

Invitation to Tender in Simple Procurement: Procurement of System Centered Care for Family Relations of Young Prisoners (ScC) Approach for the Estonian Prison Service

This document invites you to submit a proposal for a small-scale procurement.

INVITATION TO TENDER	
1. General Information	
1.1 Contracting Authority	Ministry of Justice and Digital Affairs Address: Suur-Ameerika 1, 10122 Tallinn, Republic of Estonia
1.2 Contact Person	Peter Gornischeff, +3725248261, peter.gornischeff@justdigi.ee
1.3 Brief Description and Purpose of the Procurement	Small-Scale Procurement: Procurement of System Centered Care (ScC) Approach for the Estonian Prison Service
1.4 Expected Cost Excluding VAT¹	29 500,00 EUR
1.5 Source of Funding of the Procurement	European Social Fund+ project „Reducing Recidivism Among Young Offenders“ (2021-2027.4.07.23-0009)
1.6 Service CPV Code	80511000-9 Training for Staff Development, 80521000-2 Training Program 80511000-9
1.7 Personal Data Processing	Processing of personal data must follow the requirements set in the Data Protection Act and General Data Protection Regulation (EU 2016/679)
2. Technical Description and Main Conditions	
2.1 Description of the Procurement Object	The objective of the Tender is to find a Partner to provide the Estonian Prison Service the necessary foundations for implementing ScC within the Estonian Prison Service, focusing on the resocialization of youth through a family/system-centered approach. Training and guidance are intended for prison service staff working with incarcerated or probationary youth up to 21 years of age, and older when applicable. The service shall include a system analysis, training, ongoing support during implementation, coaching, follow-up training, and training of ScC trainers within the institution to guarantee its continuity.
2.2 Deadline and/or Schedule	The contract period is 16 months from the contract date.
2.3 Place of Performance and organizational costs	<ul style="list-style-type: none"> • The place of performance is Republic of Estonia. The exact schedule and location shall be agreed upon separately. • The Bidder shall cover its travel and accommodation costs.

¹ The estimated cost is the total amount (excluding VAT) expected to be paid by the contracting authority for the execution of the procurement contract, taking into account, among other things, the probable future obligations arising from the contract and potential contract renewal. For contracts concluded with individuals, the estimated cost must also include employer taxes and contributions.

	<ul style="list-style-type: none"> The training premises including necessary catering service and English-Estonian-English translation shall be provided by the Procurer.
2.4 Contract Conditions	The Ministry of Justice and Digital Affairs service contract general conditions and specific contract conditions are provided in the annex (appendix) of the simple procurement document.
2.5 Equivalency	Any references to standards, technical accreditations, technical control systems, etc., as criteria for conformity to the technical specifications in the procurement documents, are to be regarded as supplemented by the notation "or equivalent." Any reference made by the contracting authority to a source, process, trademark, patent, type, origin, or production method should also be read as supplemented by the notation "or equivalent."
3. Additional Information	
3.1 Requirements for the Bidder and Proposal	<p>The service shall be conducted by 2 Team Members (except the consultation mentioned in paragraph 3.6 which could be performed by one Team Member) who should have:</p> <ul style="list-style-type: none"> At least higher level of education. At least two prior experiences delivering the ScC training. A minimum of 5 years of experience working with families of juvenile delinquents.
4. Submission and Processing of the Proposal PAKKUMUSE ESITAMINE ja MENETLEMINE	
4.1 Clarifications	Interested parties have the right to request clarifications on the small procurement documents by sending inquiries to peter.gornischeff@justdigi.ee . The contracting authority will respond to inquiries within three business days, sharing both the questions and responses with all individuals invited to submit a proposal.
4.2 Proposal Format and Submission	<p>The proposal should include a proposal form with confirmations (attached to the invitation to submit a proposal).</p> <p>The Bidder is responsible for all costs related to the preparation and submission of the proposal, as well as the risk of timely submission.</p> <p>The submitted proposal must be valid for at least 60 days from the deadline for proposal submission.</p> <p>The proposal must be submitted electronically to the email address peter.gornischeff@justdigi.ee by 10.03.2025 at 09:00 according to time zone in Estonia (GMT+2)</p> <p>Please inform us if you decide not to submit a proposal.</p>

	<p>The proposal will remain confidential until the signing of the procurement contract.</p> <p>The Bidder should indicate which information in the proposal is considered a trade secret and justify the designation of information as confidential. The Bidder may not designate the price or individual component prices as a trade secret. The contracting authority will not disclose the contents of proposals in the confidential sections covered by trade secrets and will not be responsible for the disclosure of trade secrets in areas not marked as confidential by the Bidder.</p>
<p>4.3 Verification of Proposal Compliance</p>	<p>The contracting authority will open all preliminary proposals submitted by the deadline and verify their compliance with the requirements specified in the small-scale procurement document.</p> <p>If the Bidder or proposal does not meet the conditions stated in the small-scale procurement document, the contracting authority will reject the proposal</p>
<p>4.4 Negotiations with the Bidder</p>	<p>The contracting authority may negotiate with all tenderers whose proposals meet the requirements, discussing the content, schedule, and cost of the proposal. Requirements and evaluation criteria specified for the Bidder and proposal in the small-scale procurement document will not be subject to negotiation.</p> <p>During negotiations, the contracting authority will ensure equal treatment of all Bidders and will not disclose any information obtained in negotiations that may give one Bidder an advantage over others. The contracting authority will not disclose confidential information provided by the Bidder to other participants without the Bidder's consent.</p> <p>Negotiations can be held either electronically or in meetings as agreed upon by the contracting authority and the Bidders. Oral negotiations will be recorded.</p> <p>Upon conclusion of negotiations, the contracting authority may invite Bidders to submit final, revised proposals.</p>
<p>4.5 Evaluation of Proposals</p>	<p>The price shall constitute 80% (80 value points) and the quality 20% (20 value points) of the evaluation criteria. The Bidder who's 2 trainers have at least 10 years of experience working with families of juvenile delinquents in the forensic field shall get 100% of the quality evaluation criteria.</p> <p>Maximum points shall be obtained with the cheapest total cost. Points for subsequent Bidders will be calculated using the formula: Bidder's score = total value of the lowest bid / total value of the specific bid x 80.</p>

	<p>Quality value points (Max 20):</p> <ul style="list-style-type: none"> - Both trainers with at least 10 years' experience working with families of juvenile delinquents in the forensic field shall get 20 points. - 1 trainer with at least 10 years' experience working with families of juvenile delinquents in the forensic field shall get 10 points.
<p>4.6 Notification of the Contracting Authority's Decisions and Contract Signing</p>	<p>The contracting authority will notify all Bidders of the signing of the procurement contract within three business days after the contract is signed.</p> <p>The contracting authority will sign a contract with the Bidder whose proposal is deemed successful.</p>