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CONTRACTING AUTHORITY:
REPUBLIC OF SLOVENIA
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KOTNIKOVA 5
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ORDER TITLE:
SEMANTIC ANALYSIS OF RDI ACHIEVEMENTS IN THE PRIORITY AREAS OF THE SLOVENIAN SUSTAINABLE SMART SPECIALISATION STRATEGY (S5)

# INSTRUCTIONS ON PREPARING A TENDER

A) BASIC INFORMATION AND GENERAL REQUIREMENTS OF THE CONTRACTING AUTHORITY
B) CONDITIONS TO DETERMINE ABILITY
C) CRITERIA FOR SELECTING THE MOST ADVANTAGEOUS TENDER
D) REQUIRED CONTENT OF BIDDING DOCUMENTS

## A) BASIC INFORMATION AND GENERAL REQUIREMENTS

### 1. BRIEF DESCRIPTION OF THE PROCUREMENT

The procurement includes the Semantic analysis of RDI achievements in the priority areas of the Slovenian Sustainable Smart Specialisation Strategy (S5) to be carried out using artificial intelligence tools with thematic modelling methods or other equivalent methods in selected publicly available databases. The subject of the procurement is defined in more detail in the **Procurement specification** annexed to the procurement documents.

### 2. LOT DATA

The subject of the procurement is not divided into lots, as its nature requires unity and consistency in performance, which can only be achieved if the entire service is provided by a single contractor. Splitting the procurement into several lots could lead to fragmentation of the service, which may have a negative impact on its quality and integrity.

### 3. TYPE OF PROCEDURE

The procedure is carried out as a low-value contract pursuant to Article 47 of the procurement Act (ZJN-3).

### 4. TENDER BOND

The Contracting Authority does not require the submission of a tender bond.

### 5. REQUESTS FOR FURTHER CLARIFICATIONS

Tenderers may submit requests for further clarifications of the procurement documents to the Contracting Authority via the procurement portal at the time of publication of the procurement in question. The Contracting Authority is not obliged to respond to requests for further clarification submitted in any other way.

Requests for further clarifications must be submitted no later than the deadline specified on the procurement portal. The Contracting Authority will respond to all requests received via the procurement portal.

### 6. DEADLINE FOR THE RECEIPT OF TENDER

The deadline for receipt of the tender is set out on the procurement portal. After this period, the tender can no longer be submitted.

### 7. METHOD OF TENDER SUBMISSION

Tenderers must submit their tenders electronically through the e-JN system (http://www.ejn.gov.si), i.e. to the address specified in the contract notice published on the procurement portal.

Prior to submitting a tender, tenderers must register at the web address https://ejn.gov.si/ in accordance with the Instructions on the use of the e-JN. Foreign tenderers follow the registration instructions at https://ejn.gov.si/en/aktualno/vec-informacij-ponudniki.html. If a tenderer has already registered in the e-JN information system, they should log in to the application at the same address. The user of the tenderer, who is authorised to submit tenders in the e-JN information system, submits the tender by clicking the "Submit" button. Upon the submission of tenders, the e-JN information system records the identity of the

user and the time of tender submission. By submitting the tender, users declare and express the intention to submit a binding tender on behalf of the tenderer (Article 18 of the Code of Obligations). By submitting, the tender remains binding for the period determined in the tender unless the user withdraws or amends it prior to the deadline for submission of the tender.

Tenderers may withdraw or amend their tenders by the deadline for submission of the tender. If a tenderer withdraws their tender from the e-JN information system, the tender is deemed not submitted, and the Contracting Authority will not see it in the e-JN system. If a tenderer amends their tender in the e-JN information system, the last submitted tender is accessible in the e-JN information system for the Contracting Authority.

After the expiry of the deadline for submission of tenders, a tender can no longer be submitted. All costs related to the preparation and submission of a tender are borne by the tenderer.

