

Fundació Institut Català d'Investigació Química

TECHNICAL SPECIFICATIONS FOR THE CONTRACT SUBJECT TO HARMONIZED REGULATION OF THE FRAMEWORK AGREEMENT FOR ASSISTANCE SERVICES FOR ADVISING AND DRAFTING FINALIST RESEARCH PROJECT PROPOSALS OF THE CATALAN INSTITUTE FOR CHEMICAL RESEARCH.

Lot No. 1: Finalist project proposal writing service

Lot No. 2: Advisory service for the preparation of proposals

EXP: 31-2025

TECHNICAL SPECIFICATIONS FOR THE CONTRACT SUBJECT TO HARMONIZED REGULATION OF THE FRAMEWORK AGREEMENT FOR ASSISTANCE SERVICES FOR ADVISING AND DRAFTING FINALIST RESEARCH PROJECT PROPOSALS OF THE CATALAN INSTITUTE FOR CHEMICAL RESEARCH.

1.- Purpose of the service.

The purpose of these Technical Specifications is to describe the mandatory conditions and characteristics to which the execution of the Framework Agreement for assistance services for the advice and writing of proposals for finalist research projects of the Catalan Institute of Chemical Research must be adjusted, distributed in the following lots:

Lot No. 1: Finalist project proposal writing service.

Lot No. 2: Advisory service for the preparation of proposals.

With this contract, ICIQ aims to cover its need to obtain an advisory service and specialized assistance for the center's researchers in order to be able to participate in calls for finalist research projects.

2.- Duration of the service

The duration of the contract will be 1 year, starting from the day after the date of signing the contract. This term will be subject to extension for a maximum of 2 years, extendable year by year.

3.- Scope of services. Technical requirements

3.1.- Lot No. 1: Finalist project proposal writing service

3.1.1.- Activities to be carried out by the successful bidder.

The successful tenderer of the framework agreement must be able to offer the following services:

3.1.2.- Initial advice.

Analysis of the information and issuance of a preliminary evaluation and assistance in defining the best strategy to prepare the proposal. Offer a plan according to the tasks that need to be carried out and the deadline for submitting the proposal.

3.1.3.- Proposal writing service.

If the evaluation is positive, the successful tenderer must offer specialized consultancy for the preparation of the documentation to be submitted and the drafting of the proposal. This service may include different tasks in accordance with the defined preparation strategy, such as:

- identification of potential partners,
- organization of consortium meetings,

- description of a work plan for the research project,
- support in the preparation of the different sections of the proposal,
- planning of technical and economic resources,
- preparation of the overall budget,
- review and analysis of the proposal and the coherence of the service.

3.2.- Lot No. 2: Advisory services for the preparation of proposals.

Offer of advisory services for the preparation of proposals for specific calls or on certain funding programs. The successful bidder must offer advice adapted to the needs of the center to increase participation in calls of interest and the percentage of success in achieving projects.

The advisory service for the preparation of proposals may be carried out both online and in person and must include both travel and per diems for advice.

4.- Documentation to be submitted in envelope A of the Framework Agreement.

The documentation to be submitted in envelope A will be in accordance with the offer model in envelope A of the Specific Terms and Conditions, which will include:

1.- Single European Procurement Document (DEUC).

2.- Compliance with technical solvency: Number of proposals submitted by the bidding company in the last 3 years and overall success rate in the following calls (or other calls in which the applicant has had outstanding activity):

- ERC Starting, Consolidator, Advanced calls.

- Calls for collaborative projects Pillar 1 Horizon Europe: ERC Synergy, MSCA-Doctoral Networks.

- Calls for collaborative projects Pillar 2 (clusters) and 3 (EIC) Horizon Europe: Cluster 1, 4-6, EIC Pathfinder (Open & Challenges), EIC Pathfinder Transition (Open & Challenges), etc.

It will be proven by means of a responsible declaration from the bidder. It will be assessed that the technical solvency in percentage of success is greater than 15% of the projects presented.

5.- Documentation to be submitted in envelope B of the Framework Agreement.

5.1.- Lot No. 1: Finalist project proposal writing service

The documentation to be submitted in envelope B will be in accordance with the offer model in envelope B for each of the lots in the Specific Terms and Conditions, which will include:

- Declaration of compliance with all the requirements of section 3.1 of these Terms of Reference.

- Personnel assigned to the contract. In order to carry out these tasks, it is required that the personnel responsible for carrying them out must have demonstrable experience, necessary

to adequately perform the services that constitute the object of the contract , given that it will definitively affect the execution of the service. For this reason, it is required that The contract manager responsible for its control has a minimum of 3 years of experience in preparing proposals. This will be proven by means of a CV or certificates of good execution.

