



Request for Quotation(s)

- Object:** Service providers for best and most applicable market driven business cases
- RFQ Deadline:** 18/02/2022
- Deliverables:** Country Analysis – March 31st 2022
Handbook – April 30th 2022
Training (sessions and material) – 1st – 30th April 2022
- Countries:** USA, Canada, Norway as three separate Lots.
Offers can include one, two or three Lots.

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1. CONTRACTING ENTITY

The contracting entity of the RFQ(s) (Request for Quotation(s)) invitation is DITECFER, business-id number IT01842130476, address: Via Sandro Pertini 358, Pistoia – 51100 Italy. DITECFER is a limited liability company with consortium purposes (S.c.ar.l.) that brings together the most dynamic and collaborative companies and research organizations in the field of railway in Italy (www.ditecfer.eu). Later in this request for quotation DITECFER will be referred to as Buyer.

This procurement is done as a joint procurement with Järnvägscluster Ek. Förening Västerås, business id 769626-1754, address: Port Anders gata 9. 722 12 Västerås, Sweden. The Railway Cluster in Västerås is a cluster cooperation between railway technology companies located in Västerås and Västmanland County. The cluster provides a cooperation platform for regional companies engaged in the train and railway industry, (jarnvagsklustret.se).

2. OBJECT OF THE REQUEST FOR QUOTATION(S)(RFQ(S))

With this RFQ the Buyer is looking for one or several service providers (referred to as Provider(s)), who can offer best and most applicable market driven business cases at one or more markets it/they are most specialized in. The business cases should be about needs for railway related technologies and solutions within promising markets outside the European Economic Free Trade Area (EFTA). The Buyer is looking for three (3) market analysis that could be acted upon in practice within a reasonable time frame by a consortia of SME companies. A more detailed description of the procurement is given in sections 3 and 4 of this RFQ.

2.1 Background of the Procurement

This procurement is launched within the project “**S-ACCESS - Smes ACCESS to international public procurements**”. The project aims to develop innovative approaches to support small and medium-sized enterprises (SMEs) of the European Rail Supply Industry in successfully applying to public procurements in USA, Canada and Norway.

On July 2021, the new project « S-ACCESS – SMEs ACCESS to international public procurements » was launched. Funded under the COSME programme of the EU – Call « COS-PPOUT-2020-2-03, the project is coordinated by DITECFER (the Railway Technologies cluster in Italy) and has as partners the railway clusters i-Trans (France), Rail.S (Germany), Järnvägscluster (Sweden), MAFEX (Spain), RCSEE (Serbia and Southeast Europe) and Rail Alliance (United Kingdom).

The S-ACCESS project is promoted by 7 Cluster organisations operating in the field of railway technologies, also extended to multi-modal technologies related to freight and logistics. The Clusters are very experienced in internationalization activities for SMEs. The project covers 1.000 SMEs members.

2.2 Object of the tender: Delivery of analysis, handbook and training activities with training material, for USA, Canada, Norway

The RFQ is divided in three (3) Lots where each Lot consists of the deliverables A-B-C-D, specified below.

Each Lot corresponds to a country:

LOT 1 – USA

LOT 2 – Canada

LOT 3 - Norway

The deliverables expected per each Lot, and that represent the service to be delivered in this tender are:

(A) **Specific country analysis** concerning easily understandable information on legal, regulatory (general and with reference to railway supplies, ICT, electronics, railway construction and maintenance), taxation, labour law and other aspects that need to be known to prepare with full awareness offers for public procurements (in word and .pdf).

Expected length: not less than 75 pages

The market analysis must contain information about the following aspects, the detailed table of contents can be found in Annex I:

- 1 Macroeconomic indicators
 - a. Geographical, political and demographic indicators
 - b. Economic indicators
 - c. Description of the market/ Characteristics of the market
- 2 Technical standards
- 3 Protection of intellectual property
- 4 Legal and financial aspects
 - a. Creating a business
 - b. Taxation
 - c. Finance
- 5 Culture and Business
 - a. Culture and practices for doing Business
 - b. Uses and social protocols
 - c. Culture & Society
- 6 Business travel

(B) **Handbook for first-line consultancies**, an extract from the overall country analysis in form of “Handbook for first-line consultancies” (in word and .pdf)

Expected length: not less than 20 pages

(C) **Set of training sessions** for the S-ACCESS Partners for them to better understand the contents of the analysis and be better prepared to deliver first-line consultancies to their SMEs (in Power Point and supporting text in word). Based on the deliverables A & B.