## 8. PUBLIC OPENING OF TENDERS

The opening of tenders will be public. It will be carried out in the e-JN system. At the opening, the e-JN information system automatically displays at the time determined for public opening of tenders the information on a tenderer and total contract value, and facilitates access to the PDF file uploaded by a tenderer in the e-JN system under the tab “Pro forma invoice”.

## 9. COST OF PREPARING A TENDER AND THE CONTRACTING AUTHORITY’S HANDLING OF ANY SHORTFALL IN THE PROVIDED FUNDS

Tenderers bear all the costs of preparing and submitting their tender, including the cost of any financial security and any other costs they may incur in the procurement procedure.

The Contracting Authority reserves the right to cancel the procurement procedure at any time. The Contracting Authority reserves the right not to conclude the contract after the decision to award the contract has become final if, at the time of the envisaged signature of the contract, it does not have the means to carry out all or part of the subject of the procurement, or if it encounters other circumstances that prevent the conclusion of the contract. Tenderers submit their tenders on the understanding that, in any of the envisaged cases, they will not be entitled to the reimbursement of the costs of preparing the tender, the cost of any financial security and/or any direct or indirect damage they may incur as a result of the refusal of the Contracting Authority to sign the contract.

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## 10. LANGUAGE OF THE TENDER

All bidding documents should be prepared in Slovenian or English. The Contracting Authority reserves the right to request the translation of the evidence of compliance with the conditions set out in the tender documentation into Slovenian.

## 11. JOINT TENDER BY SEVERAL PARTNERS

A group of economic operators may submit a joint (partner) tender. In such a case, the group must submit in its tender a **contract for the joint performance (Partnership agreement)** of the subject of the invitation to tender, which must specify:

- the lead partner who is authorised to sign the joint tender, and the other partners and their respective shares in the performance of the project;
- the method of calculating and paying invoices;
- that the partners are liable for the entire obligation and each part of it jointly and severally.

The partnership agreement must be signed by each partner.

These instructions further lay down whether, in the event of a joint tender, an individual condition must be met by each partner or by all partners together. Where each partner must meet a particular condition and the lead partner declares it met, the Contracting Authority considers the lead partner to be authorised to make a statement, or to confirm and agree to the Contracting Authority's requirements on behalf of each of the partners. The Contracting Authority reserves the right, in the event of doubt, to request the submission of such authorisation or to request that each partner submit an appropriate alternative statement or supporting document.

The **LEAD PARTNER** is the economic operator in the partner tender which, in the event of the award of the contract, will accept obligations, instructions and payments from the Contracting Authority in the name and on behalf of all the partners, unless otherwise agreed by the partners in the partnership agreement. Like the other partners, the lead partner is fully responsible to the Contracting Authority for the performance of the procurement. The lead partner is authorised to sign the joint tender by the partners and to make statements of agreement with, and acceptance of, the requirements of the Contracting Authority.

**PARTNERS** who are not also the lead partner are economic operators who, in the event of the award of the contract, perform the obligations arising from the contract indirectly through the instructions of the lead partner, unless otherwise agreed by the partners in the partnership agreement.

## 12. SUBMITTING A TENDER WITH SUBCONTRACTORS

According to the ZJN-3, a subcontractor is an economic operator that is a legal or natural person, who delivers goods or performs services or construction work directly connected with the subject of the procurement for the tenderer, with whom the Contracting Authority has concluded a contract.

If a tenderer performs the procurement with subcontractors, the tender must:

- specify all subcontractors, their contact information, legal representatives, and each part of the procurement the tenderer intents to subcontract on the form **Statement**;
- if the subcontractor requires direct payments, submit the forms **Tenderer's authorisation for direct payment to subcontractors by the Contracting Authority**, **Subcontractor's consent for direct payment** and **Participation**.

The time limits for payments to the prime contractor and its subcontractors, if they request direct payments, are the same.

## 13. ALTERNATIVE TENDERS

The Contracting Entity does not allow the submission of an alternative tender.
A tender containing an alternative tender will be excluded from the procurement procedure as inadmissible.

