

Ref. 303.02.30.02

OPEN TENDER PROCEDURE FOR THE AWARD OF THE TECHNICAL ASSISTANCE SERVICE WITHIN THE CROSS-MOVE@CE PROJECT – IMPROVING CROSS-BORDER SYSTEMATIC TRAVELLERS’ SUSTAINABLE MOBILITY OPTIONS THROUGH BETTER DATA-DRIVEN APPROACHES (CE0401464), CO-FINANCED BY THE INTERREG CENTRAL EUROPE PROGRAMME

PROCUREMENT NOTICE AND TECHNICAL SPECIFICATIONS

The Executive Secretariat of the Central European Initiative, hereinafter referred to as “CEI-ES”, is the Lead Partner of the **CROSS-MOVE@CE project** – Improving cross-border systematic travellers’ sustainable mobility options through better data-driven approaches (hereinafter the “Project”), co-financed by the Interreg Central Europe Programme.

The Project, which runs for **24 months**, from 1 September 2026 to 31 August 2028, and has a total budget of **EUR 1.248.800,00**, aims to capitalise on the results of previous European projects by enhancing and integrating methodologies, tools and good practices developed by OPTI-UP, GreenPATH, MIMOSA, NUTSHELL@CE and SMILEE, adapting them to the needs of commuting and cross-border mobility.

The partnership consists of the following partners:

1. CEI-ES (IT)
2. Poliedra (IT)
3. ITL – Institute for Transport and Logistics (IT)
4. TU Wien (AT)
5. Vorarlberg University of Applied Sciences (AT)
6. Ernst & Young Advisory (HR)
7. Liburnija d.o.o. (HR)
8. Paks Transportation (HU)

The project activities are grouped into three Work Packages, as follows:

1. WP1 Cross-border Baseline and Analytical Toolkit
2. WP2 Capitalisation, Evaluation and Strategy Co-Development
3. WP3 Thematic Toolkit, Governance Network, Visibility and Awareness Raising

Within the project, CEI-ES will contribute to the analysis and harmonisation of cross-border mobility data, the capitalisation and transfer of methodologies and tools developed in previous European projects, and their application and evaluation in the pilot areas of Zadar (HR), Paks (HU) and Lake

Constance (DE-AT-CH). It will also participate in defining regional Strategies and Action Plans for sustainable commuting and in the co-development of the Central European Sustainable Commuting Strategy. Finally, it will support the preparation of thematic toolkits, dissemination of results and promotion of the replicability of solutions developed in Central European territories.

In view of the activities described above, CEI-ES has determined that it needs to procure a technical assistance service and is therefore publishing this notice.

Article 1 – SUBJECT, DESCRIPTION AND DURATION OF THE SERVICE

- a) This tendering procedure concerns the awarding of a **technical assistance service within the CROSS-MOVE@CE Project**.
- b) The service referred to in point (a) shall include, in particular, the following activities:

Description	Deadline
General activities 1. Technical and specialist support to the CEI-ES, as Lead Partner, in the management, coordination and implementation of CROSS-MOVE@CE project, including review of technical deliverables and ensuring operational coordination between project activities, Work Packages and the partners involved. 2. Support for technical coordination of the partnership and monitoring of activities' progress, including participation in project meetings, Steering Committees, the Transnational and Final Conferences, technical meetings with partners and stakeholders, and meetings with the Joint Secretariat, as well as support for their preparation and follow-up. 3. Support for capitalisation, integration and transfer of methodologies, tools and results developed under previous European projects, including MIMOSA, OPTI-UP, GreenPATH, NUTSHELL@CE and SMILEE, promoting their adaptation to the objectives and territories covered by CROSS-MOVE@CE.	31/08/2028
WP1 – Cross-border Baseline and Analytical Toolkit 4. Analysis of cross-border mobility systems and preparation of the relevant data frameworks, contributing to the collection, analysis, harmonisation and interpretation of mobility data and identification of key gaps, issues, functional connections and territorial priorities.	28/02/2027
5. Technical support for integrating the methodologies and tools being capitalised on, with particular attention to mobility demand analysis, data quality and interoperability, indicators, multimodal mobility and cross-border planning.	28/02/2027
6. Support for preparing, reviewing and validating technical content relating to analytical tools and regional Strategies and Action Plans for sustainable	31/08/2027

commuting, ensuring consistency with the project objectives and the overall capitalisation process.	
WP2 – Capitalisation, Evaluation and Strategy Co-development 7. Support for the co-development of the Central European Sustainable Commuting Strategy, contributing to the integration of results from territorial activities, capitalised methodologies and partner experience, and to the definition of common principles for sustainable and cross-border mobility planning.	31/08/2027
8. Support for applying and adapting the capitalised methodologies in the three pilot areas of Zadar, Paks and Lake Constance, helping transfer the approaches and tools developed by the project to the specific needs of each territorial context.	29/02/2028
9. Support for monitoring and evaluating pilot actions and comparing results, contributing to the definition and application of common criteria, indicators and methodologies, and to assessing the transferability and replicability of the solutions tested.	31/08/2028
WP3 – Thematic Toolkits, Governance Network, Visibility and Awareness Raising 10. Support for consolidating, capitalising on and transferring project results, contributing to the development and review of thematic Toolkits, systematisation of the experiences and methodologies developed under WP1 and WP2, and activities aimed at their dissemination, replicability and adoption by public authorities, transport operators and other stakeholders in Central Europe.	31/08/2028

