

INVITATION TO TENDER
Small purchase procurement „Follow-up training in sexual counseling”

1. General data

1.1	The procurer	Social Insurance Board Registration code 70001975 Paldiski mnt 80, 15092 Tallinn
1.2	Procurement title and cost	Procurement „Follow-up training in sexual counseling”. Estimated cost of procurement without VAT: 20,000 euros
1.3	Email address for information and <u>offers</u>	triin.toitoja@sotsiaalkindlustusamet.ee The procurement is financed within the framework of the „2021-2027 Cohesion Policy Funds measure 21.4.7.9 „Services aimed at children and families are of high quality and meet the needs of families” grant conditions „Supporting children and families”, activity 2.2 Supporting children and their families with diverse needs”.
1.4	Deadline for submission of tenders	At the latest 03.12.2024 at 11:59 p.m. (Estonian time) . Tenders submitted after this deadline will not be considered.
1.5	Term of validity of the tender (as of the deadline for submission of tenders)	60 days. By submitting a tender, it is considered that the tender is valid for at least the specified period, and the tenderer does not have to indicate the validity period of the tender separately in the tender (it can be indicated if it is longer than the aforementioned).
1.6	Expected schedule of the procurement and deadline for execution of the procurement contract	The deadlines presented in the schedule below are indicative and have no legal meaning, i.e., if for any reason it is not possible to conclude the procurement contract by the stated deadline, the deadlines listed below will be postponed by the corresponding time. 1. The signing of the procurement contract- 02.01.2025. 2. Signing of the procurement contract- 01.06.2025.
1.7	Annexes to the invitation to tender	Annex 1 – technical description; Annex 2 – preliminary draft of the curriculum; Annex 3 – registration page; Annex 4 – CV_form; Annex 5 – draft of the contract of mandate; Annex 6 – tender.

1.8	The list of documents and data that the tenderer submits as part of the tender	The tender is in the prescribed form (Annex 6), and the CVs of the team members are in the prescribed form (Annex 4).
1.9	Evaluation criteria	<p>The most economically advantageous offer is based on the total cost. Tenders deemed to be suitable are evaluated by the Contracting Authority in the system of 100 value points:</p> <p>1) The total cost of the tender (maximum 20 value points).</p> <p><i>„Total cost of the tender”, the sum of the cost of the tender (excluding VAT) is the lowest, i.e., the lowest is the best.</i></p> <p><i>The points for the following tenders to be evaluated are calculated using the following formula: „criterion points” - („cost of the tender to be evaluated” - „the lowest cost of the tender”) / (divided by) „highest value” x (times) criterion points. The accuracy of the evaluation is measured in two decimal places.</i></p> <p>2) Description of the training content (up to 80 value points).</p>
80 points	60 points	40 points
<ul style="list-style-type: none"> • The tender thoroughly describes the initial structure of the training and its content. • The initial structure of the training and its content is fully consistent with the goals, learning outcomes, and requirements set for the training in the technical Description. • The compliance of the training content with the modules forms a comprehensive approach to the topic for developing the necessary 	<ul style="list-style-type: none"> • The offer describes the initial structure of the training and its content, but it partially meets the intended learning outcomes, modules, and training objectives. • The structure of the modules is sufficient to achieve the learning outcomes and the goal, but the contents of the different modules do not form a whole. The modules are not 	<ul style="list-style-type: none"> • The tender describes the initial structure of the training and its content, but the Description is insufficient/concise and/or insufficiently related to the objectives, modules, and/or learning outcomes stated in the technical Description of the procurement. • The list of study materials is minimal, and/or the study materials offered do not correspond to the learning outcomes. • The methodology and assessment criteria are not sufficient and/or suitable for achieving the learning outcomes.