## 14. RESTRICTION OF PARTICIPATION

Each tenderer may submit or act as a partner in only one tender. A tenderer who is a partner in more than one tender, whether acting alone or as a partner, disqualifies all tenders in which it is a partner, unless it is established during verification that the tenders are drawn independently and autonomously and that there is no risk of adverse effects on the competition between tenderers. The burden of proof in such a case is on the tenderer.

Each tenderer (Lead partner, partner, subcontractors in case of subcontracting) shall complete the form **Declaration of Independence and autonomy in the Preparation of the Tender** when submitting its tender.

## 15. REVIEW AND EVALUATION OF TENDERS

When reviewing and evaluating tenders, the Contracting Authority may request clarifications or additional supporting documents from the tenderer as to whether the particular requirements and conditions set out in the bidding documents are met.

If information or documents tenderers must submit are incomplete or incorrect or if individual documents are missing, the Contracting Authority may request the tenderer to submit the missing documents within a suitable time limit or to amend, correct or clarify suitable information or documents, provided that such a requirement is in full compliance with the principles of equal treatment and transparency. In such cases, the Contracting Authority will act in accordance with the provisions of Article 89 of the ZJN-3.

When verifying compliance with the requirements set out in the bidding documents, the Contracting Authority may request the tenderers or the tenderer to provide additional authorisations to obtain the data from official records that it would need to verify the data from official records. To verify the data from official records, the Contracting Authority will take into account all supporting documents and documents issued after the deadline for submission of the tender or up to 30 days prior to the deadline for submission of the tender (with the exception of certificates of no criminal record in accordance with Condition 1 Grounds for exclusion), if the tenderer submits them in the tender. If the deadline for submission of the tender is extended, the Contracting Authority will verify the validity of the supporting documents in accordance with the originally set deadline for submission of the tender, unless it expressly provides otherwise in respect of a particular supporting document.

If the tenderer fails to provide, at the request of the Contracting Authority, any clarifications, additional supporting documents or authorisations, the Contracting Authority will reject the tender as inadmissible.

## 16. OBLIGATION TO PROVIDE INFORMATION PRIOR TO CONCLUDING A CONTRACT

Prior to concluding a contract, the selected tenderer, if it has not already provided the information when submitting the tender, must provide

the following information at the request of the Contracting Authority within eight days of receiving the request:

- information about its founders, company members including dormant partners, shareholders, limited partners and other owners, and information on the shareholdings of the said entities or persons;
- economic operators deemed associated companies according to the provisions of the act governing companies;
- that there are no circumstances subject to restrictions on doing business with the Contracting Authority or that the natural persons and legal entities referred to in the first and second indents of this point are not related to officials of the Contracting Authority or to family members of officials in the manner set out in paragraph one of Article 35 of the Integrity and Prevention of Corruption Act (ZIntPK).

## 17. LEGAL PROTECTION IN PROCUREMENT PROCEDURES

A request for a review related to the content of the publication and/or bidding documents may be filed no later than ten working days from the publication of the contract notice or the availability of the bidding documents. No request for review can be filed after this deadline.

A request for a review is submitted directly via the eRevizija portal. The information that a request for a review has been filed is promptly automatically published in the procurement file on the procurement portal via the eRevizija portal.

The applicant must attach the following to the request for a review:

- name and address of the applicant (hereinafter: applicant) and a contact person;
- the name of the Contracting Authority;
- the procurement code;
- the subject of the procurement;
- authorisation for representation in the pre-review and review procedure, if the applicant acts with an authorised representative;
- a receipt for payment of a fee of EUR 2,000 to the account SI56 0110 0100 0358 802 (reference 16110-7111290- XXXXXXXX, where XXXXXX is the number of the contract notice from the procurement portal provided in the format JNXXXXXX/20XX-B01).