- c) The contract shall run from **9 November 2026**, or from the date of signature of the contract, until the end of the Project (currently scheduled for **31 August 2028**).
- d) The deliverables referred to in this Article shall be prepared in **English**.

Article 2 – CONTRACT VALUE

- a) The maximum contract value for the service referred to in Article 1 is **EUR 28.000,00 (twenty-eight thousand euros)**. This amount includes social security contributions, any travel and accommodation expenses, and all other tax charges associated with carrying out the assignment. VAT is excluded, as, pursuant to Article 72 of Presidential Decree No. 633 of 26 October 1972, the transaction is VAT-exempt for amounts exceeding EUR 300,00.
- b) To ensure efficient and effective management of the planned activities, the service referred to in Article 1 shall be carried out in close coordination with the CEI-ES.

Article 3 – ELIGIBILITY REQUIREMENTS

- a) The applicant must meet the following requirements:
 - 1. absence of any circumstances, grounds or reasons that would render the applicant ineligible to enter into contracts with public authorities under the laws of the country of origin and/or the country where the service is to be provided, as also envisaged by Article 57 of Directive 2014/24/EU;
 - 2. lawful possession of all qualifications and authorisations required under the laws of the country of origin and/or the country where the service is to be provided, in order to carry out the requested activity;
 - 3. successful completion, or current performance with satisfactory results, of one or more services involving technical assistance activities similar to those requested in this notice, for public and/or private entities;
 - 4. adequate technical and organisational capacity, demonstrated by the presence, within the applicant's organisation, of specific expertise in the awarding subject areas.
- b) The requirements set out in point a) must be self-declared. CEI-ES may verify such declarations at any time, in appropriate and timely manner, including, by way of example and without limitation, requesting clarifications and/or additional information from the declarant or third parties. Any failure to respond, delayed, or omitted/negative response, including a partial response, may, at CEI-ES's sole discretion, result in the nullity of the award and/or the signed contract, or entitle CEI-ES to terminate the contract without penalty, while retaining the right to maintain all or part of its effects until termination.
- c) For the purposes of certifying the requirements referred to in point a), items 3 and 4, the self-declaration referred to in point b) must also include a list of the main comparable services performed, indicating the relevant periods and clients.

Article 4 – EVALUATION CRITERIA

- a) The contract shall be awarded to the most economically advantageous offer. Due to the nature of the assignment and the need to ensure high-level expertise, predominance is attributed to technical criteria.
- b) If none of the invited applicants submits an offer, CEI-ES reserves the right to conduct a further selection of operator from its own list.
- c) The service shall be awarded to the economic operator whose offer obtains the highest total score, as a sum of the technical and financial scores set out below:

Evaluation criteria	Score
Technical offer	
1. Quality and quantity of previous experience – of the company and the personnel assigned - in providing technical assistance to EU-funded projects in the transport sector over the last five years, with particular focus to improving cross-border public transport.	Maximum 25 points
2. Quality and innovation of the proposed methodology for providing the technical assistance service within the CROSS-MOVE@CE project.	Maximum 50 points
3. Additional services offered.	Maximum 10 points
Technical offer (1+2+3)	Maximum 85 points
Economic offer (calculated using the formula $P_i = V_i \times \text{Score}$: maximum number of points, where $V_i = R_a/R_{\max}$; R_a = percentage discount offered by tenderer A; $R_{\max}$ = percentage discount of the most advantageous offer; Score = score assigned to the price element)	Maximum 15 points
TOTAL	Maximum 100 points

- d) The contract may be awarded even if only one valid offer is received, provided CEI-ES considers it reasonable and advantageous.
- e) CEI-ES may decide not to award the service if, at its sole discretion, no offer is considered advantageous or suitable. This notice therefore does not impose any obligation on CEI-ES to award the service.

Article 5 – APPLICATION PROCEDURE

- a) The procedure consists of the following stages:

(a.1) Submission of the offer

To participate in this tendering procedure, each applicant must submit the following documents, under penalty of exclusion:

- **Application for participation (and related declarations)**, using the form in Annex 1, *signed* by the legal representative and accompanied by a **photocopy of their document of identity**;
- **CVs** of the members of the working team, updated and *signed*;
- **A copy of this procurement notice**, *signed on every page or digitally signed* by the legal representative, as evidence of acceptance of the terms and conditions of this tendering procedure;

- **A technical offer**, *signed on every page* and no longer than **five** A4 pages, setting out the proposed methodology for the service (and any additional service) to be offered. Also, in a separate document, applicant must provide a detailed description of previous experience/assignments relevant to this assignment, specifying the project, client, duration and activities performed. The list must highlight expertise in the transport sector, particularly pertinent to Interreg projects (with a cross-border or transnational dimension);
- **A financial offer**, prepared using the form in Annex 2 and duly *signed*.