<p><i>knowledge and practical skills for the target group.</i></p> <ul style="list-style-type: none"> <i>• The list of educational materials offered for conducting the training is comprehensive and corresponds to the topics necessary to pass the modules. The material is provided by the trainer.</i> <i>• The methodology and evaluation criteria are fully consistent with the achievement of the modules and learning outcomes specified in the technical Description.</i> <p><i>Maximum points are awarded if all the above-mentioned components are fulfilled.</i></p>	<p><i>seamlessly connected.</i></p> <ul style="list-style-type: none"> <i>• The list of study materials is in line with the topics necessary to pass the modules, but the materials are not easily available to the participants (for example, they are paid for).</i> <i>• The methodology and evaluation criteria are partially in line with the achievement of the modules and learning outcomes specified in the technical Description.</i> 	
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2. Instructions for preparing and submitting a tender

- 2.1. Checking workloads. The tenderer undertakes to check the Description, quantities, and volumes of the services and works set out in the invitation to tender and to prepare a tender with calculations so that the cost of the tender includes all works and services (including, if necessary, items) necessary for the proper execution of the procurement contract and the achievement of the goals described in the invitation to tender.
- 2.2. The costs of preparing the tender. The tenderer shall bear all costs related to the preparation and submission of the tender.
- 2.3. Obtaining additional information about the call for tenders. Clarifications and additional information about the call for tenders can be obtained by submitting a question to the email address specified in point 1.3. The Contracting Authority shall provide explanations regarding the invitation to tender by email to all persons who have received the invitation to tender within 3 (three) working days from the receipt of the request for clarification. The Contracting Authority is not obliged to respond to requests for clarification if there is not at least one working day between the receipt of the request for clarification and the deadline for submission of tenders.
- 2.4. Equivalence. Every reference that the Contracting Authority makes in the technical specification to any of the bases specified in § 88, subsection 2 of the PPA (standard, technical certificate, technical control system, etc.) as a criterion for compliance of the tender with the technical specification, must be read in such a way that it is supplemented with the sign „or equivalent“. Any reference made by the Contracting Authority in the

technical specification to the source of purchase, process, brand, patent, type, origin, or method of production shall be read as supplemented by the notation „or equivalent“. Equivalence means exactly the same usage characteristics and functionalities. In case of equivalence, the tenderer must submit documents proving this in the tender.

- 2.5. Trade secret. The tenderer shall indicate in the offer in a clearly distinguishable manner which information is the tenderer's trade secret and shall justify the designation of the information as a trade secret. Designation of information as a trade secret is based on the provisions of § 5, subsection 2 of the Restriction of Unfair Competition and Protection of Business Secrets Act. The Contracting Authority points out that the tender of the successful tenderer is public (§ 110 paragraph 5 of the PPA), except for the part rightfully defined by the tenderer as a trade secret. The tenderer may not designate as a trade secret: 1) the cost of the tender or installments; 2) in the case of service contracts, in addition to what is mentioned in point 1, other numerical indicators characterizing the tender corresponding to the tender evaluation criteria. The Contracting Authority does not disclose the content of the tenders in the part covered by trade secrets (§ 46¹ of the PPA).

3. Small purchase procedure

- 3.1. Opening of tenders. The opening of tenders is not public, and no protocol is drawn up on the opening of tenders.
- 3.2. Negotiations. The tenderer has the right to negotiate tenders with tenderers if necessary. Negotiations are not mandatory for the Contracting Authority, and if the Contracting Authority entity has no questions regarding the tender, the Contracting Authority entity can make procurement decisions without conducting negotiations. If the Contracting Authority deems it necessary to hold negotiations, the Contracting Authority ensures equal treatment of tenderers during the negotiations and follows the following procedure:
- 3.2.1. Negotiation form. The Contracting Authority has the right to negotiate by email or orally. In the case of oral negotiations, a protocol is drawn up on the negotiations, which is signed by at least one representative of the Contracting Authority and at least one representative of the tenderer.
- 3.2.2. Content of negotiations. The conditions that are the subject of negotiations are determined by the Contracting Authority, while negotiations are allowed on both the content of the tender and the cost of the tender. The Contracting Authority has the right to abandon one or more services, work, or things described in the tender or reduce their volumes or quantities, regardless of the reason (for example, the total cost of the tender exceeds the budgetary possibilities of the Contracting Authority, etc.), while also completely abandoning the ordering or purchase of such services, works or things or, if necessary, ordering such services, works or things from third parties.
- 3.2.3. Confidentiality. Negotiations are confidential, and their contents are not disclosed to other tenderers or other persons, except in the cases stipulated by legislation.
- 3.2.4. Submitting a corrected tender. During the negotiations, the Contracting Authority has the right to make a proposal to the tenderers to submit a revised tender. In the event that the tenderer does not submit a revised tender by the deadline set by the Contracting Authority, the tender initially submitted by the tenderer is deemed to be valid.
- 3.3. Elimination of a tenderer. The Contracting Authority has the right to exclude the tenderer from the procurement procedure and declare the tender non-compliant if:
- 3.3.1. The tenderer has provided false information to the Contracting Authority.
- 3.3.2. Direct or indirect participation in the preparation of this procurement procedure. § 95 paragraph 4 p. 7 of the PPA: „whose tender or request to participate has been created with the involvement of a person who has participated in preparing the same public procurement or who is otherwise related to the authority or entity and

