

Invitation to tender for video production

Tampere has got Talent!

1 BACKGROUND AND PURPOSE

Tampere Region Economic Development Agency Tredea aka Business Tampere ("the Client"), specifically Talent Tampere Boost project invites tenders for the video production to illustrate the features of the talent base in the Tampere region.

Talent Tampere Boost project is funded by the City of Tampere and Ministry of Economic Development and Employment within AIKO growth agreement (Kasvusopimus). The project develops and implements international talent attraction and retention strategy in the region as well as implements activities targeted for both companies and international talents to support the integration of talents to the local business ecosystems. The project comes to an end on 30th April 2019.

The purpose of the video to be procured is to market Tampere for talents abroad as an attractive destination for higher education and professional career. Ideally, the video also supports the investment promotion to the Tampere region, as the width and the depth of the talent pool have been identified as one crucial factor in the decision-making of possible investors.

2 PROCUREMENT PROCEDURE

This is a minor procurement that falls below the EU threshold value and national threshold value, so the provisions of the Act on Public Procurement and Concession Contracts (1397/2016) shall not be applied.

The **maximum total price of the procurement is EUR 3 000 (+ VAT)**. Tenders exceeding this sum shall not be taken into account. Partial or alternative tenders shall not be taken into account.

The Client shall select one tenderer (hereinafter Service Provider) that meets the suitability requirements specified in Section 4 to provide the service in accordance with Section 6, Selection and evaluation criteria.

The tender shall be rejected if the requirements specified in the invitation to tender are not met, if the tender does not otherwise correspond to the invitation to tender or if the tender is submitted late.

The Client reserves the right not to carry out the procurement.

The invitation to tender has been published on the Tredea Oy website at <https://business tampere.com/fi/tietoa-meista/tarjouspyynnnot/> and sent to 3–5 potential tenderers on 12 March 2019.

3 ITEM TO BE PROCURED

The Client shall buy one video production in English language. The duration of the film is max. 2 minutes. In the video, Tampere is presented from the perspective of talent base, including higher education institutes, research labs, libraries, specialized companies etc. The film contains no interviews, but diverse visual material on Tampere, with facts, citations and anecdotes produced mainly by the Client.

The music, graphics and other possible effects are included in the offer.

The Client calls for high-class quality and strong visual expression with a wide range of talent scenes. Inserts of company-talent- co-operation should be included. Given the limited length of the video, high-tech areas are given the priority, but the content should not be limited to these. Previously existing film material may be used in the production.

The Service Provider is expected to prepare the script and the content that Business Tampere has full rights to for unlimited time.

The more detailed plan and the timeframe of the production shall be specified during the agreement negotiations between the Client and Service Provider.

All contents shall be produced in English.

The final version of the video has to be submitted by 25th April 2019.

4 QUALIFICATION OF THE TENDERER AND QUALIFICATION REQUIREMENTS

The Service Provider must be registered in the Trade Register or professional/trade register in accordance with the legislation of its domicile country and must belong to the Prepayment Register.

The Service Provider has paid the necessary taxes, social security contributions and pension insurance premiums.

If the service to be tendered involves the processing of personal data, the Service Provider must follow the best practices for processing personal data and meet the requirements of the EU General Data Protection Regulation.

If the Service Provider cannot be considered to have the technical, financial or other prerequisites for carrying out the procurement or has failed to pay taxes or statutory social security

contributions in Finland or in the country in which it is headquartered, it may be excluded from the competitive tendering process.

In addition to the above, the Client shall follow sections 80 and 81 of the Act on Public Procurement and Concession Contracts (1397/2016) as regards the exclusion criteria. By submitting the tender, the Service Provider declares that it is not encumbered with any of the exclusion criteria specified in the aforementioned sections of the Act. The winner of the competitive tendering process is requested to deliver the following certificates:

- Tax authority's certificate of paid taxes.
- Certificate from the employment pension fund and/or insurance company of the taking out of a pension insurance policy and of the payment of its premiums.
- Extract from the Trade Register or other professional/trade register.
- Information on the collective agreement or essential terms of employment applied to the work.
- Information on how statutory occupational health care has been arranged for the employees (name of the occupational health care provider).

The required certificates must not be older than three (3) months on the date of the deadline for tender submission. The required certificates may also be submitted using the Reliable Partner report. The Client recommends joining the [Tilaajavastuu.fi](https://tilaajavastuu.fi) service.

