



## INVITATION TO TENDER

Procurement below the threshold for public procurement of social services

### 1. General information

1.1	Contracting Authority	Social Insurance Board Registration code 70001975 Paldiski mnt 80, 15092 Tallinn <a href="mailto:info@sotsiaalkindlustusamet.ee">info@sotsiaalkindlustusamet.ee</a>
1.2	Name and cost of the procurement	<b>"Procurement of a training module on digital game addiction for MDFT therapists."</b>  Estimated cost of the procurement without VAT: up to 20,000 euros Project funding: 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" cost center 4.2.2." Supporting children and families" of the conditions for granting support (TAT). Development of multidimensional family therapy CPV code: 80510000-2 Specialist training
1.3	Email address for information and <u>for submission of tenders</u>	<a href="mailto:triin.toitoja@sotsiaalkindlustusamet.ee">triin.toitoja@sotsiaalkindlustusamet.ee</a>
1.4	<b>Deadline for submission of tenders</b>	No later than <b>15.07.2024 at 12:00</b> (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)	<b>60 days</b> 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 the procurement contract cannot be concluded by the specified deadline for any reason, the deadlines listed below will be postponed by the corresponding time. 1. The estimated deadline for concluding a procurement contract is 05.07.2024; 2. Execution of the procurement contract - 31.03.2025
1.7	Annexes to the invitation to tender	Annex 1 - Technical specifications Annex 2 - Tender form; Annex 3 - Draft contract of mandate; Annex 4 - Power of attorney of joint tenderers;

		Annex 5 - Report form.
1.8	The list of documents and data that the Tenderer submits as part of the tender	Tender in the prescribed form (Annex 2). In the case of a joint tender, the power of attorney of the joint tenderers must also be submitted (Annex 4).
1.9	Qualifying condition	At least one trainer must have at least a master's degree in health, medicine, or social sciences or an equivalent level of education and a document proving this.
1.10	Compliance requirements	The provider must have previous experience in MDFT training with the topic of digital game addiction and additional training in this area (Annex 1 clause 3.2)
1.11	Evaluation criteria	<p>Tenders that are deemed to be suitable are evaluated by the Contracting Authority in a 100-value point system. If the Tenderer sees that more than one trainer could complete the training, only the Primary Trainer will be evaluated.</p> <p>A suitable training provider is selected based on the following criteria:</p> <p><b>1) Work experience related to MDFT teaching of the trainer/s</b>, which enables the training to be carried out purposefully and effectively (maximum 15 points)</p> <p><b>15 points</b> - The trainer is a recognized expert in their field, and they have long-term experience in training MDFT therapists. The trainer has worked in the field continuously for more than five years.</p> <p><b>10 points</b> - The trainer is a recognized expert in their field, and they have long-term experience in training MDFT therapists. The trainer has worked in the field continuously for up to 5 years.</p> <p><b>2) The trainer/s' experience related to digital game addiction</b>, which allows them to carry out the training purposefully and effectively (maximum 30 points)</p> <p><b>30 points</b> – The trainer is constantly improving their knowledge and skills on the subject of digital game addiction and has conducted five or more training sessions on this topic in the last five years.</p> <p><b>20 points</b> – The trainer is constantly improving their knowledge and skills on digital game addiction and has conducted 3-4 (also) trainings on this topic in the last five years.</p> <p><b>5 points</b> - The trainer is constantly improving their knowledge and skills on the subject of digital game</p>