- Presentation of a financial offer for the purposes of approving the bidders in the framework agreement, informing about the price of the services according to the payment method for the following types of calls, non-exclusive, of interest to the center:

Type of call	Economic offer with one-time payment (VAT excluded)	Economic offer with two payments (VAT excluded)	
		Initial payment	Second payment
ERC Starting, Consolidator, Advanced Calls	For this type of call for proposals in which the center would be the sole beneficiary, a maximum price of €9,000 per proposal is considered.	For this type of call, the initial payment will be made upon submission of the proposal for a maximum amount of €5,000.	The second payment will be made in case of success, that is, once the call has been granted, for a maximum amount of 1.5% of the amount granted to the center.
Calls for collaborative projects: Pillar 1 Horizon Europe: ERC Synergy, MSCA- Doctoral Networks,..	For this type of call for proposals in which there is more than one beneficiary, the ICIQ would assume a maximum price of €15,000 per proposal, according to the percentage that corresponds to it agreed with the rest of the partners.	For this type of call, the initial payment will be made upon submission of the proposal for a maximum amount of €8,000.	The second payment will be made in case of success, that is, once the call has been granted, for a maximum amount of 7% of the amount granted to the center for MSCA calls and 1% for ERC-SYG calls with a single beneficiary at the center (in the case of more than one participant from the center, the percentage would be divided by the number of participants).
Calls for collaborative projects: Pillar 2 (clusters) and 3 (EIC) Horizon Europe: Cluster 1, 4-6, EIC Pathfinder (Open & Challenges) EIC	For this type of call for proposals in which there is more than one beneficiary and a higher level of complexity, the ICIQ would assume a maximum price of €20,000 per proposal, according to the	For this type of call, the initial payment will be made upon submission of the proposal for a maximum amount of €8,000.	The second payment will be made in case of success, that is, once the call has been granted, for a maximum amount of 10% of the amount granted to the center.

Transition (Open & Challenges)	percentage agreed with the rest of the partners.		
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5.2.- Lot No. 2: Advisory services for the preparation of proposals

The documentation to be submitted in envelope B will be in accordance with the offer model in envelope B for each of the lots in the Specific Terms and Conditions, which will include:

- Declaration of compliance with all the requirements of section 3.2 of these Terms of Reference.
- Personnel assigned to the contract. In order to carry out these tasks, it is required that the personnel responsible for carrying them out must have demonstrable experience, necessary to adequately perform the services that constitute the object of the contract, given that it will definitively affect the execution of the service. For this reason, it is required that The contract manager responsible for its control has a minimum of 3 years of experience in preparing proposals. This will be proven by means of a CV or certificates of good execution.
- Presentation of a financial offer for the purposes of approving the bidders in the framework agreement informing the price of the services. In this case, it will be assessed that the bidders present a financial offer for the "in house" advisory service at the ICIQ with more than 20 attendees (the price must include travel and per diems) with a maximum price of €10,000 (VAT not included).

6.- Tender budget and estimated value of the contract.

The tender budget for the Framework Agreement has been calculated based on the forecast of the possible services to be contracted, the Catalan Institute of Chemical Research is not obliged to contract a certain number or amount of services, but only those that are effectively necessary, without the successful bidder having the right to receive any compensation or indemnity for this reason.

The tender budget for one (1) year of contract is €330,000 (VAT not included) and the total estimated value of the contract is set at € 990,000 (VAT not included) according to the following distribution:

Concept	Estimated tender budget (excluding VAT) 1 year	Estimated Value (excluding VAT) in case of 2-year	TOTAL Estimated Value (excluding VAT)
Lot 1: Assistance service for the advice and writing of proposals for finalist research projects	€300,000	€600,000	€900,000

Lot 2: Advisory services for the preparation of proposals	€30,000	€60,000	€90,000
Total amounts	€330,000	€660,000	€990,000

This estimated value refers to the overall and maximum amount of the Framework Agreement taking into account its maximum duration, in the event that a 2-year extension is agreed, extendable year by year.

7.- Execution of the contract .

The execution of the contract will be carried out in accordance with what is described in CLAUSE 25.- CONTRACTING BASED ON THE FRAMEWORK AGREEMENT of the Specific Clauses that govern this contract.

The award of the Framework Agreement does not give the right to the provision of services. This provision will occur in the event that the companies awarded the Framework Agreement are awarded the contracts based on it, in accordance with what is determined in the following sections.

The need for purchase is generated by the units receiving the benefits following the ICIQ's internal purchasing procedure.

This Framework Agreement establishes all the terms for carrying out the procurement based on . The contract(s) will be awarded to the company that has presented the best terms, technical and economic conditions that at all times most adequately satisfy the needs of the ICIQ, always guaranteeing adequate and sufficient credit for the amount to be contracted.

