



INVITATION TO TENDER

Procurement below the threshold for public procurement of social services

1. General information

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| 1.1 | Contracting authority: | Social Insurance Board Registration code 70001975 Paldiski mnt 80, 15092 Tallinn info@sotsiaalkindlustusamet.ee |
| 1.2 | Title and cost of the tender | „Preparation of guidelines for increasing children's involvement in child protection casework and decision-making processes”. Estimated cost of procurement without VAT: 20,000 euros Project funding: The activities are carried out under measure 21.4.7.9 of the 2021-2027 Cohesion Policy funds. „Services aimed at children and families are of high quality and meet the needs of families” within the framework of the conditions for granting support (TAT) „Supporting children and families”. CPV code: 85312300-2 Guidance and consultancy services. |
| 1.3 | Email address for receipt of information and <u>submission of tenders</u> | triin.toitoja@sotsiaalkindlustusamet.ee |
| 1.4 | The deadline for submission of tenders | No later than 13.09.2024 at 12:00 (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 offer is valid for at least the specified period, and the tenderer does not have to indicate the validity period of the offer 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 | 1. Expected time of conclusion of the mandate agreement 01.10.2024. 2. Execution of Service Agreement - 02.05.2025. |
| 1.7 | Annexes to the invitation to tender | Annex 1 - technical description; Annex 2 - tender form; Annex 3 - draft Service Agreement. |
| 1.8 | The list of documents and data that the tender submits as part of the tender | Tender in the prescribed form (Annex 2). The tender must describe the tenderer's approach to preparing instructions in cooperation with the supplier, the work plan, schedule, budget and team composition. |

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| 1.9 | Assessment criteria | <p>Tenders that are deemed to be suitable are evaluated by the contracting authority in a 100-point system.</p> <p>The selection of a successful offer is based on economic advantage, which is determined by the method of assigning value points based on evaluation criteria and methodology.</p> <p>1) Total cost of the tender (max 70 points). When compiling the cost, all services described in the technical description and the agreement must be taken into account, as well as the activities and actions necessary to achieve the purpose of the agreement, including those that are not directly described in this proposal and its annexes, but which are normally necessary to achieve the proper result considering the purpose of the agreement. The cost is final and must include all costs.</p> <p>In the evaluation criterion „Total cost of the tender“, the sum of the cost of the tender (excluding sales tax) is the lowest, i.e. the lowest is the best. The points for the following tenders to be evaluated are calculated using the following formula: „criterion points“ - („cost of the tender to be evaluated“ - „lowest tender cost“) / (divided by) „highest value“ x (times) criterion points. The accuracy of the evaluation is two decimal places.</p> <p>2) Description of the preparation of instructions (max. 30 points). The evaluation is based on the following criteria components (topics), which the provider has detailed in the description of the instructions:</p> <ol style="list-style-type: none"> 1) compliance of the instructions with the content; 2) an overview of the main cooperation partners in the preparation of the guidelines and what role they play in terms of the purpose of the guidelines, including cooperation with SIB; 3) the general schedule for the performance of the agreement of mandate, including how the goals stated in the basic procurement documents will be met on time. <p>30 value points – all criteria components (topics) are thought out and thoroughly explained and support the achievement of the purpose of the procurement contract.</p> <ul style="list-style-type: none"> • The main cooperation partners are mentioned and their role in relation to the purpose of the guidelines is thoroughly explained and very well relatable. • The general schedule for the execution of the presented agreement of Services is suitable for the purpose. |
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| | | 15 value points – the components (topics) of the criterion are generally thought through, but the description of the service is not sufficiently comprehensive and understandable, what is presented in the description is not logical or realistic, the connection with the purpose of the agreement of mandate is weak. |
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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 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 in clause 1.3. to the specified e-mail address. The procurer shall provide explanations regarding the invitation to tender by e-mail to all persons who have received the invitation to tender within 3 (three) working days from the receipt of the request for clarification. The procurer 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. Trade secret. If the tender contains a trade secret, the tenderer shall provide information on what information contained in the tender is considered by the tenderer to be a trade secret and justify the designation of the information as a trade secret in accordance with § 46¹ subsection 1 of the PPA. If the tenderer has not provided information in the tender as to whether and which part of their tender is a trade secret, the procuring entity shall not treat the information contained in the tender as a trade secret.

