



# Scientific High-throughput and Unified Toolkit for Trace analysis by forensic Laboratories in Europe

Request for Tender – Tendering Guide Webinar , 7-10-2019

Center for security Studies (KEMEA) Greece



# Today's process

- This is a webinar format, so we will mute your microphones.
- At any time, please type any questions in the chat tool. Send your questions to 'Everyone', not just me. If you don't want to ask publicly, then email your questions after the call: [shuttle-procurement@kemea-research.gr](mailto:shuttle-procurement@kemea-research.gr) in English
- Questions will be answered at the end of the briefing. We'll attempt to answer as many as we can here today.
- This briefing is recorded and will be made available through our website.



# Deadlines

- Q&A Deadline
  - Your deadline to ask questions is - 10th October
  - Our deadline to Reply - 20th October
- Tender Deadline – 20<sup>th</sup> of November 2019 at 12:00h Athens time.



# Today's Motivation

- Addressing some key questions regarding
  - How to Prepare a Tender ?
  - I need help to find partners or a tendering team
- We will not go through technical details of the toolkit today
- We don't provide any new information today



# Website – were to find things



Home » Pre-commercial procurement » SHUTTLE Call for tenders

## SHUTTLE Call for tenders

This SHUTTLE Call for Tenders invites all interested parties to present their offers to develop a cost-effective, open machine integrating a rich toolkit for automated trace evidence analysis to provide scientific evidence in a high-throughput manner.

**The Deadline to submit a proposal is the 20th of November 2019, 12:00 pm EET.**

The Tender Pack contains all Tender documents needed for preparing and submitting your tender

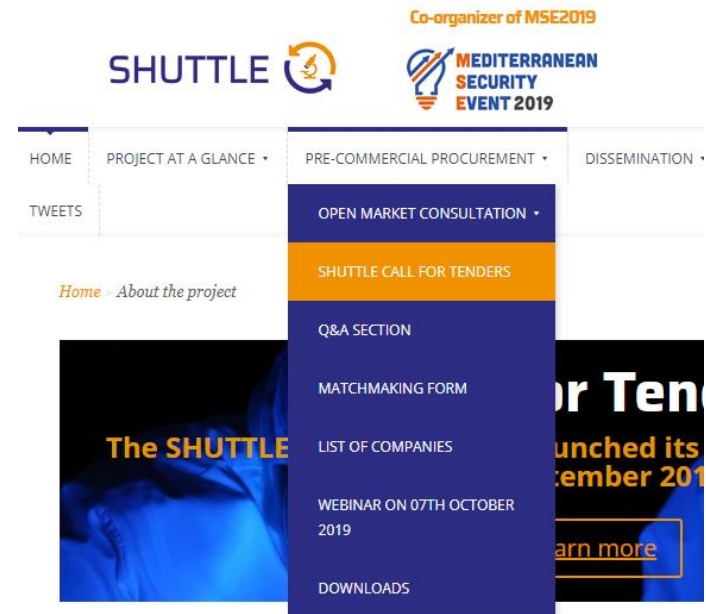
[DOWNLOAD TENDER PACK](#)

If you have any problem with the downloading, please, [contact us](#).

Continuous Q&A will be published during the tendering period at [www.shuttle-pcp.eu](http://www.shuttle-pcp.eu)

### Tender pack

1. Contract Notice ([pdf](#))
2. Tender Document 1 (TD1): Call for Tenders ([pdf](#))
3. Tender Document 2 (TD 2): Use cases and Specifications ([pdf](#))
4. Tender Document 3 (TD 3): Background IPRs ([pdf](#))
5. Tender Document 4 (TD 4): Tender Forms ([pdf](#), [docx](#))
6. Tender Document 5 (TD 5): Technical Offer ([pdf](#), [docx](#))
7. Tender Document 6 (TD 6): Financial Offer and Cost Breakdown ([pdf](#), [xlsx](#))
8. Tender Document 7 (TD 7): Framework Agreement ([pdf](#))
9. Tender Document 8 (TD 8): PCP Specific contract for Phase 1 ([pdf](#))
10. Tender Document 9 (TD 9): End of phase report ([pdf](#))
11. Tender Document 10 (TD 10): Contractor details & project ([pdf](#))



