
ACETT: Auditory Communication Enhancement Through Touch

Tender evaluation report

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TABLE OF CONTENTS

SCOPE OF THIS TENDER	3
TENDERERS	3
TENDER EVALUATION METHOD	3
LIST OF REQUIREMENTS AND COMPLIANCE	3
FINANCIAL OFFER	7
EVALUATION BRIEF	7
SUCCESSFUL TENDERERS & RECOMMENDATIONS.....	8

Scope of this tender

IREROBOT has requested bids for the following work packages.

1. WP1: Project Management
2. WP2: Communication and Dissemination
3. WP3: Commercialization

Tenderers

The following companies have submitted their interest:

1. Tenderer 01
2. Tenderer 02
3. Tenderer 03

Tender evaluation method

To evaluate the tenders:

1. A list of the tender requirements and compliance was prepared, and each tenderer was evaluated on these.
 - a. The marking system used was the following:
 - i. Score = 0 - No (not mentioned in the tender)
 - ii. Score = 1 - Yes (mentioned in the tender, but NOT necessarily proved)
2. An analysis of the financial offers was prepared.
3. Anything mentioned or submitted by the tenderers that was not a tender requirement was not included in the evaluation.

List of requirements and compliance

Requirements ↓	Tenderer 01	Tenderer 02	Tenderer 03	Comments
Is based in Cyprus or has offices based in Cyprus.	1	1	1	
Has a proven portfolio of previous activities that demonstrate successful collaboration with technology (hardware) start-ups, preferably within the Cypriot ecosystem but with international reach.	1	1	1	Tenderer 03: not in the Cypriot ecosystem
Has proven access to, or collaboration with, potential B2B partners and investors in the international scene.	1	1	1	Not necessarily proven by any bidder
Has proven access or established contact to financial, legal and IP offices.	1	1	1	

Is able to demonstrate previous work related to the implementation and management of funded projects and in supporting start-ups and/or SMEs with management and dissemination/communication activities.	1	1	0	Tenderer 03: has experienced with projects but not necessarily funded by IRE
Has a portfolio of projects funded by the Research and Innovation Foundation (RIF) of Cyprus is a requirement.	1	1	0	Tenderer 03: has experienced with projects but not necessarily funded by IRE
Presents the context and understanding of the project.	1	1	1	
Will initiate/design/plan/manage the project.	1	1	1	
Will monitor the progress of the project.	1	1	1	
Will communicate with the funding agency (RIF) and manage project contractual obligations.	1	1	0	Tenderer 02: is more specific to submitting requirements to IRIS system
Will monitor the preparation of project deliverables.	1	1	1	
Will identify and monitor potential risks.	1	1	1	
Will assist in recruiting, hiring, and retaining highly qualified personnel.	1	0	0	Tenderer 01: Task 1.1: Managing the Project are included in the present financial proposal, while the deliverables under Task 1.2: Organisational Structure are optional and a separate engagement letter may be prepared by Tenderer 01's Human Capital Services at any point, upon request.

Will assist in the preparation of the Progress Reports to be submitted to RIF-Research & Innovation Foundation (including financial analysis and report, according to the guidelines and programme requirements). Will ensure consistent and effective administration and financial management throughout the project lifecycle.	1	1	0	Tenderer 03: does not mention submission to RIF Tenderer 02: is more specific to submitting requirements to IRIS system
The Project will be monitored throughout its duration.	1	1	1	
A communication strategy will be designed to ensure successful dissemination of project activities during and beyond the duration of the project.	1	1	1	
Will disseminate information about the project results via publications (scientific & of general interest). At least one journal paper will be prepared and submitted during the project. The Coordinator will also present the company's work to at least 2 workshops or conferences that will be held in Cyprus or abroad. At least 3 articles will be prepared and published in the press and online media.	1	0	1	Tenderer 03: not specific on workshops, articles. Tenderer 02: general reference related to this
Will prepare and upload all the necessary information about the project on the beneficiary's website.	1	0	1	Tenderer 02: development of content for the website, can suggest a web developer for this type of work
A product datasheet will be produced	1	0	1	Tenderer 02: general reference related to this
Will produce a marketing video in order to be used during pitching and/or various other events.	1	1	1	Tenderer 01: will outsource this Tenderer 02: will outsource this
Will support with the process and the approach to the protection of Intellectual Property	1	0	1	Tenderer 02: is not specific on this
Will perform a market analysis.	1	1	1	Tenderer 02: is not specific on this

The target customers as well as partner companies and other institutions will be identified.	1	0	1	Tenderer 02: is not specific on this
A business plan will be created.	1	1	1	Tenderer 02: is not specific on this
A commercialization (i.e. “go to market”) strategy will be developed	1	1	1	Tenderer 02: is not specific on this
A team of expert professionals will be in the position of providing valuable advice on legal and business aspects during the company’s negotiation with partners/investors/others as the need arises, in some cases in collaboration with other experts from the wider network of contacts and mentors working with the tenderer.	1	1	0	
Will set a a team with key personnel with academic degrees, experience and expertise that are related to the tender items. CVs included).	1	1	1	Tenderer 03: does not present the CVs and academic qualifications of all team members
Resource allocation is included (presents the estimated work-hours/work-months for each deliverable where it applies)	1	1	1	
Financial offer for Work Package 1: Project Management is presented	1	1	1	Tenderer 01: Task 1.1: Managing the Project are included in the present financial proposal, while the deliverables under Task 1.2: Organisational Structure are optional and a separate engagement letter may be prepared by Tenderer 01’s Human Capital Services at any point, upon request.

Financial offer for for Work Package 2: Communication & Dissemination is presented	1	1	1	Tenderer 02: external branding expert: 5,000 EUR, external video production company for the marketing video: 5,000 EUR
Financial offer for Work Package 3: Commercialisation is presented	1	1	1	
Presents relevant per-hour fees for potential additional tasks that may be provided	0	0	0	
Overall score	31	25	25	

Financial offer

Package ↓	Tenderer 01	Tenderer 02	Tenderer 03	Comments
Work Package 1: Project Management	€ 13,846	€ 16,000	€ 15,000	Tenderer 01: Task 1.2: Organisational Structure are optional and a separate engagement letter may be prepared by Tenderer 01's Human Capital Services at any point, upon request.
Work Package 2: Communication & Dissemination	€ 13,846	€ 15,000	€ 15,000	
Work Package 3: Commercialisation	€ 20,308	€ 20,000	€ 22,000	
External branding expert	-	€ 5,000	-	
External video production company for the marketing video	-	€ 5,000	-	
Grand total	€ 48,000	€ 61,000	€ 52,000	

Evaluation brief

	Tenderer 01	Tenderer 02	Tenderer 03
Requirements and compliance overall score	31	25	25
Financial offer grand total	€ 48,000	€ 61,000	€ 52,000

Successful tenderers & recommendations

Considering the overall score on requirements and compliance, the successful tenderer is Tenderer 01. We repeat that compliance of requirements is mentioned by the tenderers but not necessarily proved. We recommend that additional research on proof is done if deemed necessary.

Considering the grand total of the financial offer, the successful tenderer is Tenderer 03. In the financial analysis Tenderer 01 is giving the lowest total bid but they do not include Task 1.2: Organisational Structure, which are optional and as they mention a separate engagement letter may be prepared by Tenderer 01's Human Capital Services at any point, upon request.

Overall, we consider that the requirements compliance report is of great significance to the success of the project and must be given proportional weight in choosing the successful tenderer.

---END OF THE TENDER EVALUATION REPORT---