Therefore, the contracts based on each lot will be awarded in accordance with the following processing rules:

7.1- Lot No. 1: Finalist project proposal writing service

1.- When the framework agreement is awarded to a **single bidder** , the award of the contract based on it will be direct to that company. The contract(s) based on it will be awarded by order. In any case, adequate and sufficient credit for the maximum amount of the contract is always guaranteed. Likewise, the company may be consulted in writing, asking it, if necessary, to complete its offer.

2.- When the award of the framework agreement is made **to several bidders** , the contracts based on it will be awarded by order in accordance with the following criteria:

- The degree of success in presenting itself in the specific call. The degree of success of the bidder in presenting itself in a specific type of funding project will be assessed. For every 5 accepted proposals, 5 points will be accumulated up to a maximum of 35 points.
- The financial offer for the service will be valued at 45 points.
- The planning of the service, offering the necessary tasks for the preparation and improvement of the proposal in accordance with the deadline for deliveries. Indicating

that once the service is completed, justification for its timely and proper presentation will be required . It will be valued at 20 points.

while following the following procedure:

The recipients of the services, in compliance with this clause urged by the Contracting Authority, will convene the contract award procedure based on sending, by email, an invitation to all approved suppliers of the lot so that, within a period not exceeding 10 working days, they also submit, by email, a technical offer that responds to the need, presenting:

- o Degree of success when applying to the call (or program).
- o The economic offer proposal.
- o Planning the tasks for the preparation and improvement of the proposal.

If the offer is not received within the deadline, it will be understood that the bidder does not wish to participate in the procurement procedure.

The contract based on the tender will be awarded to the tenderer with the highest score. In the event of a complete match in the tenders, in the sense that there are no differences in the degree of success, economic conditions and planning, the company that has received the highest score in the final assessment of the framework agreement will be chosen. If this equivalence is repeated in a future order, the contract based on the tender will be awarded to the company with the next highest score in the framework agreement and so on.

The successful bidder must designate a person who will be the contact person with the ICIQ to handle their requests. To this end, they must have an email address (to receive requests and budget acceptances) and a contact telephone number for resolving incidents. The successful bidder of the contract based on the contract will designate a technical coordinator from their staff who will act as an interlocutor with the ICIQ.

7.2.- Lot No. 2: Advisory services for the preparation of proposals

1.- When the framework agreement is awarded to a **single bidder** , the award of the contract based on it will be direct to that company. The contract(s) based on it will be awarded by order. In any case, adequate and sufficient credit for the maximum amount of the contract is always guaranteed. Likewise, the company may be consulted in writing, asking it, if necessary, to complete its offer.

2.- When the award of the framework agreement is made **to several bidders** , the contracts based on it will be awarded by order in accordance with the following criteria:

- The degree of success in presenting itself in the specific call. The degree of success of the bidder in presenting itself in a certain type of financing project will be assessed, given that the advisory service will certainly be more profitable when the degree of success is higher. For every 5 accepted proposals, 5 points will be accumulated up to a maximum of 35 points.
- The financial offer for the service will be valued at 45 points.
- The adaptation of the contents of the advisory service to the needs of the center for advisory activities by presenting the planning of the activity together with the program and/or support material, will be valued with 20 points.

while following the following procedure:

The recipients of the services, in compliance with this clause urged by the Contracting Authority, will convene the contract award procedure based on sending, by email, an

invitation to all approved suppliers of the lot so that, within a period not exceeding 10 working days, they also submit, by email, a technical offer that responds to the need, presenting:

- Degree of success when applying to the call (or program).
- The economic offer proposal.
- The planning of the advisory service.

If the offer is not received within the deadline, it will be understood that the bidder does not wish to participate in the procurement procedure.

The contract based on the tender will be awarded to the tenderer with the highest score. In the event of a complete match in the tenders, in the sense that there are no differences in the degree of success, economic conditions and planning, the company that has received the highest score in the final assessment of the framework agreement will be chosen. If this equivalence is repeated in a future order, the contract based on the tender will be awarded to the company with the next highest score in the framework agreement and so on.

The successful bidder must designate a person who will be the contact person with the ICIQ to handle their requests. To this end, they must have an email address (to receive requests and budget acceptances) and a contact telephone number for resolving incidents. The successful bidder of the contract based on the contract will designate a technical coordinator from their staff who will act as an interlocutor with the ICIQ.

8.- Monitoring and control of execution

To supervise the progress of the service, the ICIQ will convene as many monitoring meetings as are necessary for the correct development of the service. The bidder who is ultimately awarded each contract based on the contract must present the results and monitoring reports whenever requested. However, it will keep those responsible for the projects informed of the communications maintained with the representatives of the finalist projects, or with those attending the advisory activities, if applicable.

Tarragona, July 9, 2025.

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