- <https://www.shuttle-pcp.eu/shuttle-call-for-tenders/>
- <https://www.shuttle-pcp.eu/pre-commercial-procurement/q-a-section/>
- <https://www.shuttle-pcp.eu/matchmaking-form/>
- <https://www.shuttle-pcp.eu/list-of-companies/>
- <https://www.shuttle-pcp.eu/shuttle-open-market-consultation-infoday/>
- <https://www.shuttle-pcp.eu/pre-commercial-procurement/webinar-2/>

<https://www.shuttle-pcp.eu/newsletter/>



# Agenda

- 12:00-12:15 Introduction to Shuttle project
- 12:15-12:30 The PCP procedure- Shuttle Tender profile
- 12:30-12:50 Tender's eligibility
- 12:50-13:20 How to submit your tender
- 13:20-13:30 Conditions of contracts & IPRs
- 13:30-14:00 Q&As





# Scientific High-throughput and Unified Toolkit for Trace analysis by forensic Laboratories in Europe

Maria Kampa, Tendering Guide Webinar , 7-10-2019

Center for security Studies (KEMEA) Greece



# Presentation Topics

SHUTTLE Project

SHUTTLE Background

SHUTTLE Vision



# SHUTTLE Project



Financed by the H2020 program, eight European forensics laboratories have teamed up to develop a toolkit, which will render more objective and scientific the trace analysis.

Design, build and introduce a cost-effective, open machine, integrating a rich toolkit for automated trace evidence analysis in a unified way, so that cross-border and cross-laboratory collaboration will be improved and methodology and quality assurance accreditation in different laboratories will be harmonised.



