

# Webinar: Admin & Finance

11th of January 22  
13:00 – 14:30 (CET)



## Objectives

**To explain core principles and terminology of the tender**

**To explain the general requirements following from PCP guidance**

**To explain what is required in an application and present core files**

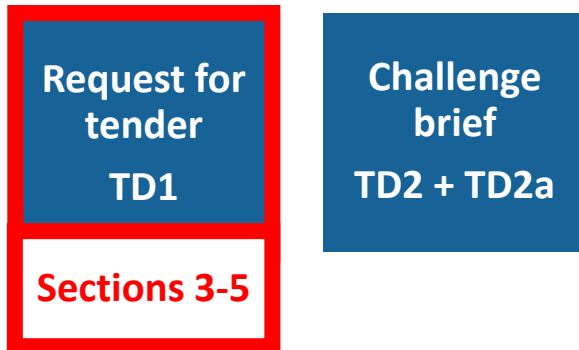
**To explain how the project is contractually implemented**

# Today's webinar focuses on sections of TD1, TD3-5 and TD7

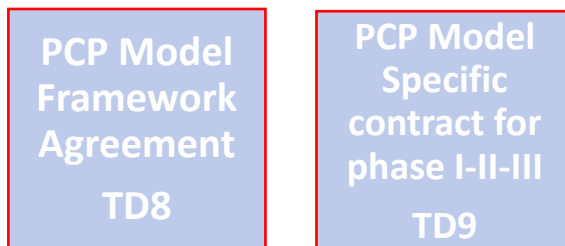
## Overview files

### PROCURE INPUT

#### Content related / CfT

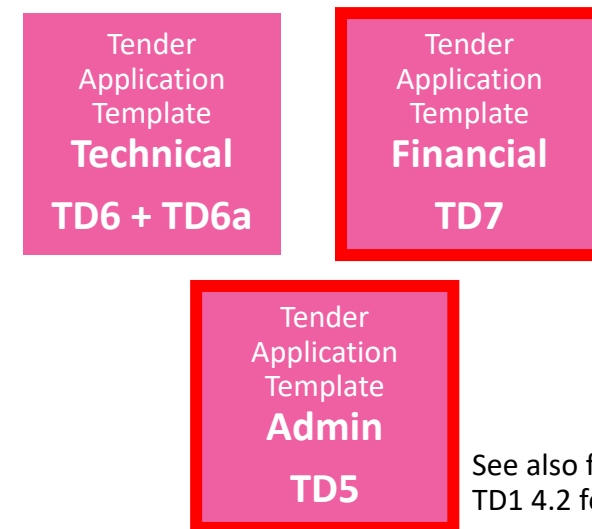


#### Reference only: Contract Templates



### YOUR SUBMISSION

#### Application Templates



See also full detail in TD1 4.2 for

*All following EU standards almost to the word*

#### Administrative Forms



**Suppliers develop a generic Renovation Approach in the proposal ...  
... to generate Renovation Packages during the project for Demonstration Sites**

Core terminology



**Subcontractors for installations can be added in Phase II  
(but budget must be reserved in initial offer)**

## procuRE is technology neutral

Solution design

**As a consequence: very limited selection criteria**

**Buyers Group  
defines the  
problem and  
award criteria**

**Suppliers  
define the  
solution**

**...any constellation of technologies is thinkable if it is  
applicable to other buildings, sustainable, etc. ...**

# The Renovation Approach is consciously improved; funding and time increases with each phase

Summary procuRE conditions (TD1 section 2)

Process phase	Results and activities expected	Buildings addressed by each supplier	Timeframe	N. of contractors selected (min)	Financing to each contractor (max)	
Call for Tender Proposal	Renovation Approach	Concept design of Renovation Packages	2 reference buildings in 2 climates	3 Months (+ Evaluation)	Open	-
Phase I	Continuous development through Co-Design Procedure	Schematic design of Renovation Packages	6 Demonstration Buildings	M1-M3 (3)	6	€ 192,000
Phase II		Detailed design of Renovation	6 Demonstration	M4-M11	2	€ 576,000
Phase III		commissioning Final Version	Operation of Renovation Packages	Demonstration Buildings	M12-M17 (16)	2

**There will be Call-offs in Phass I and II requiring updates, if any (from admin side)**

# Pre-Commercial-Procurements (PCP) create a new, competitive market for Research and Development (R&D) services and development

