-Institut de Recerca (HUVH IR)

The invoice will be issued monthly per executed service for each Lot. In no case will the maximum amount be binding on the VHIR, but only the supply and service actually provided will be paid based on the prices finally awarded.

Each invoice issued must detail the period to which it corresponds, the breakdown/description of expenses by concept and the internal account that should be charged, as well as indicate the references **"L 2025-005 – Lot "X"'**. In "X" it will be necessary to specify the corresponding lot number.

In the event that the issuance of the electronic invoice is not feasible for exceptional reasons, the contractor will invoice each service rendered through its corresponding invoice, which must be sent to the following e-mail address: factures@vhir.org

The effective payment of the executed services will be performed by bank transfer, due 30 days / invoice date.

The contracting institution will make the payment of the supplies once they have been fully performed and once the invoice has been entered into its registry. In accordance with this paragraph, advance payment of part or all of the contract price is not contemplated.

In no case, the contractor will have the right to the revision of prices pertaining to any concept.

Therefore, the contracting entity will make the payment of the invoices using the currency conversion according to the common practices that the entity carries out in this type of case, so said payment will be made at the time of payment of the invoice.

The VHIR's fiscal data that must be included in the invoice are the following:

FUNDACIÓ HOSPITAL UNIVERSITARI VALL D'HEBRON - INSTITUT DE RECERCA

VAT: G-60594009

Passeig Vall d'Hebron, 119-129

08035 Barcelona

In the event that the invoice is not issued in accordance with the criteria established and referenced at the beginning of this clause, payment will not be made and the invoice will be withheld until the requested data is correctly indicated.

In the case of electronic invoicing, this will be rejected until the requested data is correctly indicated.

Once the contract ends, including any extensions that may be executed, VHIR will only accept invoices issued after the end of the contract as long as the period of execution of the same is within the term of the tender.

In the event that the invoice is issued after the end of the contract and in accordance with the above paragraph, VHIR will only pay invoices issued within two (2) months after the end of the contract.

The VHIR will only pay the successful bidder for the services actually provided, without, in any case, the VHIR being obliged to exhaust the estimated value of the contract/bid budget.

Clause 8. Responsible for the contract.

The person in charge of the contract will be the Competitive Research Director of the VHIR, who will basically have the functions of management and supervision of the contracts and the billing; follow-up, control and provide instructions for the good execution of the agreements; determine whether the performance conforms to the prescriptions established for its execution, reception of the order after its completion and comply with the obligations assumed by VHIR.

Clause 9. Confidentiality, Protection of personal data and Intellectual and Industrial Property

Notwithstanding the provisions of the current legislation on intellectual property, protection of personal data and confidentiality, the freelancers / companies awarded in this call for tenders will expressly commit to not giving the information and / or data provided by VHIR, or any use not provided in this bidding document, and / or expressly authorized by the Head of the Research Grants Office.

The company that awards the contract derived from this bidding will have to extend to their employees the obligations assumed by the awarded company, regarding confidentiality, intellectual property and protection of data.

All rights worldwide will be exclusively granted to VHIR for the maximum time established in applicable laws and / or international treaties for their exploitation through any format and / or exploitation modality, including the exploitation of any discovery, invention, creation, work, procedure, idea, technique, drawing, design, image or any other intellectual or industrial property right generated, raised or acquired as a consequence of the work carried out by the contracting company (hereinafter "Intellectual Property and / or Industrial"), which derives directly or indirectly from the relationship between VHIR and the company awarded in this tender procedure.

The awarded company must inform VHIR of any discovery, creation, invention, idea or any other element that constitutes or is likely to constitute a right of Industrial and / or Intellectual Property partially or totally developed during the contract period.

In the event that the awarded company discovers or develops any creation of intellectual or industrial property, it will be understood that the discovery or development constitutes confidential information of VHIR.

The awarded company must sign all those public and / or private documents that are necessary, in VHIR's discretion, to allow the accreditation of the ownership of VHIR or the proper protection of the aforementioned Intellectual Property and / or Industrial rights in favor VHIR or any designated third party.

The awarded company authorizes VHIR for the transformation, modification, publication, public communication and exploitation by any means of the work resulting of the execution of the contract derived from this tender procedure.