# SHUTTLE Background

## Current process for Trace analysis

Tapes Lifts



Optical  
Microscopy



Time  
consuming

isolation



damaging

Further  
analysis

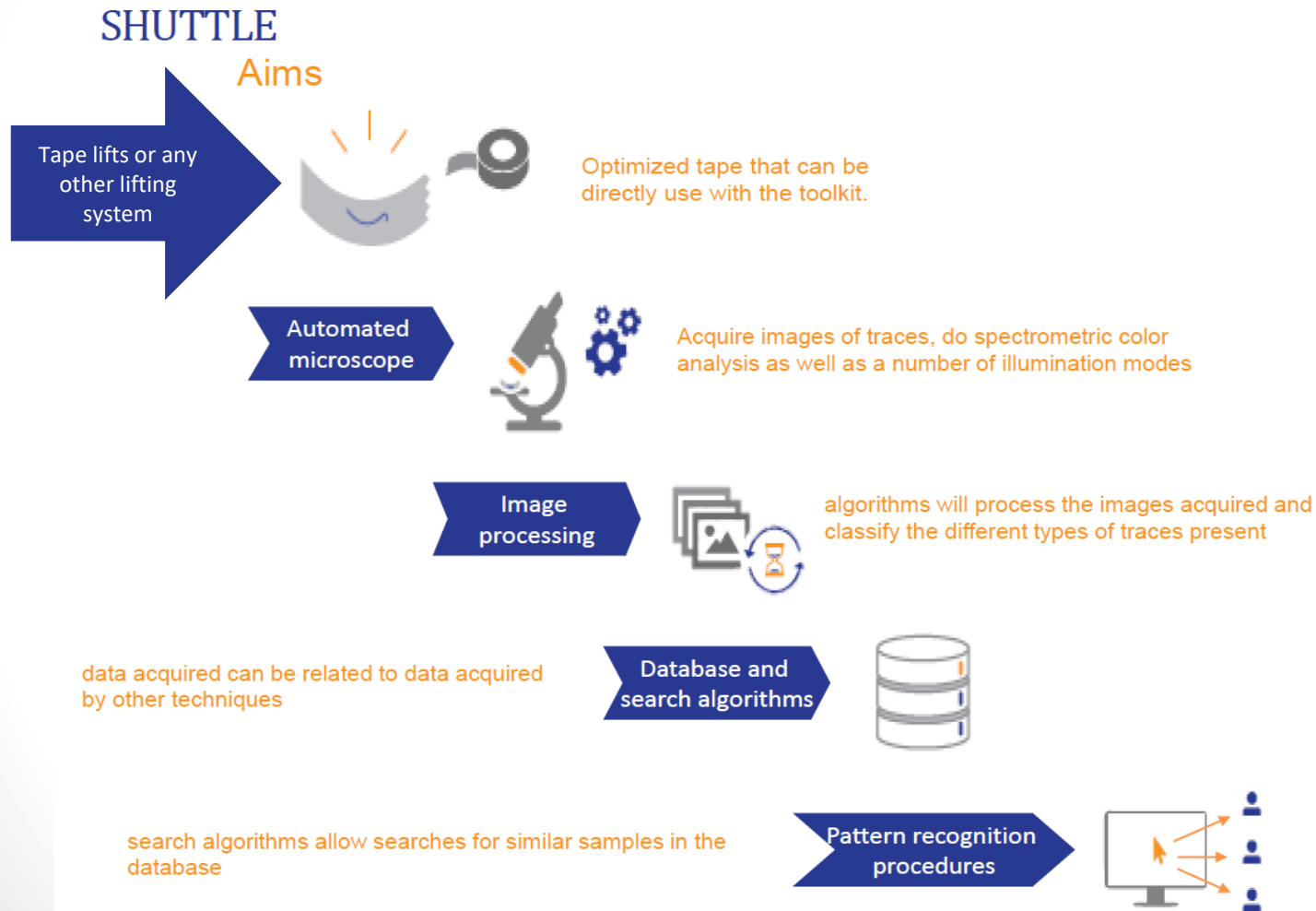


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- Need to enhance the current methodology for a better integration of forensic disciplines
- Need more objectivity
- Need a method less hazardous for the traces

# SHUTTLE VISION





## Scientific High-throughput and Unified Toolkit for Trace analysis by forensic Laboratories in Europe

Eleni Lianou, Tendering Webinar, 7-10-2019

Center for security Studies (KEMEA) Greece



# Presentation Topics

Tender's eligibility

How to submit your tender

Conditions of contracts and IPRs

# Presentation Topics

Tender's eligibility

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Conditions of contracts and IPRs

# Eligible tenderers

- Participation in the tendering procedure is open on equal terms to all types of operators, regardless of their size or governance structure.
- Tenders may be submitted by a single entity or in collaboration with others. The latter can involve either submitting a joint tender or subcontracting, or a combination of the 2 approaches.
- Concretely:
  - Natural persons residing in one of the following countries:
    - EU and EEA (European Economic Area) member states.
    - H2020 Associated Countries having signed a Bilateral Agreement with the EU on security procedures for exchanging and protecting classified information
  - Legal entities established under the law of the following countries and having their central administration or principal place of business or registered office (seat) in one of the following countries:
    - EU and EEA (European Economic Area) member states.
    - H2020 Associated Countries having signed a Bilateral Agreement with the EU on security procedures for exchanging and protecting classified information
  - Groups of economic operators of the above natural persons or legal entities, submitting a joint tender.

# Exclusion grounds

Tenderers that do not comply with these criteria will be excluded.

Exclusion criteria	Evidence
A) Conflict of Interest	A) A declaration of honour
B) Bankruptcy & professional misconduct	B) A declaration of honour
C) Criminal offences	C) A Declaration of Honour
D) Proposed solution already available in the market	D) A Declaration of Honour



# Selection criteria

The purpose of the Selection Criteria is to determine whether a Tenderer has the financial, economic, technical and professional capacity necessary to carry out and perform the work.

Selection criteria	Evidence
Ability to perform R&D up to original development of the first products or services and to commercially exploit the results of the PCP, including intangible results in particular IPRs	Description of the capacity, materials and equipment that are available to the tenderer for research, prototyping and limited production and supply of the first set of products or services
Demonstration of expertise and working experience required to undertake an innovative R&D project that entails relevant technology	Description of the expertise and working experience required to undertake an innovative R&D project that entails relevant technology
Ability to commercially exploit the results of the PCP, including intangible results in particular IPRs	Description of the availability of financial and organisational structures for management, exploitation and transfer of IPRs and for generating revenue by marketing commercial applications of the results.

# Award criteria (on/off)

These are the criteria that can only have value 0 or 1 and the score of the other award criteria must be multiplied by this value (so that the total score becomes 0 if a tender scores 0 on an on-off award criterion).