## Pre-Commercial Procurement vs. Traditional Public Procurement

### PRE-COMMERCIAL PROCUREMENT

**Joint Procurement** (Buyers Group)

**High degree** of innovation / R&D effort required

**Prototype development:** medium-/long-term

**Competitive development:** several suppliers

**New IPR** – Risk/Benefit-sharing

**Special legal framework** in H2020/WTO

**Development in multiple phases**

### TRADITIONAL PROCUREMENT

**Individual Procurement** (single department)

**Low degree** of solutions' innovation

**Mature product/service:** immediate/short-term

**Single contract:** one supplier

Often based on existing **IPR**

**National public procurement** rules apply

**Development in one phase**

## All core requirements are derived from the EU directive on competition

### PCP Tendering | Core requirements

#### ELIGIBILITY CRITERIA

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- ▶ Tender is open to **all types of operators** (companies or other type of legal entities) regardless of their size or governance structure
- ▶ Both **single entity** or **joint tender** offers (consortia) and **subcontracting** are possible
- ▶ The call will be open to all participants, as long as a **minimum of 50% of the project R&D activities/budget** takes place in the **EU or Associated countries**
- ▶ Participation in the open market consultation is not a condition for submitting a tender

#### GENERAL REQUIREMENTS

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**Electronic Submission via S-Procurement**

**Submission by 22.2.22 17:00 CET**

**Official language is English**

**IPR sharing, if suppliers do not exploit results**



## **A PCP is a tender, not a grant**

### Funding principles

**Financial offers are requested for each phase (up to the ceiling with discount)**

**The offer has to include all costs (including tax, if applicable)**

**The payment is made based on offered price ...**

**... after receipt of invoice and approval of work**

## For each of the three phases the same rules on contract, monitoring, payments and IPR apply

— PCP Tendering | Contract award and project work

### Contracting

**Framework agreement** with **specific contracts** in each phase

### Monitoring

During each phase, contract implementation is **monitored periodically** and reviewed **against the expected outcomes**

### Completion criteria

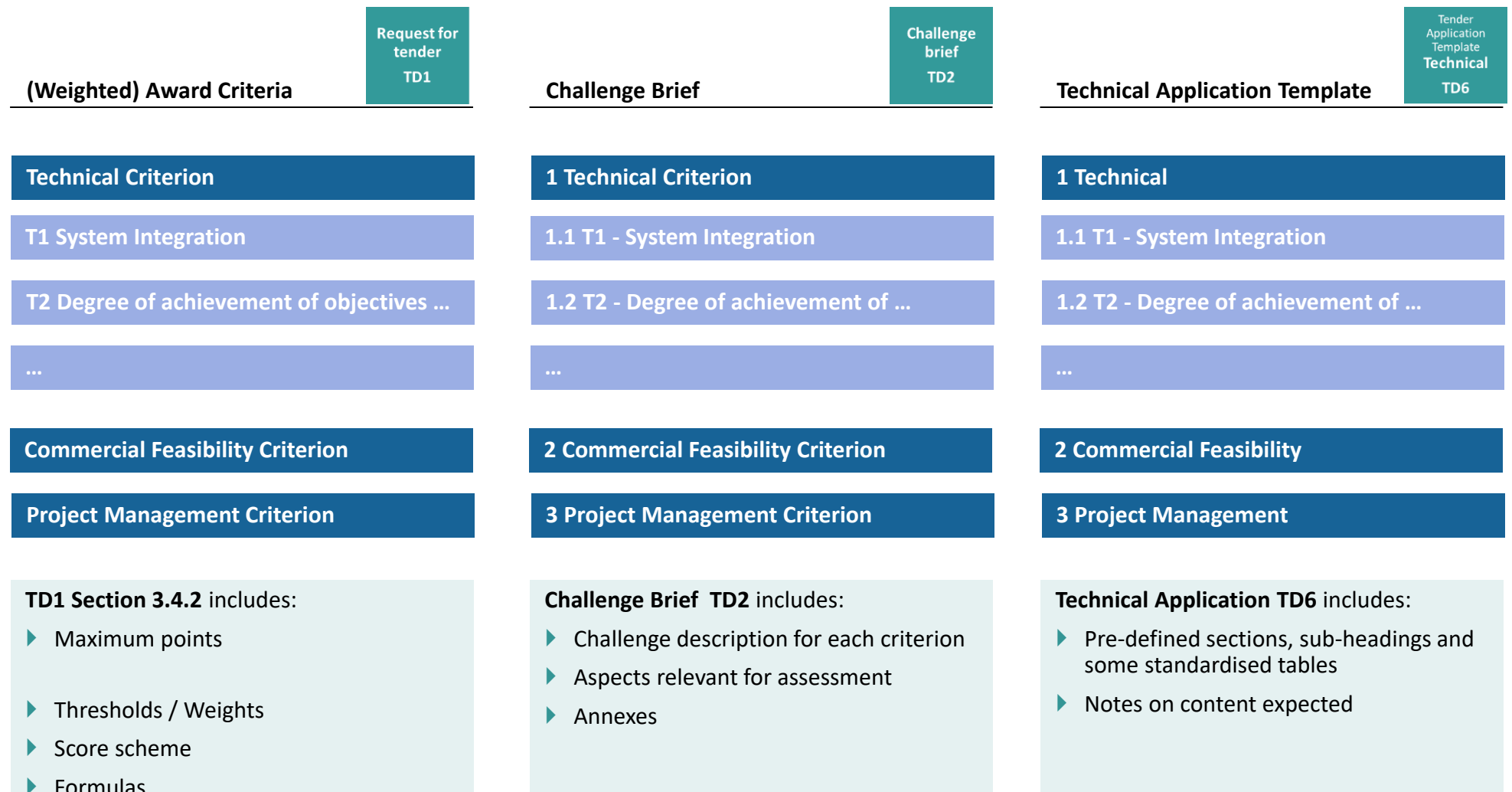
**Satisfactory completion** of milestones and deliverables: requirement for payment