3. Small procurement 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 contracting authority has the right to negotiate offers with tenders if necessary. Negotiations are not mandatory for the contracting authority, and if the contracting authority has no questions regarding the tender, the contracting authority can make procurement decisions without conducting negotiations. If the contracting authority considers it necessary to hold negotiations, the contracting authority shall ensure equal treatment of the tenderers during the negotiations and proceed according to the following procedure:
 - 3.2.1. Form of negotiations. The contracting authority has the right to negotiate by e-mail 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 object to 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 refuse one or more services, work or things described in the tender or to 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 refusing to order or purchase such services, works or things, or if necessary, order such services, work 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 corrected tender. In the event that the tenderer does not submit a corrected 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 the 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 (4) 7) of the PPA „whose tender or request to participate has been drawn up with the involvement of a person who has participated in preparing the same public procurement or who is otherwise related to the contracting authority or entity and information known to the person gives them an advantage over other participants in the public procurement and the distortion of competition arising therefrom 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.
- 3.3.3. Conflicts of interest in participating in procurement procedures § 95 (4) 6) of the PPA „where a conflict of interests 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.
- 3.4. Check of compliance of tenders (§114 of the PPA). 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 substantial 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 stipulated in the invitation to tender.
- 3.5. Rejection of all tenders (§ 116 of the PPA). 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 which preclude or make it impractical for the Contracting Authority to complete the procurement procedure under the conditions set out in the PPSD and its annexes;
- 3.5.3. if the discrepancies in the procurement procedure cannot be eliminated or the procurement procedure cannot therefore be lawfully completed;
- 3.5.4. in the procurement procedure, there is only one tender submitted or recognized as compliant, which does not ensure 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. Declaring of the tender successful (§ 117 of the PPA)
- 3.7.1. The contracting authority evaluates all the tenders recognized as compliant and recognizes the most economically advantageous tender as successful. The contracting authority evaluates the economic advantage according to the evaluation criteria stated in clause 1.9.
- 3.7.2. 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.
- 3.7.3. If only one tender has been recognized as compliant in the procurement procedure, the maximum value points are automatically assigned to the tender and no substantive evaluation of the tender takes place.
- 3.8. Equal tenders
- 3.8.1. In the case of tenders that have received equal value points, the tender that has been assigned a higher number of value points in terms of the evaluation criterion of the service provision description will be recognized as successful.

- 3.8.2. In the event that the number of value points assigned in terms of the evaluation criterion of the service provision description is equal, the contracting authority organizes a lottery to determine the successful bid, allowing tenderers who have submitted tenders with equal value points to be present at the lottery. The contracting authority informs the tenderer with the equal number of points of the time and place of the lottery. One person per tenderer may take part in the draw.
- 3.9. Organizing and conducting of drawing lots
- 3.9.1. The drawing of 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 of the drawing of lots is drawn up, which is also the protocol underlying the decision to identify the successful tenderer. The contract will be concluded with one successful tenderer identified by drawing lots. At least a representative of the contracting authority appointed by the person responsible for public procurement and representatives of the tenderers will be present at the drawing of lots, if the tenderers express their wish to be present at the drawing of lots. The representative of the contracting authority appointed by the person responsible for public procurement appoints a lot drawer from among the representatives of the contracting authority, who leaves the room during the preparation and mixing of the envelopes, while the person responsible for public procurement cannot be the person drawing the lots. Tickets with tenderers' names are used for drawing lots. The lots are placed in separate envelopes, which must not have markings and cannot be distinguished from the outside. Envelopes with lots are mixed. In the presence of the contracting authority and representatives of the tenderers, the raffle drawer takes one envelope from among the envelopes, which is immediately opened and the name of the tenderer written on the lot in it is read aloud, the lot in the envelope is shown to those present.
- 3.10. 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.
- 3.11. Signing the contract. If the successful tenderer does not sign the employment contract within the time limit given by the contracting authority or does not start to execute the contracting contract 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 is deemed to be economically equivalent to the tender as successful at the most affordable cost. In the event that the successful tenderer does not fulfill this obligation, or withdraws its tender 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 § 119 of the PPA.
- 3.12. Transfer of contract. The tenderer is not allowed to transfer the contract in whole or in part to third parties.