The aforementioned requirements and clarifications also apply to the subcontractors specified by the Service Provider in its tender. In its tender, the Service Provider shall specify the role of the subcontractors that are known or that are to be used in providing the service. The Service Provider shall be responsible for the subcontractor's actions as for its own.

In its tender, the Service Provider shall specify the name and e-mail address of a contact person who can be contacted for additional information about the tender as well as an e-mail address to which the procurement decision is to be sent after the competitive tendering and tender comparison process.

The Client may use commercial services to determine eligibility, such as the services available from Asiakastieto Oy.

5 AGREEMENT PERIOD AND TERMS AND CONDITIONS

5.1 Signing the procurement agreement

A written agreement shall be made with the Service Provider selected. A draft agreement is enclosed with the invitation to tender. The agreement period starts when the procurement agreement has been signed. **The agreement shall remain valid until 30th April 2019.**



The Client requires that progress updates during the agreement period are submitted at the Client's request. The detailed action plan shall be agreed on with the selected Service Provider upon signing the agreement.

If the Client and the selected Service Provider cannot reach a sufficient mutual understanding for signing the agreement, the Client may continue the agreement negotiations with the Service Provider that submitted the second-best tender or may restart the competitive tendering process.

5.2 Terms and conditions

Including the Service Provider's own terms of delivery or any general terms and conditions of agreement in the tender may lead to the rejection of the tender due to terms that contradict the invitation to tender. If the Service Provider announces in its tender that it shall use its own terms of delivery or general terms and conditions, the tender must clearly indicate the extent to which these shall be applied.

If there are special terms and conditions for the Service Provider's funding that affect the project activities, these shall be further specified in the commission agreement. By submitting the tender, the Service Provider accepts that there may be special terms and conditions for the funding that shall be further specified when preparing the commission agreement.

The Service Provider commits itself to the terms and conditions specified in the draft agreement by submitting the tender.

1. Agreement
2. Terms of the processing of personal data
3. Invitation to tender
4. Tender

5.3 Terms of invoicing and payment

The work ordered shall be paid for based on invoices in accordance with the agreement.

Invoicing, delivery or other surcharges, or travel expenses or daily allowances, shall not be approved. E-invoicing must be used. The Service Provider invoices the Client with an e-invoice stating the measures implemented and the parties implementing them. The e-invoice shall fall due for payment after 21 days from the date of an approved invoice.

The more detailed terms are specified in the agreement.

5.4 Cancelling the agreement and resolving disputes

The Client reserves the right to cancel the agreement with immediate effect if the Client notes that the content of the service procured has been insufficient, inappropriate or of poor quality and if a quality meeting between the Client and the selected Service Provider cannot reach a mutual understanding on how to proceed. The Client is nevertheless obliged to inform the Service

Provider immediately about any deficiencies in the service. The Client and the Service Provider shall agree on compensation for the work done before the agreement was terminated.

Disputes caused by or concerning the agreement shall be resolved by the Pirkanmaa District Court.

6 SELECTION AND EVALUATION CRITERIA

The most cost-effective tender shall be selected. The evaluation criteria for determining the most cost-effective tender are provided below.

6.1 Price

The price must include all the costs incurred by providing the service, including the costs of travel, accommodation, per diems and similar (see Section 5.3.). Additional invoicing shall not be accepted.

In the evaluation, the most affordable tender shall receive 5 price points and the most expensive shall receive 1 price point. Tenderers offering the same price shall receive the same number of price points. The points received shall be weighted with a factor of 1.50 to determine the total price points of the tender. The maximum score for the price is 7.5.

6.2 Quality

The quality shall be evaluated and graded on the basis of the following factors:

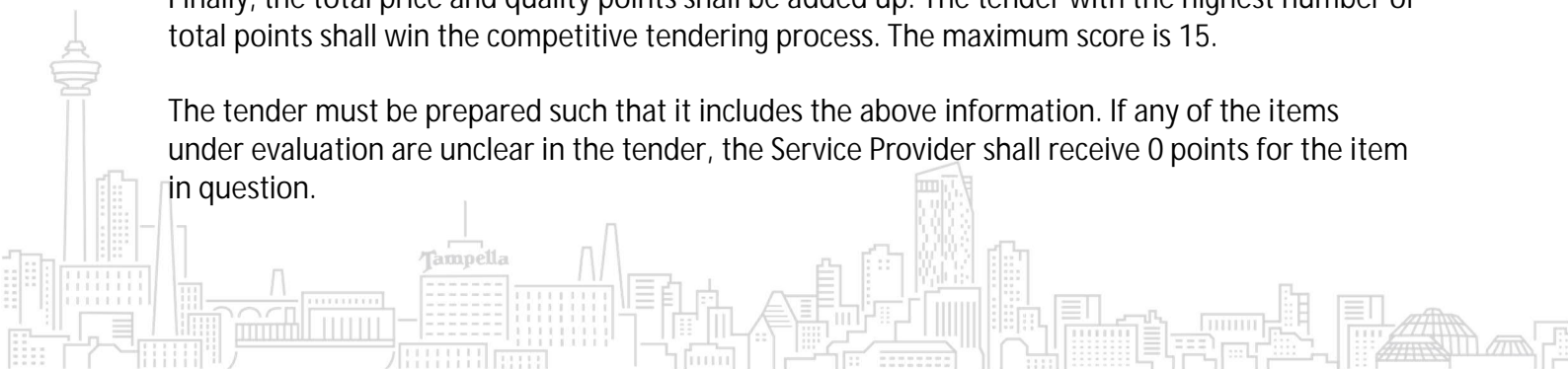
- content-related quality of the tender and systematic nature of carrying out the work (1–2,5 points)
- Service Provider's experience in the field and with similar type of assignments (1–2,5 points)
- expertise of the people involved in performing the work (1–2,5 points)

The points for each of the three items shall be added up to determine the total quality points. The maximum score for the quality is 7,5.

6.3 Total points

Finally, the total price and quality points shall be added up. The tender with the highest number of total points shall win the competitive tendering process. The maximum score is 15.

The tender must be prepared such that it includes the above information. If any of the items under evaluation are unclear in the tender, the Service Provider shall receive 0 points for the item in question.



7 CONFIDENTIALITY

According to the legislation on the publicity of documents, procurement documents are mainly public. After the procurement decision is made, the concerned parties are entitled to receive information about all the procurement documents with the exception of confidential information. The latter includes information about another Service Provider's business or trade secrets with the exception of prices and their formation.

Tenderers must strive to prepare their tenders such that they do not include trade secrets. If including trade secrets in the tender cannot be avoided, this must be specifically indicated in the tender. Appendices and information to be kept confidential must be clearly indicated in the tender.

8 SUBMITTING THE TENDER

8.1 Documents to be submitted

The contents of the tender must be in accordance with the invitation to tender and include all the information requested. The tender and the appended documents shall be submitted in English.

The tender documents must be provided in PDF format.

The document must indicate the tenderer's name, business ID and a contact person who can be contacted for additional information about the tender as well as a contact person to whom the procurement decision can be sent for information. In addition, it must indicate the tender price of the service excluding value-added tax and including all the costs incurred by the work.

The document must describe the items taken into account in the quality evaluation (the three items specified in Section 6.2). In this form, the tenderer must name the person(s) providing the service and their proportion of the work as a percentage, totalling 100%. The persons named can be changed in the manner specified in the draft agreement.

The tender must be sent as an e-mail attachment as specified below.

8.2 Deadline and delivery address for tenders

The tender must be submitted **by 12:00 noon on 18 March 2019**.

The tender shall be signed with an electronic signature and sent to Marjukka Hourunranta at marjukka.hourunranta@business tampere.com

The e-mail subject must be "Tender: Talent Tampere video".

8.3 Validity of the tender

The tender **must be valid for one month** after the deadline for tender submission.

9 CONTRACTOR'S OBLIGATIONS AND LIABILITY

The Act on the Contractor's Obligations and Liability when Work is Contracted Out (1233/2006) shall be applied to this procurement.

10 ADDITIONAL INFORMATION

Any questions regarding the preparation of the tender can be made by 15th March 2019 at 13:00 by e-mailing them to Marjukka Hourunranta at Marjukka.hourunranta@business tampere.com. The e-mail subject must be "**Request for information: Tender: Talent Tampere video**".

Answers to the questions shall be published on the Tredea Oy [website](#) by 16th March 2019. In order to ensure the equal treatment of the tenderers, we shall only answer questions about the invitation to tender jointly in the above manner.

Marjukka Hourunranta

Project Manager, Talent Tampere Boost

Tampere Region Economic Development Agency Tredea (Business Tampere)