### Intellectual property rights

Suppliers **keep ownership of the IPRs** attached to the results generated during the PCP implementation, but must exploit

# Award Criteria, Challenge Brief and Application Template are fully aligned

## Structure of tender documents



# Look into RfT TD1, admin template TD5 and financial template TD7

## Explanation of core documents

HORIZON 2020  
The Framework Programme for Research and Innovation



Project acronym: procuRE  
Grant Agreement Number: 963648  
Project full title: Pre-commercial Procurement of Breakthrough Solutions for 100% Renewable Energy Supply in Buildings  
Call identifier: H2020-LC-SC3-2020-Joint-Actions-1

**PCP REQUEST FOR TENDERS**  
procuRE – Pre-commercial Procurement of Breakthrough Solutions for 100% Renewable Energy Supply in Buildings

Version: 1.0  
Last update: 17.11.2021

Procurers




Supporting organisations



**Abstract**  
The EU pre-commercial procurement project procuRE is calling for novel approaches to 100% Renewable Energy Supply in Buildings. Six procurers from six countries are providing up to 7.68 million Euros for breakthrough solutions to address the challenges they are facing in providing for 100% Renewable Energy Supply in Buildings.

The project procuRE has received funding from the European Union's Horizon 2020 Research and Innovation Programme under the Grant Agreement No. 963648. The sole responsibility for the publication lies with the author and does not reflect the author's view. The European Commission and Agency is not responsible for any use that may be made of the information contained herein.

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**[Title of Proposal]**


**ADMINISTRATIVE SECTION**

List of Participants

Participant No	Participant organisation name (Short name)	Country (code)
1 (Coordinator)		

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**[Title of proposal]**

**FINANCIAL SECTION**

List of participants

No	Participant organisation name or description of subcontractors	Country
1		
2		
3		
S1	(selected or future subcontractor)	
S2	(selected or future subcontractor)	

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## Must the subcontractors provide a signed legal entity form?

- ▶ **No.** See **section 4.2 point 1 of TD1**: *“The legal capacity and the representation of the bidders shall be proved by a signed Legal Entity Form with its supporting evidence. All tenderers (including all members of the group in case of joint tender) must provide this form.”* Tenderers does not include subcontractors.
- ▶ For more detail on subcontracting, see **section 3.1.2 of TD1**

## In case of subcontracting, in which section must the signed agreement be provided? As an annex in TD5?



- ▶ **The agreement need not to be submitted in the tender package.** The tenderer must provide the Buyers Group with an originally signed agreement with the subcontractor including a clear description of the work to be subcontracted before subcontracted work begins in any Specific Contract (**Section 3.1.2 of the TD1**).



## Is it mandatory to sign the financial offer (TD7)?

- ▶ Yes, please print one version and provide a **signed PDF** and the **Excel file** with identical content. See section 4.1.



## Could you please specify the correspondence between the fields of the form which appears in S-Procurement information system and TD7? Should taxes be applied?

The question refers to mandatory fields in section 1.1 of the offer on S-Procurement. Note, **if mistakes are made during entry of this form, the figures in the signed PDF of TD7 will prevail, still**, field need to be filled to permit submission.

- ▶ The fields need only to be filled for the current phase, currently Phase I:
  - The price to be filled is the base price including all other taxes or fees (in TD7 in the initial proposal I26)
  - The first percentage is deductuon granted as compensation to procurer so supplier can retain ownership of IPR (in TD7 I27 experssed as percentage)
  - The second percentage is the Slovenian VAT which is 22%.
  
- ▶ The calculations are performed automatically.





**Is it allowed to scan handwritten signatures or must we sign the documents (subcontracting agreement, PoA, DoH,...) with a qualified electronic signature?**

- ▶ **Signed scans suffice.** Please keep originals which might be requested.





**Pre-commercial Procurement of  
Breakthrough Solutions for  
100% Renewable Energy Supply in Buildings**

**All tender information collected on  
[procure-pcp.eu/tender](https://procure-pcp.eu/tender)**

 [procure-pcp.eu](https://procure-pcp.eu)

 [bit.ly/procure-LI](https://bit.ly/procure-LI)

 [@procure\\_pcp](https://twitter.com/procure_pcp)

[#procu100re](https://twitter.com/procure_pcp)



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