(a.2) Tender procedure and award

On the basis of the documentation submitted by the applicants, CEI-ES shall verify that the documentation is complete and that applicants meet the requirements. If these checks are successfully completed, CEI-ES shall evaluate the technical and financial offers and proceed to award the service.

Article 6 – OBLIGATIONS OF THE SUCCESSFUL TENDERER

- a) The award shall be immediately binding on the successful tenderer, whereas it shall become binding on CEI-ES only upon signature of the relevant contract.
- b) The award does not grant the successful tenderer any exclusive rights over the service in question, and CEI-ES reserves the right to award other and different assignments to third parties.
- c) In carrying out the activities, the successful tenderer shall coordinate with CEI-ES and, in particular, with the CROSS-MOVE@CE Project Manager, at least by following means:
 - availability of adequate hardware and software;
 - availability to attend regular coordination meetings with CEI-ES (also via conference calls);
 - submission of summary reports on the activities carried out during the assignment, as well as a final report at the end of the service period.
- d) the successful tenderer also undertakes the obligation:
 - to maintain the strictest confidentiality regarding information obtained during the assignment performance and not to disclose, publish or use it in services performed for third parties without CEI-ES's prior written consent;
 - not to use, directly or indirectly, the assignment or information obtained in connection with it for their own benefit or that of third parties, including after the contract has expired;
 - to ensure effective operational coordination with CEI-ES;
 - to attend meetings relating to the activities covered by this contract at CEI-ES's premises and, where requested and within the limits set out in the contract, to attend other project meetings;

- to indemnify CEI-ES from any possible claim for compensation arising from injuries of any kind suffered by members of the working team engaged in the service while performing the assignment, including activities carried out on the CEI-ES' premises.

Article 7 – DEADLINE AND SUBMISSION PROCEDURE

- a) The offer and the administrative documentation required under Article 5 must be sent to CEI-ES exclusively by certified electronic mail (PEC) to cei-es@legalmail.it by the following deadline:

15:00 h on 3 November 2026

Applicants shall be excluded from this procedure in the following cases:

- failure to submit all documentation in the manner and within the deadlines set out in Article 5(a.1) and this Article, where the omission cannot be remedied;
- failure to meet even one of the requirements listed in Article 3(a) of this notice;
- failure to submit a financial offer (in case of any discrepancy between amounts expressed in figures and amounts written in words, the amounts written in words shall prevail).

Article 8 – CONTRACT SIGNING AND PAYMENT ARRANGEMENTS

- a) The contract shall be signed following notification of the formal award decision. The notification shall be sent by certified electronic mail (PEC).
- b) Payment shall be made against invoices (or equivalent accounting documents) and following formal acceptance by CEI-ES of the periodic deliverables covered by this assignment, according to the following schedule:
- 28 February 2027: 30% of the total contract amount;
 - 31 August 2027: 20% of the total contract amount;
 - 29 February 2028: 30% of the total contract amount;
 - 31 August 2028: 20% of the total contract amount.
- c) Once checked and accepted by CEI-ES, invoices for services performed shall be paid within 30 (thirty) days of receipt. In particular:
- payment shall be made by bank transfer to the bank and account indicated by the successful tenderer, or through other traceable payment methods communicated by the successful tenderer (e.g. PagoPA).
 - payments shall be deemed to fully cover all services, work and ancillary expenses that may be necessary for the proper performance of the contract.

Article 9 – RESPONSIBLE FOR THE PROCEDURE

The person responsible for the procedure is Ms. Anna Marconato, Head of Finance and Operations.

Article 10 – DATA PROCESSING

Data provided by applicants shall be processed exclusively for purposes related to carrying out this procedure.

Article 11 – INFORMATION

Administrative information concerning this tendering procedure may be requested from Mr. Carlo Fortuna, by telephone: +39 040 77.86.720 or by e-mail: fortuna@cei.int.

Trieste, 20/10/2026



Firmato digitalmente da:

Marconato Anna

Firmato il 20/10/2026 12:50

Seriale Certificato: 4411853

Valido dal 07/04/2025 al 07/04/2028

InfoCamere Qualified Electronic Signature CA

Anna Marconato

Head of Finance and Operations

Central European Initiative – Executive Secretariat

Annexes:

Annex 1 – Application for participation (and related declarations)

Annex 2 – Financial offer

Annex 3 – Privacy information

Annex 4 – Project description (CROSS-MOVE@CE AF)