

Terms of Reference within Tender BIA-SIC-202501

Sustainability InnoCenter Ekonomisk förening (SIC), Sweden, is launching a tender procedure for purchase of non-formal education services in the form of trainings within the project mentioned below.

The "Triple Bottom Line Baltic Impact Accelerator" project (BIA) tackles the challenges of new growth companies in the Central Baltic region by utilising the Triple Bottom Line (3BL) methodology that enables more growth (Profit) with specific consideration towards environment (Planet) and society (People). As a result, the scaling-up of companies is tackled at three levels: Profit, Planet, People. More information about the project is available here: <https://centralbaltic.eu/project/baltic-impact-accelerator/>

During the project period until March 2026, three cohorts of 32 companies in each will be supported by non-formal education services within an accelerator programme, that:

- 1) Develops new business models with focus on 3BL,
- 2) Helps to establish presence outside home markets,
- 3) Supports to raise investments for accelerated growth, and
- 4) Nurtures consortiums and partnerships among companies.

The present tendering procedure aims to select Provider(s) to support the implementation of non-formal education services and is divided into the following Lots:

Document with Lots description -

<https://docs.google.com/document/d/1aguaG5-7cE4494VT3-T5zEbN9jpNWV13/edit?usp=sharing&oid=109931045902847310710&rt=pof=true&sd=true>

Expected duration of the contract within current Tender: 16 June 2025 - 31 December 2025.

Tender proposals must be submitted via the Google form (including all attachments) at <https://forms.gle/YUHUY1uTkXULgyiWA> by 23:59 (CET) on 9 June 2025.

All questions shall be sent at least 2 (two) working days before the deadline for submission of the tender and shall be exclusively addressed to nikoleta@sustainabilityinnocenter.com with the following reference in subject: BIA-SIC-202501.

Tender procedure

The tenderer must be a legal body.

This tender procedure is a competitive bidding procedure.

According to the Procurement Policy, Sustainability InnoCenter Ekonomisk förening shall invite to tender at least three potential providers for any purchase using direct e-mailing and

public announcements on concomitant platform(s) for tenders, SIC's website and/or social media.

The assessment and pre-selection of tenderers will be made by the Tender Committee (TC) during 4 (four) working days after submission deadline according to the criteria and points indicated below.

The Tender Committee should include project administrator (SIC), project assistant (SIC), representative of the project Board and 2 external persons, connected to the field of the project.

All tenderers will be informed by e-mail of the outcome of the procedure.

For each Lot, SIC will choose from the pool of pre-selected tenderers the Provider who demonstrably offers best value for money for its requirement when assessed according the criteria of:

- quality (including as appropriate: capability, expertise, past performance, availability of resources and proposed methods of undertaking the work) - **5 points max from TC**, exclusion threshold - quality demonstrated by tenderer is not relevant for the Lot implementation;
- availability (including, without limitation, capacity to meet required deadlines and, where relevant, geographical location) - **2 points max from TC**, exclusion threshold - tenderer not available to implement the Lot; and
- price - **3 points max from TC**, exclusion threshold - proposing fee (including all taxes) is higher than exclusion level.

Each time a Lot Order Contract is sent, the selected Provider undertakes the responsibility to take all the necessary measures to send it signed to SIC within the next 3 (three) working days. If a Provider is unable to take an Order or if no reply is given on his behalf within that deadline, the SIC may contact another Provider using the same criteria, and so on until a suitable Provider is contracted.

In terms of quality requirements, the pre-selected Service Providers must ensure, inter alia, that:

- the services are provided to the highest professional/academic standard;
- any specific instructions given by SIC – whenever this is the case – are followed.

Fees

Tenderers are invited to indicate their fees in tender proposals.

These fees are final and not subject to review. Tenders proposing fees (including all taxes) above the exclusion level indicated in the Lots description will be excluded from the tender procedure.