After the expiry of the deadline for submission of the tender, the applicant may not allege violations of which it was or should have been aware prior to the deadline for submission of the tender, but had not filed a request for a review prior to the deadline for submission of the tender, unless it proves that the alleged violations could not objectively have been detected before that time.

A request for legal protection pertaining to the contents of the publication, invitation to tender or documents regarding the award of the contract is not permissible if the applicant or any other potential tenderer could have warned the Contracting Authority of the alleged violation via the procurement portal, but did not use the opportunity to do so. It is considered that the applicant or another potential provider may warn about

the alleged violation via the procurement portal if a contract notice was published on the procurement portal regarding the procurement procedure, which is the basis for tenderers to submit tenders.

## B) CONDITIONS TO DETERMINE ABILITY

### 1. Condition (Grounds for exclusion)

The Contracting Authority will exclude from the procurement procedure any economic operator found to be subject to the grounds for exclusion stated below.

A. REASONS RELATED TO CRIMINAL CONVICTIONS:

- If an economic operator or a person who is a member of the administrative, management or supervisory body of that economic operator or is authorised for its representation or decision-making or control in it was convicted by a final judgment that has elements of the criminal offences stated in paragraph one of Article 75 of the ZJN-3.

B. REASONS RELATED TO THE NON-PAYMENT OF TAXES OR SOCIAL SECURITY CONTRIBUTIONS:

- An economic operator fails to comply with compulsory charges and other financial non-tax obligations according to the act governing financial administration, which are collected by the tax authority in accordance with the regulations of the country in which it is established or regulations of the country of the Contracting Authority as specified in paragraph two of Article 75 of the ZJN-3. An economic operator is not excluded if, by the deadline for submission of the tender, the economic operator has settled any unpaid liabilities of EUR 50 or more, and has submitted all withholding tax calculations for employment income for the last five years up to the deadline for submission of the tender.

C. REASONS RELATED TO INSOLVENCY, CONFLICT OF INTEREST OR VIOLATION OF PROFESSIONAL RULES:

- If insolvency proceedings or compulsory wind-up has begun against the economic operator in accordance with the act governing insolvency proceedings and compulsory wind-ups, or liquidation proceedings in accordance with the act governing companies, or if its assets or operations are managed by an administrator or court, or if its business operations are suspended, or if proceedings have begun against it in accordance with the regulations of other countries, or a situation with the same legal effects has occurred;
- if it is established that the tenderer has already committed a serious violation of professional rules or a serious professional error;
- if it is established that the economic operator has entered into agreements with other economic operators with a view to distorting competition;
- if it is established that the economic operator is entered in the register of economic operators prohibited from doing business with the Contracting Authority pursuant to Article 35 of the Integrity and Prevention of Corruption Act (Official Gazette of the Republic of Slovenia [*Uradni list RS*], No. 69/2011; ZintPK-UPB2);
- if it is established that the economic operator has attempted to unduly influence the Contracting Authority's decision-making or to obtain confidential information that could give it an unfair advantage in the procurement procedure, or that it has negligently provided misleading information that could significantly influence the decision to exclude, select or award a public contract.

D. NATIONAL GROUNDS FOR EXCLUSION:

- If, on the expiry of the deadline for submission of the tender, the economic operator is excluded from procurement procedures as it has been included in the register of economic operators with negative references with the accessory sanction of exclusion from procurement procedures;
- if, in the three years prior to the deadline for submission of the tender, it was fined twice in accordance with a final decision of the competent authority of the Republic of Slovenia or another Member State or third country due to an offence related to remuneration for work.

Manner of meeting the condition:
The provider must meet this condition. In the event of a joint tender, the condition must be met by each of the partners. If the tenderer has subcontractors, the condition must be met by each of the subcontractors.

Required supporting document:
The tenderer, the partner and each subcontractor confirm compliance with this condition by submitting the completed form **Statement**. The Contracting Authority reserves the right to request the submission of supporting documents to verify the existence of the grounds for exclusion (authorisation to obtain information from the criminal record, certificate of no criminal record, authorisation to obtain information from eDosje).