On/off award criteria	Evidence
A) Compliance with the definition of R&D services	Declaration of Honour including the evidence required
B) Compatibility with other public financing	Declaration of Honour
C) Compliance with the requirements regarding the place of performance of the contract	Declaration of Honour including the evidence required
D) Compliance with ethics requirements	Declaration of Honour
E) Compliance with security requirements	Declaration of Honour

# Award criteria (weighted)

- Weighted criteria per phase/maximum points/weighting
- Every score per quality criterion (all, will be multiplied with the weight for the criterion).
- For example, if a tender scores 0,8 points (Very good) for sub criterion Feasibility of the Project plan and schedule, this means this tender receives  $0,8 \text{ points} * 5 = 4 \text{ points}$  in total for this criterion out of a maximum of 5 points.
- Per criterion, this same methodology will be used. If a tender scores the maximum number of points for every criterion, a total maximum technical score of 80 points can be given.

# Evaluation overview

The evaluation process will be carrying out the following six steps:

- Step 1 — Checking whether the Exclusion Grounds apply to the Tenderer
- Step 2 — For tenderers passing Step 1, assessing whether the tenderer has the necessary capacities to perform the contract, on the basis of the selection criteria
- Step 3 — For tenderers passing Step 2, evaluating the tender based on the on/off award criteria
- Step 4 — For tenderers passing Step 3, evaluating the tender based on the weighted award criteria
- Step 5 — Opening of the Economical offers
- Step 6 — Final ranking

# Scoring

Awarded points for each criterion has to be multiplied by weighting percentage for particular criteria leading to a final score per criteria. Final score for Tenderer is a sum of all final criteria scores. The maximum scoring obtained after the proposal evaluation shall be 100 points, where:

- 20 percentage points correspond to the **Financial Offer**, and
- 80 percentage points correspond to the **Technical Offer**

# Scoring

Following the Scoring Model:

- **$L_i = 80 * ( T_i / T_{max} ) + 20 * ( F_{min} / F_i )$**
- Where  $T_{max}$  Technical Score of the Best Technical Tender
- $T_i$  Technical Score of the Tender  $i$
- $F_{min}$  Lower Price of all Tenders
- $F_i$  Price of the Tender  $i$
- $L_i$  Total Score of the Offer  $i$  rounded to two decimals places.

# Presentation Topics

Tender's eligibility

How to submit your tender

Conditions of contracts and IPRs

# How to submit your tender

- All Tenderers must use the SHUTTLE Tender Documents, which can be accessed along with all of the other Tender Documents by following the instructions in the Contract Notice on TED. The Tender Documents are published on the SHUTTLE website – [www.shuttle-pcp.eu](http://www.shuttle-pcp.eu)
- WHEN: NO later than the 12:00 (Athens time) on 20 November 2019.
- HOW: By hand at the official registry office of KEMEA at the above mentioned address /By registered post services with shipment notice.
- In three separate and independent envelopes (A, B and C)



# How to submit your tender

Envelopes should:

- Be signed by the bidder or its duly accredited representative, stating the full name (or entity name) of both and identifying the tender, a telephone number and an email address for contact.
- Include a list of the contained documentation.
- Contain an electronic copy of their full content. This electronic copy may only be submitted on a DVD or memory stick (any other digital media will not be allowed) and shall be recorded exclusively in one PDF document.

# How to submit your tender

- Unconditional acceptance of all terms and conditions contained in this Call for tender.
- Tenders must not contain any reservation in relation to any point in the Tender terms and conditions.
- Each bidder must present no more than one tender.
- The period of validity of the Tenders is six (6) months from the 20-11-2019 (shorter validity period shall be rejected as inadmissible).



# How to submit your tender

- Tenders and supporting documents must be written in English or a full English translation, provided at no cost to the Procuring Entity.
- Tenders must not be qualified or accompanied by statements or a covering letter that might be construed as rendering the tender equivocal.
- Unauthorized alterations or additions must not be made to any component of the tender documents.