who, as a result, possesses information that gives them an advantage over other participants in the procurement; and the distortion of competition that this creates cannot be avoided by any other means”; If there is a basis for exclusion from the procurement procedure, the entrepreneur can, if they wish, provide evidence that they have taken measures to restore their credibility.

- 3.3.3. Conflict of interest related to participation in the procurement procedure. § 95 paragraph 4 paragraph 6 of the PPA „if the conflict of interests cannot be avoided by other means”. If there is a basis for exclusion from the procurement procedure, the entrepreneur can, if they wish, provide evidence that they have taken measures to restore their credibility.
- 3.4. Check of compliance of tender (PPA §114). The Contracting Authority recognizes the tender as appropriate if it meets the requirements set forth in the invitation to tender or if there are no substantive deviations from the conditions set forth in the invitation to tender. The Contracting Authority rejects the tender if the tender does not substantially meet the conditions set out in the invitation to tender.
- 3.5. Rejection of all tenders (PPA § 116). The Contracting Authority may make a reasoned written decision to reject all tenders for the public procurement at any time before the award of the contract if:
- 3.5.1. The costs of all tenders exceed the expected cost of the contract;
- 3.5.2. during the procurement procedure, the Contracting Authority has become aware of new circumstances that preclude or make it impractical for the Contracting Authority to complete the procurement procedure under the conditions stipulated in the basic documents and its annexes;
- 3.5.3. if it is not possible to eliminate the inconsistencies that appeared in the procurement procedure and, therefore, to legally complete the procurement procedure;
- 3.5.4. In the procurement procedure, only one tender has been submitted or recognized as appropriate, which does not guarantee the effective use of competition.
- 3.6. The Contracting Authority shall not be liable to the tenderer if all tenders have been rejected under the conditions set out in this document.
- 3.7. Evaluation of tenders. Recognition of a tender as successful (PPA § 117). The Contracting Authority evaluates all tenders recognized as appropriate and recognizes one of the most economically advantageous tenders as successful in the procurement. The Contracting Authority evaluates the economic advantage according to the evaluation criteria stated in point 1.9.
- 3.7.1. If the tenderer was not liable for VAT at the time of submission of the tender, but the tenderer becomes liable for VAT after submitting the tender, then the tender price also includes VAT, i.e., VAT will not be added to the cost of the services later.
- 3.8. Equal tenders. In case of equal evaluation results, the successful tender will be determined by drawing lots. The Contracting Authority informs the tenderer of the same number of points at the time and place of the draw. One person per tenderer can participate in the draw. Organizing and conducting the draw:
- 3.8.1. Drawing lots is the procedure for determining the successful tenderer, which takes place after the tenders have been accepted and evaluated. As a result of the drawing of lots, a protocol for drawing lots is drawn up, which is also the protocol underlying the decision to identify the successful tenderer. The contract will be concluded by drawing lots with one successful tenderer.
- 3.9. Notification of tenderers. The contracting authority informs the tenderers about the results of the procurement within 3 (three) working days after the relevant decision is made, in accordance with the procedure provided for in § 47 of the PPA.
- 3.10. Signing the contract. If the successful tenderer does not sign the contract of mandate within the deadline given by the contracting authority or does not start to execute the contract of mandate concluded by giving consent within the time set by the contracting authority due to reasons arising from it, the contracting authority will re-evaluate all other tenders in accordance with Section 117(1) of the PPA and recognize the tender that has

been deemed to be the economic equivalent of the tender at the most affordable cost as successful. In the event that the successful tenderer does not fulfill this obligation, withdraws its offer for reasons beyond the control of the contracting authority, or fails to execute the contract within the specified time for reasons beyond the control of the contracting authority, the contracting authority has the right to apply the rights provided for in Section 119 of the PPA.

- 3.11. Transfer of contract. The tenderer is not allowed to transfer the contract to third parties in whole or in part.