Clause 10. Allocation criteria

The evaluation criteria for **Lot 1 and Lot 2** are:

1. Criterios evaluables mediante fórmulas automáticas	Maximum 60 points
- Economic Offer	Maximum 30 points
- Automatic Evaluation Criteria	Maximum 30 points
2. Criteria that can be assessed through value judgments	Maximum 40 points

10.1 Criteria that can be assessed through [automatic formula](#)..... up to 60 points

The following criteria will be evaluated by automatic formula. The award criteria for assessing the contents of [Envelope 3](#) are as follows:

10.1.1 FINANCIAL OFFER.....up to 30 points

It will be valued automatically, in accordance with the following formula:

$$P_v = \left[1 - \left(\frac{O_v - O_m}{IL} \right) x \left(\frac{1}{VP} \right) \right] x P$$

P_v = Bid Score to Rate

P = Economic criteria points

O_m = Best Offer

O_v = Offer to be Valued

IL= Bid Amount

VP= Weighting Value = 1

* If after applying the automatic formula to a submitted bid, the resulting value is negative, you will be directly assigned zero (0) points of the economic part.

10.1.2 AUTOMÁTIC EVALUATION CRITERIA.....up to 30 points

The bidders shall mark the automatic evaluation criteria in Annex No. 1 of the PCAP, which they must provide in [Envelope 3](#), as well as the documentation accrediting this:

- One person from the technical team has a PhD in health / life sciences..... 5 points
A certificate or accreditation document must be provided.
- Years of experience of the technical team in preparing proposals.... maximum 20 points
 - 10 or more years..... 20 points
 - 9 years..... 18 points
 - 8 years..... 16 points
 - 7 years..... 14 points
 - 6 years..... 12 points
 - 5 years..... 10 points
 - 4 years..... 08 points
 - 3 years..... 06 points
 - 2 years..... 04 points
 - 1 year..... 02 points

A person of the technical team who certifies such experience will be given the corresponding score.
Accreditation document must be provided.
- Experience of the technical team in evaluating European proposals (European Commission)..... maximum 5 points
 - 5 or more years..... 05 points
 - 4 years..... 04 points
 - 3 years..... 03 points
 - 2 years..... 02 points
 - 1 year..... 01 point

A person of the technical team who certifies such experience will be given the corresponding score.
Accreditation document must be provided.

10.2. Criteria that can be assessed through [value judgments](#)..... up to 40 points.

The following criteria can be assessed through value judgments. The value will be done in compared with the tenders submitted. The highest score will be given to the offer that best fits the technical requirements set out in this document. All other bids will be scored proportionally by comparison. Subsequently, the various proposals evaluated in descending order will be sorted out, and the following formula will be applied to obtain the score,

$$P_{op} = P \times \frac{VT_{op}}{VT_{mv}}$$

P_{op} = Score the offer to value

P = Criteria score

VT_{op} = Technical evaluation of the scored offer

VT_{mv} = Technical evaluation of the best scored offer

The following criteria will be evaluated by value judgments. The award criteria for assessing the contents of [Envelope 2](#) are as follows:

Organization and provision of the service.....up to 40 points.

Memory about the organization and provision of the service and compliance with the conditions specified in this Technical Prescriptions.

Aspects to be considered: control and monitoring plan (10 points), organization of work (20 points), quality control of the service (5 points), other aspects such as protocols of action of the personnel in front of different situations that can originate during the development of their functions, responsiveness in case of having to reinforce the staff or make substitutions for absence, holiday or extraordinary and unforeseen situations, etc. (5 points).

The maximum score will be given to the proposal that present the most adequate methodology to ensure the most efficient level of service within the framework and scope of this technical specifications and needs of VHIR, propose detailed resources at the disposal of the service and present the greater level of detail and consistency in the report on the provision of the service.

In accordance with Directive 1/2020 on the Application of Evaluation Formulas and Scoring of Economic and Technical Proposals, a threshold is established for each criterion to be evaluated and subsequently scored, which in no case may be less than 50% of the evaluation of each criterion.

There are two possible options regarding the function of this threshold, depending on whether none of the bids exceeds it (option 1) or at least one of the technical bids exceeds it (option 2).