# How to submit your tender

**Administrative section (ENVELOPE A)**- Envelope A shall contain information and evidence on

- The legal capacity and the representation of the bidder  
Annex C <sup>[L]</sup><sub>[SEP]</sub>
- In the case of a joint tender, Annex B1
- In the case of subcontracting, Annex B2
- The non-subjection of the bidder to any of the exclusion grounds contained in Annex A
- The fulfilment of the bidder of the selection criteria contained in Annex A <sup>[L]</sup><sub>[SEP]</sub>
- ANNEXES A,B1,B2,and C on Tender Form 4

# How to submit your tender

**Technical section (ENVELOPE B)- technical offer,**  
containing:

- a technical plan that outlines: 1. the tenderer's idea for addressing all the requirements given in the PCP challenge description, relating both to functionality and performance; 2. technical details of how this would be implemented and 3.
- a project management plan that outlines the execution and monitoring approach, including a Gantt chart.
- a draft business plan that explains the proposed approach to commercially exploit the results of the PCP and to bring a viable product or service onto the market

# How to submit your tender

## Technical section (ENVELOPE B)- technical offer, containing:

- a list of the pre-existing rights (*background*) relevant to the tenderer's proposed solution, in order to allow IPR dependencies to be assessed
- a risk assessment and risk mitigation strategy
- a reply to the question "Does this tender involve **ethical issues**? (YES/NO)" and if YES, an ethics self-assessment, with explanations how the ethical issues will be addressed
- a reply to the question "Does this tender involve: activities or results that may raise **security issues** and/or **EU-classified information** as background or results? (YES/NO)" and if YES information on how these issues will be addressed

# How to submit your tender

## Technical section (ENVELOPE B)- technical offer:

- The technical part must provide a *detailed* technical offer for phase 1 (*including an explanation of the methodology, a work plan and details of deliverables and milestones*), and must specify the plans for and objectives of the subsequent phases 2 and 3 and beyond (*including a plan for commercial exploitation of the results*).

# How to submit your tender

## **Technical section (ENVELOPE B)- technical offer:**

- The information provided in the technical section of the tender will be used to evaluate the tenders, on the basis of the technical award criteria and the on/off award criteria A, D and E.
- **Tender Form 5**



# How to submit your tender

**Financial section (ENVELOPE C)**- a detailed **financial offer** specifying:

- binding **unit prices** for all items needed for carrying out phase 1 and for items that are expected to be needed for phases 2 and 3 (*given in euros, excluding VAT but including any other taxes and duties*) . The unit prices quoted for each category of items (*e.g. hourly rates for junior and senior researchers, developers and testers*) remain binding for all phases (*i.e. for the duration of the framework agreement*).
- a fixed **total price** for phase 1 and an estimated total price for phases 2 and 3, broken down to show unit prices and the number of each unit needed to carry out phase 1 (*given in euros, excluding VAT but including any other taxes and duties*).

# How to submit your tender

**Financial section (ENVELOPE C)- a detailed financial offer** including:

- a **price breakdown** that shows the price for R&D services and the price for supplies of products (to demonstrate compliance with the definition of R&D in on/off award criterion A)
- a **price breakdown** that shows the location or country in which the different categories of activities are to be carried out (*e.g. x hours of senior researchers in country L at y euro/hour; a hours of junior developers in country M at b euro/hour*) (to demonstrate compliance with the requirement relating to place of performance in on/off award criterion C)

# How to submit your tender

**Financial section (ENVELOPE C)- a detailed financial offer** including:

- The **financial compensation** valuing the benefits and risks of the allocation of ownership of the **IPRs** to the contractor (*i.e. IPRs generated by the contractor during the PCP*), by giving an absolute value for the price reduction between the price offered in the tender compared to the exclusive development price (*i.e. the price that would have been quoted were IPR ownership to be transferred to the procurers*)
- Reflecting the market value of the benefits received (*i.e. the opportunity that the IPRs offer for commercial exploitation*) and the risks assumed by the contractor (*e.g. the cost of maintaining IPRs and bringing the products onto the market*).

# How to submit your tender

## **Financial section (ENVELOPE C)- a detailed financial offer**

- The price that will be evaluated is the Actual Price offered.
- The information provided in the financial section of the tender will be used to evaluate the tenders on the basis of the price award criteria and the on/off award criteria A and C.
- **Tender Form 6**

# Presentation Topics

Tender's eligibility

How to submit your tender

Conditions of contracts and IPRs

# Conditions of contracts

- Successful tenderers will be requested to sign both a framework agreement and specific contracts for phases 1, 2 and 3 (see Annex D,E).
- During each phase, contract implementation will be monitored periodically and reviewed against the expected outcomes for the phase.
- Each contractor will be assigned a main contact person (their supervisor) appointed by the procurers.