Expected length: material for hours of lessons (at least 12 hours for USA, at least 8 hours for Canada and at least 5 hours for Norway)

(D) **Training materials business & culture**, explaining – under an intercultural point of view – the work culture in the target countries and how to get prepared to communicate in long-term business relationships. (In Power Point and supporting text in word).

Expected length: not less than 35 pages

To achieve a consistent result on the three target countries, the RFQ will pre-define a consistent and coordinated scheme (including the "handbook" per each country) that the candidates will have to follow.

Outputs will be key for the following training and assistance activities for SMEs, including organisation of B2B and company missions, and for drafting the Internationalisation Strategy and Implementation Roadmap.

Outputs include the Handbook for Cluster organisations to provide first-line Legal, Regulatory, Tax and Labour Advice to SMEs for the target countries.

3. CONTENTS OF THE QUOTATION(S)

A Provider can apply for one, two or all the Lots, paying attention to the fact that the Buyer already owns information on the target markets and is requesting specific, detailed, and qualified information, as identified below.

A free form proposal document shall consist of items described in the sections 4.1- 4.4 of this RFQ. In addition, a provider shall, in his proposal, provide information described in section 6. Buyer evaluates and scores the received proposals according to the criteria described in section 7 of this RFQ. In this procurement, proposals will be approved so that a provider can offer only one (1) market analysis from its most specialized area or several market analyses in one document. If a provider offers reports (market analysis) from more than one market, must each report be clearly described and priced as separate entities to make comparison of proposals possible. Buyer assesses and scores the quotations according to comparison criteria mentioned later in this document. Buyer chooses a provider who presents the best overall offer for each market. In total up to three (3) parties to make contracts with may be chosen.

3.1 Description of how information for the reports will be compiled

A provider shall describe the work methodology of compiling information for the market analysis (s) it is offering. The description shall include references to the topics mentioned in paragraph 2.2 of this RFQ. Buyer encourages providers to show their skills, market knowledge and actively used good practices.

3.2 Expertise, market experiences and references

A provider shall describe its experience on the market offered and provide a description of its references within the markets and railway/infrastructure related technologies. A provider shall describe all relevant expertise that its team possesses in the areas of this RFQ.

3.3 Delivery time and reliability

In the quotation a provider shall engage in respecting the following deadlines proposing a GANTT.

Deliverables:

- A) **Specific country analysis** – March 31st 2022
- B) **Handbook for first-line consultancies** – April 30th 2022
- C) **Set of training sessions** – 1st -30th April 2022
- D) **Training materials business & culture** – 1st -30th April 2022

3.4 Other aspects relevant to the quotation

Buyer and Järnvägsklustret will nominate contact persons to support this procurement and arrange appropriate joint meetings for the follow-up of this procurement.

The chosen service provider(s) will report of the progress of the work regularly to Buyer. In case several service providers are chosen, they shall participate in joint meetings according to Buyer's request.

Each quotation shall be written in English language. Maximum length of quotation document shall not exceed 5 A4-pages/market. This does not include reference information of the team included for the work.

A provider commits to perform the actions described in this quotation. Quotation should be valid until 15/03/2022. All actions shall be performed before 30/04/2022.

4. PROCUREMENT VALUE AND PRICE

Buyer has reserved a maximum of 10.000,00 € + VAT (if applicable) per each Lot.

Quoted prices shall be clearly specified according to each Lot quoted.

Quoted prices shall include complete compensation for all services to produce the reports. No other compensations for extra hours, travel, accommodation, waiting, reserve time, delivery, or handling costs etc are paid.

Quotation shall be given as a fixed price in € (euro), with VAT described separately.

Buyer will make payments against invoices and payment terms as agreed in the procurement contract.