- Option 1 - If the evaluation of the bids exceeds the minimum evaluation threshold, all of them obtain as a score the value obtained in the evaluation phase and no bid is excluded from the tender.
- Option 2- If any of the bids exceed the threshold, all the bids are scored and no bid is excluded from the scoring phase, nor from the tender.

Therefore, the minimum scores for each sub-criteria in order to apply the formula will be:

- Control and monitoring plan (5 points)
- Organization of work (10 points)
- Quality control of the service (2,5 points)
- Other aspects such as protocols of action of the personnel in front of different situations that can originate during the development of their functions, responsiveness in case of having to reinforce the staff or make substitutions for absence, holiday or extraordinary and unforeseen situations, etc. (2,5 points).

A minimum total score of 20 points is required in the technical assessment so that the bidding companies can continue in the selection process and opt for the criteria that can be evaluated with automatic formulas. **Failure to obtain 26 points or more in the technical bid will be excluded from this tender procedure.**

The evaluation criteria for **Lot 3** are:

1. Criterios evaluables mediante fórmulas automáticas	Maximum 55 points
- Economic Offer	Maximum 30 points
- Automatic Evaluation Criteria	Maximum 25 points
2. Criteria that can be assessed through value judgments	Maximum 45 points

10.1 Criteria that can be assessed through automatic formula..... up to 55 points

The following criteria will be evaluated by automatic formula. The award criteria for assessing the contents of **Envelope 3** are as follows:

10.1.1 FINANCIAL OFFER.....up to 30 points

It will be valued automatically, in accordance with the following formula:

$$P_v = \left[1 - \left(\frac{O_v - O_m}{IL} \right) \times \left(\frac{1}{VP} \right) \right] \times P$$

P_v = Bid Score to Rate

P = Economic criteria points

O_m = Best Offer

O_v = Offer to be Valued

IL = Bid Amount

VP = Weighting Value = 1

* If after applying the automatic formula to a submitted bid, the resulting value is negative, you will be directly assigned zero (0) points of the economic part.

10.1.2 AUTOMÁTIC EVALUATION CRITERIA.....up to 25 points

The bidders shall mark the automatic evaluation criteria in Annex No. 1 of the PCAP, which they must provide in [Envelope 3](#), as well as the documentation accrediting this:

- Experience of the technical team in preparing financial reports (LOT 3)..... maximum 10 points
 - > 5 years..... 10 points
 - 2-4 years..... 06 points
 - < 2 years..... 02 points

A person of the technical team who certifies such experience will be given the corresponding score.

Accreditation document must be provided.

- Experience of the technical team in preparing certificate on the financial statements (CFS) in international projects where they are mandatory (ie: CE research programs). Experience can be demonstrated from a Beneficiary point of view and/or from the auditor part maximum 10 points
 - > 5 years..... 10 points
 - 2-5 years..... 06 points
 - < 2 years..... 02 points

A person of the technical team who certifies such experience will be given the corresponding score.

Accreditation document must be provided.

- Experience of the technical team in conducting random financial audits from international public funding bodies (ie: European Commission) 5 points
If experience is available, the 5 points will be awarded.
A person of the technical team who certifies such experience will be given the corresponding score.
Accreditation document must be provided.

10.2. Criteria that can be assessed through [value judgments](#)..... up to 45 points.

The following criteria can be assessed through value judgments. The value will be done in compared with the tenders submitted. The highest score will be given to the offer that best fits the technical requirements set out in this document. All other bids will be scored proportionally by comparison. Subsequently, the various proposals evaluated in descending order will be sorted out, and the following formula will be applied to obtain the score,

$$P_{op} = P \times \frac{VT_{op}}{VT_{mv}}$$

P_{op} = Score the offer to value

P = Criteria score

VT_{op} = Technical evaluation of the scored offer

VT_{mv} = Technical evaluation of the best scored offer

The following criteria will be evaluated by value judgments. The award criteria for assessing the contents of [Envelope 2](#) are as follows:

Organization and provision of the service.....up to 45 points.

Memory about the organization and provision of the service and compliance with the conditions specified in this Technical Prescriptions.

Aspects to be considered: control and monitoring plan (15 points), organization of work (20 points), quality control of the service (5 points), other aspects such as protocols of action of the personnel in front of different situations that can originate during the development of their functions, responsiveness in case of having to reinforce the staff or make substitutions for absence, holiday or extraordinary and unforeseen situations, etc. (5 points).