# Conditions of contracts

Payments corresponding to each PCP phase will be subject to the *satisfactory* completion of the deliverables and milestones for that phase, which will be assessed by the Technical Board composed of members of the buyers group, according to the following requirements:

- if the work corresponding to that milestone / deliverable has been carried out
- if a reasonable minimum quality has been delivered
- if the reports have been submitted on time
- if the money have been allocated to the planned objectives
- if the money have been allocated and the work has been carried out according to the on/off award criteria (place of performance, public funding and R&D definition criteria)
- and
- if the work has been carried out in compliance with the provisions of the contract (*including in particular verification if the contractor has duly protected and managed IPRs generated in the respective phase*).

# Payments schedule

	Phase 1		Phase 2		Phase 3	
	Date	%	Date	%	Date	%
<b>Pre-Payment</b>	n/a	0	14/8/2020	5	17/5/2021	5
<b>Interim-payment</b>	15/5/2020	50	4/1/2021	45	14/8/2021	45
<b>Final payment (after successful completion)</b>	31/7/2020	50	30/4/2021	50	29/10/2021	50



# Conditions of contracts

## Eligibility for the next Phase based on Successful Completion of the Phase

Successful completion of a phase will be assessed by the Technical and submits its opinion to the Contracting Board for final decision against the following requirements:

- if all milestones have been successfully completed
- if the R&D results meet the minimum functionality/performance requirements of the challenge description (*i.e. the minimum quality/efficiency improvements which the procurers set forward for the innovative solutions to achieve*)
- if the results of the R&D are considered to be promising

# Intellectual Property Rights

Shuttle proposes an IPR approach which is fully aligned with the fundamentals of PCP. A set of suitable mechanisms that allow sharing risks and benefits between the Contracting Authority and the PCP contractors are based on the following principles:

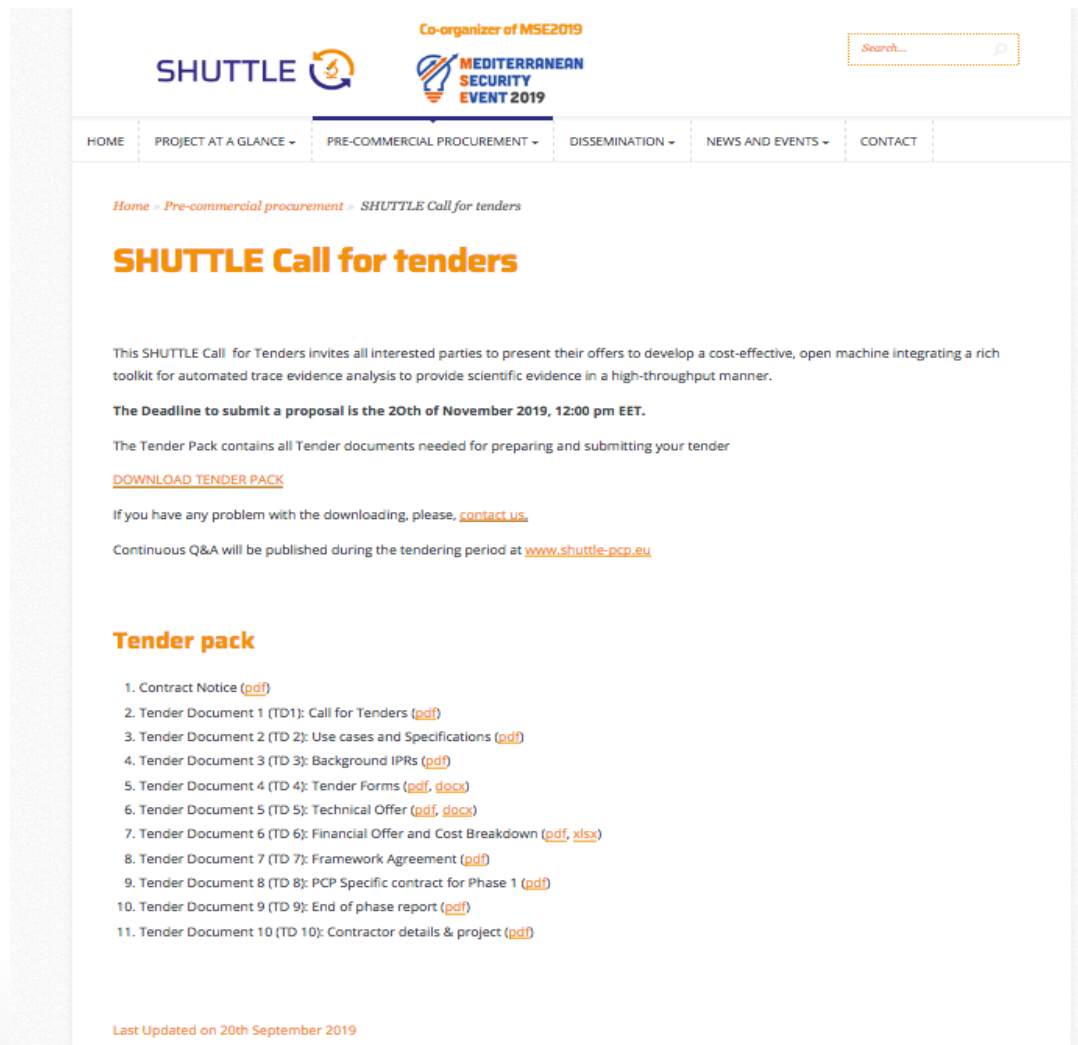
- Each contractor will keep ownership of the Intellectual Property Rights (IPRs) attached to the results they generate during the PCP implementation. The tendered price is expected to
- The buyers group has the right to:
  - access results, on a royalty-free basis, for their own use
  - grant upon notification of the contractors (or to require the contractors to grant) non-exclusive licences to third parties to exploit the results under fair and reasonable conditions (without the right to sub-license)
- The buyers group has the right to require the contractors to transfer ownership of the IPRs back to the buyers' group if the contractors, within a period of four years after the finalisation of the Framework Agreement, fail to comply with their obligation to commercially exploit the results (or use the results to the detriment of the public interest (*including safety and security interests*)).
- Any of the Consortium members can request the contractors to offer licenses to third parties under fair and reasonable conditions with consideration of the rights of other third parties that do not accrue to the contractors.