- 25% as an advance payment

- 75% after approval of the whole set of material (A), (B), (C) and (D)

5. ELIGIBILITY REQUIREMENTS

A service provider shall have all taxes, pension fees and other legally binding payments made. As evidence of this the chosen service provider shall, after the procurement decision and without delay, deliver a proof of tax payment or tax debt statement or other statement of approval tax payment plan and statement about pension insurance or valid and approved payment plan.

A provider must show its ability to perform the service by presenting a concise description of education, language skills and professional qualifications of the persons who will be responsible for providing the service (10 lines for each team member). In addition, a provider must describe how it attends to use subcontractors, if any. In such case the subcontractors must be named, and corresponding information must be submitted about them too.

In addition to the above-mentioned eligibility requirements, a provider shall present in its quotation a free from description of its way of conducting sustainable and responsible business (maximum 1 A4 page). These descriptions are not criteria for selection, and they will not be compared between providers.

6. SELECTION CRITERIA

Selection of service providers will be made among quotations given by those providers who full fill the eligibility requirements. The choice is based on overall economic affordability. Assessment of overall affordability puts the received quotations under scrutiny bases on the following criteria:

Quality – max 60 points

In quality-based evaluation the Buyer ranks and scores the received quotations according to the following comparison criteria:

Section 3.1 of the RFQ, description of how information for the report will be compiled – max 15 points

Section 3.2 of the RFQ, description of the provider's know-how in the market and the railway industry – max 25 points

Section 3.3 of the RFQ, Delivery time and reliability – max 20 points

Price – max 40 points

When comparing prices, the Buyer scores the received quotations as follows:

Most affordable overall price/overall price of quotation under evaluation – max 40 points.

7. SUBMISSION OF QUOTATION(S)

A quotation shall be submitted by 18/02/2022 at 17:00 CET by electronic means to:

- DITECFER@CERT.CNA.IT (certified email)
- petra.arlsjo@jarnvagsklustret.se

marked with the **subject: Quotation S-ACCESS**.

The provider must make sure that its quotation has been received by receiving the confirmation e-mail by Järnvägsklustret.

Chosen service providers shall supply to the Buyer a signed written copy of the quotation immediately after the procurement decision has been announced.

8. PROCUREMENT AGREEMENT AND ITS CONDITIONS

The contracting entity makes a procurement agreement with the chosen provider(s). This agreement complies with the general contract conditions of public service procurement, if not agreed otherwise.

8.1 Contracting procedure and decision making

The procurement applies an open procedure. The request for quotation has been published on the project's website s-accessproject.eu. and jarnvagsklustret.se

Quotations are accepted so that a provider can quote only one (1) Lot (Country) or Lots (countries) up to three (3).

- Any potential questions for further details about the procurement shall be made by email by February 11th 2022 at 15:00 CET to DITECFER@CERT.CNA.IT (certified email) and to petra.arlsjo@jarnvagsklustret.se. To guarantee equal treatment of providers answers to all, received questions will be published on Järnvägsklustrets website www.jarnvagsklustret.se latest on 14/02/2022.

The selection will be made according to the selection criteria described in the RFQ among providers who fulfil the eligibility requirements. The Buyer has the right and obligation to reject quotations which do not comply with the RFQ.

The Buyer retains the right not to accept any of the quotations. If none of the quotations comply with the RFQ according to the Buyer's specifications, or circumstances during the tendering process have changed in a way that the Buyer cannot utilize the results of the tendering process, the Buyer can abstain from the procurement completely or partly.

There will be no compensation given to any provider for making and presenting its quotation or other participation into the procurement. The Buyer makes a procurement decision where procurement of each appropriate market report is shown. The decision will be informed to all providers of this procurement. Procurement decision is prepared by the Buyer, who may consult the rest of the S-ACCESS project partners according to their own consideration. If this is done, the Buyer

is responsible for confidentiality of handling of the quotations, the objectivity of decision making, and equal treatment of providers and it documents the persons who have participated in the decision making. The due date for procurement decision is 25/02/2022.