**2. Condition (General requirements)**

The tenderer accepts the general requirements of the Contracting Authority for participation in this procurement procedure, and acknowledges and agrees:

- that it is fully acquainted with the bidding documents and all its corrections and amendments, and answers to the questions posed by potential tenderers, and agrees with the content;
- that it is familiar with the subject, content and field of the performance of the subject of the procurement;
- that it authorises the lead partner to sign the tender, conclude the contract, and to accept obligations, instructions and payments from the Contracting Authority;
- that the Contracting Authority may, to perform the procedure in question, at any time request that the competent state authorities confirm the indications in the bidding documents, and that it may, in the name of the tenderer, obtain adequate supporting documents from official records, which are used to prove the meeting of the conditions set out in the bidding documents;
- that it undertakes to submit additional authorisations to verify the data from official records at the request of the Contracting Authority;
- that the Contracting Authority may, during the verification and tender revision phase, request the submission of further clarifications or supporting documents proving that the conditions and requirements from the bidding documents are met;
- that it will, if it did not submit this together with the tender, submit the following information at the request of the Contracting Authority within eight days of receiving the request:
    - information about its founders, company members including dormant partners, shareholders, limited partners and other owners, as well as information on the

shareholdings of the said entities or persons,

- economic operators deemed associated companies according to the provisions of the act governing companies;
- that there are no circumstances subject to restrictions on doing business with the Contracting Authority or that the natural persons and legal entities referred to in the first and second indents of this point are not related to officials of the Contracting Authority or to family members of officials in the manner set out in paragraph one of Article 35 of the Integrity and Prevention of Corruption Act (ZIntPK);

- the tender validity period is at least ten months after the deadline for submission of the tender;
- that it agrees that the Contracting Authority can at any time suspend the proceedings in question, reject all tenders or decide not to conclude a contract after the decision has become final, and that in any of the said cases it will not seek the reimbursement of the costs of preparing the tender, potential direct or indirect damage or lost profit;
- that it accepts all obligations determined in applicable regulations, the bidding documents and sample contract;
- that it undertakes, if the submitted tender is the most economically advantageous, to conclude a contract for the performance of the procurement after the award decision has become final, at the request of the Contracting Authority and within the time limits set by the Contracting Authority;
- that all the said requirements are met, confirmed, and agreed to by each partner in the group of partners.

Manner of meeting the condition:
The provider must meet this condition. In the event of a joint tender, the condition must be met by each of the partners.

Required supporting document:
The tenderer confirms compliance with this condition by submitting the completed forms **Statement** and **Participation**.

**3. Condition (Pro forma invoice)**

The tenderer provides all services in accordance with the requirements of the Contracting Authority as set out in the pro forma invoice. If the tenderer fails to fill in a particular item, the Contracting Authority will consider that the tenderer is offering the item at a price of zero (EUR 0.00).

Manner of meeting the condition:
The provider must meet this condition. In the event of a joint tender, the condition must be met by each of the partners.

Required supporting document:
The tenderer confirms compliance with this requirement for itself and on behalf of its partners by submitting the completed form **Pro forma invoice.**

**4. Condition (joint tender)**

The tenderer acting in a group of economic operators (i.e. the lead partner) accepts the general requirements of the Contracting Authority for the submission of a joint tender by several partners, as set out in the bidding documents, and is authorised to sign the joint tender by the partners, and to make binding statements of acceptance of, and agreement with, the Contracting Authority's requirements set out in those documents.

Manner of meeting the condition:
The provider must meet this condition. In the event of a joint tender, the condition must be met by each of the partners.

Required supporting document:
The tenderer confirms compliance with this requirement by submitting the completed form **Statement** and an agreement on joint performance of the subject of the invitation to tender (**Partnership agreement**), which includes all data from **Instructions** point "Joint tender by several partners".

**5. Conditions (Subcontractors)**

The tenderer that acts with subcontractors accepts the general requirements of the Contracting Authority for the submission of a tender with subcontractors as set out in the bidding documents.