# Deadlines...

- For further questions, you may contact the Contracting Authority via email ([shuttle-procurement@kemea-research.gr](mailto:shuttle-procurement@kemea-research.gr)) and/or by other means in English **until 10/10/2019**.
- Any questions received after this deadline will not be answered
- The summary of all questions and answers will be presented in an anonymized Q&A document that will be published on [www.shuttle-pcp.eu](http://www.shuttle-pcp.eu) in English **the 20/10/2019**.
- **Deadline to submit an offer: 20th November 2019 at 12 p.m (EET)**


# Where in our website...


<https://www.shuttle-pcp.eu/shuttle-call-for-tenders/>



The screenshot shows the 'SHUTTLE Call for tenders' page. At the top, there is a navigation bar with the SHUTTLE logo, a search bar, and a menu with links: HOME, PROJECT AT A GLANCE, PRE-COMMERCIAL PROCUREMENT (selected), DISSEMINATION, NEWS AND EVENTS, and CONTACT. Below the navigation bar, the breadcrumb trail reads 'Home > Pre-commercial procurement > SHUTTLE Call for tenders'. The main heading is 'SHUTTLE Call for tenders'. The text describes the call for tenders, stating that it invites interested parties to develop a cost-effective, open machine integrating a rich toolkit for automated trace evidence analysis. It specifies the deadline as 20th of November 2019, 12:00 pm EET. A link to 'DOWNLOAD TENDER PACK' is provided. Below this, a list of 11 tender documents is shown, each with a PDF icon. The page footer indicates it was last updated on 20th September 2019.

Co-organizer of MSE2019

SHUTTLE 

MEDITERRANEAN SECURITY EVENT 2019 

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Home > Pre-commercial procurement > SHUTTLE Call for tenders

## SHUTTLE Call for tenders

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Last Updated on 20th September 2019



# Thank you for your attention!

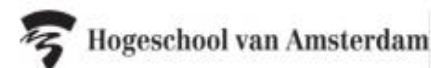
**ANY QUESTIONS?**



# THANK YOU



Netherlands Forensic Institute  
*Ministry of Justice and Security*



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