The maximum score will be given to the proposal that present the most adequate methodology to ensure the most efficient level of service within the framework and scope of this technical specifications and needs of VHIR, propose detailed resources at the

disposal of the service and present the greater level of detail and consistency in the report on the provision of the service.

In accordance with Directive 1/2020 on the Application of Evaluation Formulas and Scoring of Economic and Technical Proposals, a threshold is established for each criterion to be evaluated and subsequently scored, which in no case may be less than 50% of the evaluation of each criterion.

There are two possible options regarding the function of this threshold, depending on whether none of the bids exceeds it (option 1) or at least one of the technical bids exceeds it (option 2).

- Option 1 - If the evaluation of the bids exceeds the minimum evaluation threshold, all of them obtain as a score the value obtained in the evaluation phase and no bid is excluded from the tender.
- Option 2- If any of the bids exceed the threshold, all the bids are scored and no bid is excluded from the scoring phase, nor from the tender.

Therefore, the minimum scores for each sub-criteria in order to apply the formula will be:

- Control and monitoring plan (7,5 points)
- Organization of work (10 points)
- Quality control of the service (2,5 points)
- Other aspects such as protocols of action of the personnel in front of different situations that can originate during the development of their functions, responsiveness in case of having to reinforce the staff or make substitutions for absence, holiday or extraordinary and unforeseen situations, etc. (2,5 points)

A minimum total score of 23 points is required in the technical assessment so that the bidding companies can continue in the selection process and opt for the criteria that can be evaluated with automatic formulas. **Failure to obtain 26 points or more in the technical bid will be excluded from this tender procedure.**

Clause 11. Specifications for the awarding of based contracts.

The criteria will be awarded based on the following criteria:

- Order equal to or less than €1.500,00 (without VAT): by direct order
- Order over €1.500,00 (without VAT): by budget to all approved companies of the lot.

Clause 12. Specifications to present offers and award.

SUBMIT OFFERS

The bidders will be able to present an offer for any of the three lots. It means that bidders are not obliged to submit all the lots.

AWARD

With regard to the award, the lot will be awarded to the five tendering companies with the highest score in the weighting of the criteria assessable by automatic formulas and the criteria assessable by means of value judgements established in the previous clause of this Technical Specifications.

Therefore, the same bidding company may be awarded more than one lot, if it has obtained the best evaluation in each one of them.

Barcelona, 07th February of 2025.

CONTRACTING ORGANISM

Ms. Montserrat Gimenez Prous

Manager

Fundació Hospital Universitari Vall Hebron– Institut de Recerca (VHIR)

APPENDIX NUM. 1

FINANCING

The tender is susceptible to being financed by funds from various sources, among which are:

Instituto de Salud Carlos III (ISCIII):

Leyenda: “subvencionado por el Instituto de Salud Carlos III (ISCIII)”



Si contienen Fondos FEDER / FSE+:

Leyenda: “subvencionado por el Instituto de Salud Carlos III (ISCIII) y cofinanciado por la Unión Europea”



Si contienen Fons NextGeneration-EU:

Leyenda: “financiado por el Instituto de Salud Carlos III (ISCIII) y por la Unión Europea NexGeneration-EU / Meca



Agencia Estatal de Investigación:

Leyenda: “subvencionado por la Agencia Española de Investigación (AEI)”

En particular, en el marco de las convocatorias:

Preparación y gestión de proyectos europeos. MCIN/AEI Convocatoria 2022



Preparación y gestión de proyectos europeos y facilitar la atracción de talento internacional. MCIN/AEI Convocatorias 2023, 2024, 2025



Generalitat de Catalunya

En el marco de Planes Complementarios

Financiado por:



Proyectos CERCA



Proyectos PERIS



Resto de proyectos



Unión Europea

Convocatoria H2020 (2014-2020)

Leyenda: “These projects are funded by the European Union under Horizon 2020 research and innovation programme”



These projects have received funding from the European Union's Horizon 2020 research and innovation programme.

Convocatoria Horizon Europe (2021-2027)

Leyenda: “These projects are funded by the European Union under Horizon Europe research and innovation programme”



These projects are funded by the European Union under Horizon Europe research and innovation programme

Convocatoria Innovative Health Initiative (IHI)

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