Manner of meeting the condition:
The provider must meet this condition. In the event of a joint tender, the condition must be met by each of the partners.

Required supporting document:
The tenderer confirms compliance with this requirement by submitting the completed form **Statement**, and if the subcontractor requests direct payments, also the forms **Tenderer's authorisation for direct payment to subcontractors by the Contracting Authority**, **Subcontractor's consent for direct payment** and **Participation** for the subcontractor.

**6. Condition (Outstanding liabilities)**

The tenderer has no outstanding liabilities on the date of submission of the tender.

Manner of meeting the condition:
The provider must meet this condition. In the event of a joint tender, the condition must be met by each of the partners. If the tenderer has subcontractors, the condition must be met by each of the stated subcontractors.

Required supporting document:
The tenderer confirms compliance with this condition by submitting the completed form **Statement**.

**7. Condition (Reference condition)**

In the last three years prior to the publication of the procurement, the tenderer has successfully carried out and completed at least:

- 1 (one) project in the field of research and development activities with a value of at least EUR 60,000 excluding VAT; and
- one project in the field of data analytics or text analysis, using artificial intelligence, machine learning or other comparable methods and techniques, with a value of at least EUR 60,000 excl. VAT.

The project is deemed completed on the date on which the final project documentation is handed over or a report or other comparable document is signed indicating that the services have been successfully completed.

Manner of meeting the condition:

The provider must meet this condition. In the event of a joint tender, the tenderer shows compliance with the condition with partners only if the partners will provide the services for which they are providing reference projects. In the event of a tender with subcontractors, the tenderer may show compliance with the condition also with subcontractors if the subcontractors will provide the services for which they are providing reference projects. **For the performance of the key tasks of Activity 1: Sub-Activity 4 up to and including Sub-Activity 7, and Activity 2: Sub-Activity 3, the Contracting Authority requests that these tasks are carried out by the tenderer itself, or, if the tender is submitted by a group of economic operators, by the participants in that group.**

Required supporting document:

The tenderer indicates the reference projects in the form **Reference projects of economic operator.** At the time of submission of the tender, the reference projects need not be certified by the client of the reference project. At the stage of reviewing tenders, the Contracting Authority reserves the right to request reference certificates certified by the client of the reference project. The Contracting Authority that certifies the reference certificate of the performance of work is a third (legal) person, which means that the tenderer cannot certify its own certificate and neither can the contractor in a joint tender.

**8. Condition (Access to databases)**

The tenderer confirms that it has access to basic international and national databases: CORDIS, KOHESIO, SCOPUS (to the part that is free of charge), EUIPO, INTERREG (keep.eu), SICRIS.

Manner of meeting the condition:

The tenderer must meet this condition. In the event of a joint tender, the condition must be met by at least one of the partners.

Required supporting document:

The tenderer confirms compliance with this condition by submitting the completed form **Statement**.

**9. Condition (Project team)**

The tenderer must have sufficient personnel to ensure the smooth and quality provision of the service. To provide services, the tenderer appoints at least:

- one (1) project manager (lead expert);
- and two (2) data engineers.

The Project Manager (Lead Expert) must have at least a level VII (ISCED-7[1]) education and demonstrate that they have successfully completed at least one (1) successful project in the field of project management for the development of more complex solutions in the field of data science in the last three years prior to the publication of the procurement.

The data engineer must have at least a level V education (ISCED-5).

Each member of the project team must be able to communicate in English (minimum level B2, CEFR[2]).

Manner of meeting the condition:
The tenderer must meet this condition. The tenderer may also confirm compliance with this condition by referring to the capacities of another operator, in which case the personnel must participate as partners or subcontractors in the tender.