		<p>addiction and has conducted two or fewer trainings on this topic in the last five years.</p> <p><b>3) Content of the training (detailed description of content, topics, and their level of treatment) and follow-up activities after the training</b> meet the purpose of the training, support the achievement of learning outcomes, and meet the needs of the target group (maximum 45 points)</p> <p><b>45 points</b> - fully meet the requirement: the content description of the training forms a coherent and logical whole. The content of the training meets the purpose of the training, supports the achievement of learning outcomes, and meets the needs of the target group. Its structure is modern and versatile, and the methodology presented supports the achievement of learning outcomes. The training schedule is clear. Follow-up activities and their organization after the training are clearly and specifically outlined.</p> <p><b>25 points</b> - partially meets: the content of the training partially meets the purpose of the training, meets the needs of the target group, and partially supports the achievement of learning outcomes. The learning outcomes and training schedule are not clearly and realistically described. The proposed methodologies do not sufficiently support the achievement of learning outcomes. Follow-up activities and their organization after the training are not clearly outlined.</p> <p><b>5 points</b> - corresponds to a small extent: the content of the training corresponds to the objectives of the procurement to a small extent. Learning outcomes and training schedules are not specified or are not realistic. The proposed methodologies do not support the achievement of learning outcomes. Follow-up activities and their organization have not been described.</p> <p><b>4) Cost of training (maximum 10 points)</b> The tender with the lowest value will receive the maximum number of points. Other tenders will receive proportionally fewer points, which will be calculated using the formula "lowest value" / "value of the tender" / "proportion."</p>
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## 2. Instructions for preparing and submitting a tender

- 2.1. Checking work volumes: 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 the consideration that the cost of the tender includes all works and services (including, if necessary, things) 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 invitation to tender: 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. Trade secret: If the tender contains a trade secret, the Tenderer shall provide information on which 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 § 46<sup>1</sup> paragraph 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 Contracting Authority shall not treat the information contained in the tender as a trade secret.

### **3. Small purchase procedure**

- 3.1. Opening of tenders: The opening of tenders is not public, and no protocol has been drawn up for the opening of tenders.
- 3.2. Negotiations: The Contracting Authority has the right to negotiate tenders with tenderers 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 deems it necessary to hold negotiations, the Contracting Authority shall ensure equal treatment of tenderers during the negotiations and shall proceed according to the following procedure:
  - 3.2.1. Form of negotiations: The Contracting Authority has the right to hold negotiations 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 to be held both on 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 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. Section 95 subsection 4 clause 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. Section 95 subsection 4 clause 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 compliance of tenders (Section 114 of the PPA): The Contracting Authority recognizes the tender as compliant if it meets the requirements set out in the invitation to tender or if there are no material deviations from the conditions set out 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 offers (Section 116 of the PPA): The Contracting Authority may make a reasoned written decision to reject all tenders of the public procurement at any time before the conclusion of the procurement 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, only one tender has been 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: Recognition of a tender as successful (Section 117 of the PPA): 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 1.11.
- 3.7.1. If the value points awarded for the content of the training (see clause 1.11) is less than 25 points, then in this case, the Contracting Authority has the right to reject the tender.
- 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.
- 3.8. Equal tenders: In case of equal evaluation results, the successful tender will be determined by drawing lots. The Contracting Authority informs the tenderers of the equal number of points of the time and place of the drawing lots. One person per Tenderer may take part in the drawing lots. Organizing and conducting the drawing lots:
- 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 report of the drawing of lots is drawn up, which is also the report underlying the decision to identify the successful Tenderer. The contract will be concluded with the Tenderer, who was declared successful by way of 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 drawer of the lots 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 of the lots. Slips of paper with tenderers' names are used to draw the lots. The slips are placed in separate envelopes, which must not have markings and cannot be distinguished from the outside. Envelopes with the slips are shuffled. In the presence of the Contracting Authority and representatives of the tenderers, the drawer of the lots takes one envelope from among the envelopes, which is immediately opened, and the name of the Tenderer written on the slip in it is read aloud, the slip in the envelope is shown to those present.

- 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 a contract: If the successful Tenderer does not sign the contract for services within the time limit given by the contracting authority or does not start to execute the contract for services 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 subsection 1 of the PPA and recognize the tender that is deemed to be economically equivalent to the tender winning tender 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 in whole or in part to third parties.