Summary of the procurement schedule:

- Quotation(s) are expected by e-mail to:

- DITECFER@CERT.CNA.IT (certified email)
- petra.arsljo@jarnvagsklustret.se

within the 18th February 2022 at 17.00 CET

- Quotation(s) evaluation within 25th February 2022.

- Final negotiations within 4th March 2022.

- Contract signed within 7th March 2022.

8.2 Document publicity

A provider shall clearly mark confidential documents for the Buyer to notice which documents contain confidential information. If a provider marks its whole quotation as confidential based on business secrets, it shall however attach a public summary appendix, which gives an overall description of the services. The Buyer has the authority to consider potential confidentiality of a document.

8.3. Grounds for rejecting Quotation

A quotation, which does not contain requested certificates and reports does not comply with the RFQ. Failure to submit requested documents gives ground for rejecting a quotation. Quotations arriving later than the due date and time do not comply with the formal requirements of the RFQ and will be rejected.

Annex I, Detailed table of contents for market analysis

1. Macroeconomic indicators

1a. Geographical, political and demographic indicators

- Size of the country and capital
- Area and geographical position
- Total population, density, distribution
- Average age
- Religions
- Specific social characteristics
- Climatic conditions
- Official languages
- Establishment of regions / states
- Form of government, political stability
- Raw materials and natural resources
- Membership of international organizations / groups

1b. Economic indicators

- Positioning of the world economy
- Gross domestic product (GDP)
- GDP per capita
- Currency and devaluation risk
- Information on business indicators
- Local information for import / export
- Political and social context

1c. Description of the market/Characteristics of the market

- Main features and operation
- Free trade agreements (FTA) with EU
- Data on the performance of EU countries within the FTA
- Indicators of European exports
- Possible opportunities / potential sectors related to the railway sector for EU

- Trade barriers
- Useful local organizations
- Research and innovation centres
- Main international and inland ports
- Main airports and communication routes
- Useful Web Pages

2 Technical standards

- National standardization body
- National Railways Standardization Body
- International railway standards in use
- National railway rules in use
- National Technical Specifications (TS)
- National Railway Safety Authority
- Railway regulations
- Specific certifications and authorizations
- Organizations and useful contacts (Homologation and Certification)
- Types of public procurement
- Codes for the public procurements and supplies applying to the railway supplies in the target country
- Useful links

3 Protection of intellectual property

- General situation of intellectual property enforcement in the country
- IP conventions applied in the country
- Where to register your IP
- Useful organizations and contacts
- Other specific information on IP issues

4 Legal and financial aspects

4a. *Creating a business*

- Open a company
- Local (federal, state, regional) support organizations to start a business

- List of incubators, technology centres, innovative parks (by possible location)
- Labour market
- Tips
- Other useful websites

4b. Taxation

- General tax levels and the new Trump Reform
- Tax laws
- Customs duties and taxes (tariff barriers)
- Specific tax issues / other tax issues
- Transfer Pricing In Europe and the USA/Canada/Norway
- Tax consultants / lawyers for the European community
- Specific tax rules in state procurement (if applicable)
- Useful websites of laws and regulations

4c. Finance

- State / regional incentive programs or local funding sources (Europe)
- Support of European financial organizations for internationalization
- Banks (European, local) and specific payment conditions

5. Culture and Business

5a. Culture and practices for doing Business

- Securities
- Business cards
- What to wear (dress code)
- Meetings
- Negotiation
- Management
- Masculinity vs. femininity
- Power distance
- Individualism vs. Collectivism
- Indulgence vs. Retention
- Long-term orientation vs. short term

- Prevention of uncertainty
- Temporal culture (delays and education)

5b. Uses and social protocols

- Meetings and greetings
- Naming conventions
- Personal space
- Topics / Tips to Avoid
- Communication style
- Gifts
- Dining & Food
- Visit a house
- Suggestions (mandatory / not mandatory)
- Small dictionary of keywords

5c. Culture & Society

- Main holidays
- The Family
- Social stratification
- Gender roles
- Economy

6. Business travel

- General information for stay and departure
- Visa requirements
- Visa support organizations
- Useful web links
- Main air routes and web pages
- Advice on hotel accommodation
- Advice on health risks
- Telephones and emergency contacts