Required supporting document:
The tenderer enters the data on the required personnel and the related reference project in the appropriate field in the form **Project Team**. At the time of submission of the tender, the reference projects need not be certified by the client of the reference project. At the stage of reviewing tenders, the Contracting Authority reserves the right to request reference certificates certified by the client of the reference project. The Contracting Authority that certifies the reference certificate of the performance of work is a third (legal) person, which means that the tenderer cannot certify its own certificate and neither can the contractor in a joint tender. The Contracting Authority reserves the right to request evidence of the tenderer's personnel education (e.g. a copy of the diploma) and English language skills (e.g. a copy of the English language certificate).

[1] https://ec.europa.eu/eurostat/statistics-explained/index.php?title=International_Standard_Classification_of_Education_(ISCED)
[2] https://www.coe.int/en/web/common-european-framework-reference-languages/level-descriptions

## C) CRITERIA FOR SELECTING THE MOST ADVANTAGEOUS TENDERER

**The criterion for the selection is the economically most advantageous tender.**

The tender with the highest score in sub-criteria A and B will be selected as the most advantageous tender. The maximum number of points obtained is 100.

If more than one admissible tender receives the same maximum total number of points rounded to two decimal places, the Contracting Authority will select the tenderer with the highest score for sub-criterion B) Additional RDI databases. If the scores for sub-criterion B are also the same, the Contracting Authority will select the tender that is received first.

### A) Price quote (max. 90 points)

The tenderer with the lowest price in EUR excl. VAT rounded to two decimal places will be awarded the highest number of points for this sub-criterion. The other tenders will be awarded a proportionally lower number of points for this sub-criterion according to the tender price, using the following formula:

$$\text{Number of points for the criterion "Lowest total tender price in EUR excl. VAT"} = \frac{\text{Lowest total tender price excl. VAT}}{\text{Tenderer's total tender price excl. VAT}} \times 90 \text{ points}$$

Tenderers enter their tender prices on the form **Pro forma invoice** uploaded to the "tender pro forma invoice" section when preparing their tender in the e-JN. All prices are fixed, and include all direct and indirect costs.

### B) Additional RDI databases (max. 10 points)

For each additional database (publications or patents) provided by the tenderer and included in the semantic analysis, the Contracting Authority will award five (5) points, up to a maximum of ten (10) points in total.

The following databases will be taken into account:

- **Databases in the field of publications:** SCOPUS ("Full API") (to the part that is not free of charge), ScienceDirect, PubMed, Web of Science (WoS) or equivalent databases that must have at least the following characteristics:
  - data fields must contain a linguistic description that can be used to develop the model;
  - they must contain quality peer-reviewed research publications in various academic fields, allowing in-depth analysis of the scientific literature and quotes;
  - the database must allow for quotation metrics, bibliometric indicators or other equivalent indicators to assess the impact of research publications.

- **Payable databases in the field of patents:** Derwent Patent, PatBase or equivalent databases that must have at least the following data fields:
    - dates (priority, application and publication dates);
    - numbers (priority number, application number, publication number, patent family, quotes);
    - names (applicants – also known as assignees – and inventors);
    - classification codes (e.g. international patent classification/co-operative patent classification);
    - text fields (title, abstract, description, requests, sequence information);
    - country of application of the patent;
    - or equivalent data fields.

The tenderer demonstrates access to payable databases in the field of publications and/or patents with a statement in the form **RDI databases**.

## D) REQUIRED CONTENT OF BIDDING DOCUMENTS

Tenderers must submit the following documents:

1. **Statement**
2. **Pro forma invoice**
3. **Partnership agreement** if the tenderer acts with a partners (own form)
4. **Reference projects of economic operator**
5. **RDI databases Reference projects of economic operator**
6. **Participation**
7. **Tenderer's authorisation for direct payment to subcontractors by the Contracting Authority**
8. **Subcontractor's consent for direct payment**
9. **Project team**
10. **Statement of independence and autonomy in the Preparation of the Tender**;
11. Other documents if additional documents are required as part of the bidding documents, with amendments thereto, further clarifications or corrections to the contract notice.

Ministry of Cohesion and Regional Development
Signature and stamp: