



Practical guide for SMEs

Salut/  **ICO**
Institut Català d'Oncologia



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Public procurement of innovation Key Essentials



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Why should you participate in this Call for Tenders?

- ❖ Public contractors are encouraged to make use of the "European Code of Good Practice" to facilitate access to public contracts for SMEs.
- ❖ There are national initiatives by **Member States** that aim to increase the participation of SMEs in public procurement, such as **dividing large contracts into lots**.

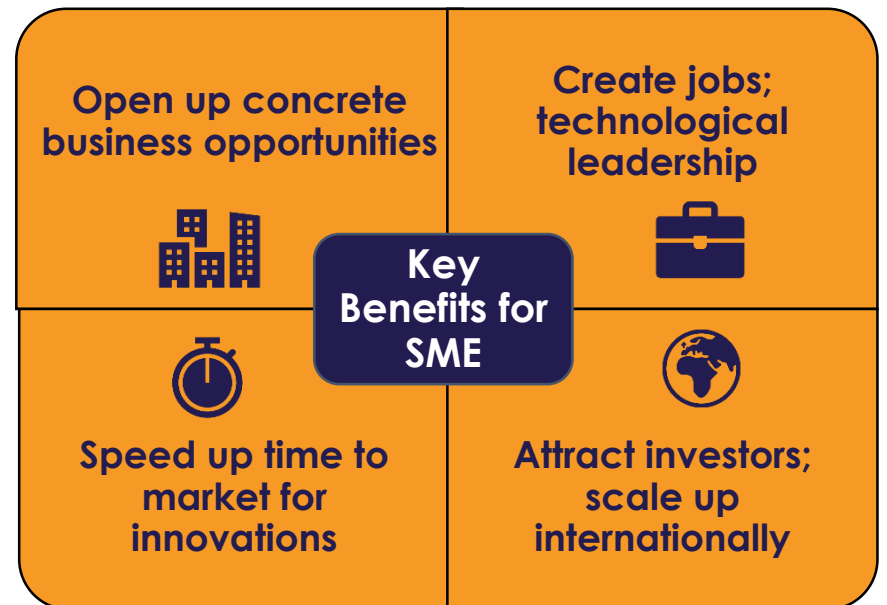
The RaDAR project is funded through **COSME**, the **European programme for SMEs** dedicated to promote the **creation of businesses** and to drive the **growth in Europe**

The **Buyers group for RaDAR** took measures **to ensure fair competition** and **to facilitate the participation of European SMEs by publishing tenders in local languages** in the Official Journal of the European Union as well as in each of the **national procurement platforms**

The Buyers group has decided **to extend the duration of the tender publication to 90 days** to facilitate the response process

This **Practical Guide** has been created **to better support** the Start-ups and SMEs in their response of the Call for Tenders

RaDAR public tender participation will...

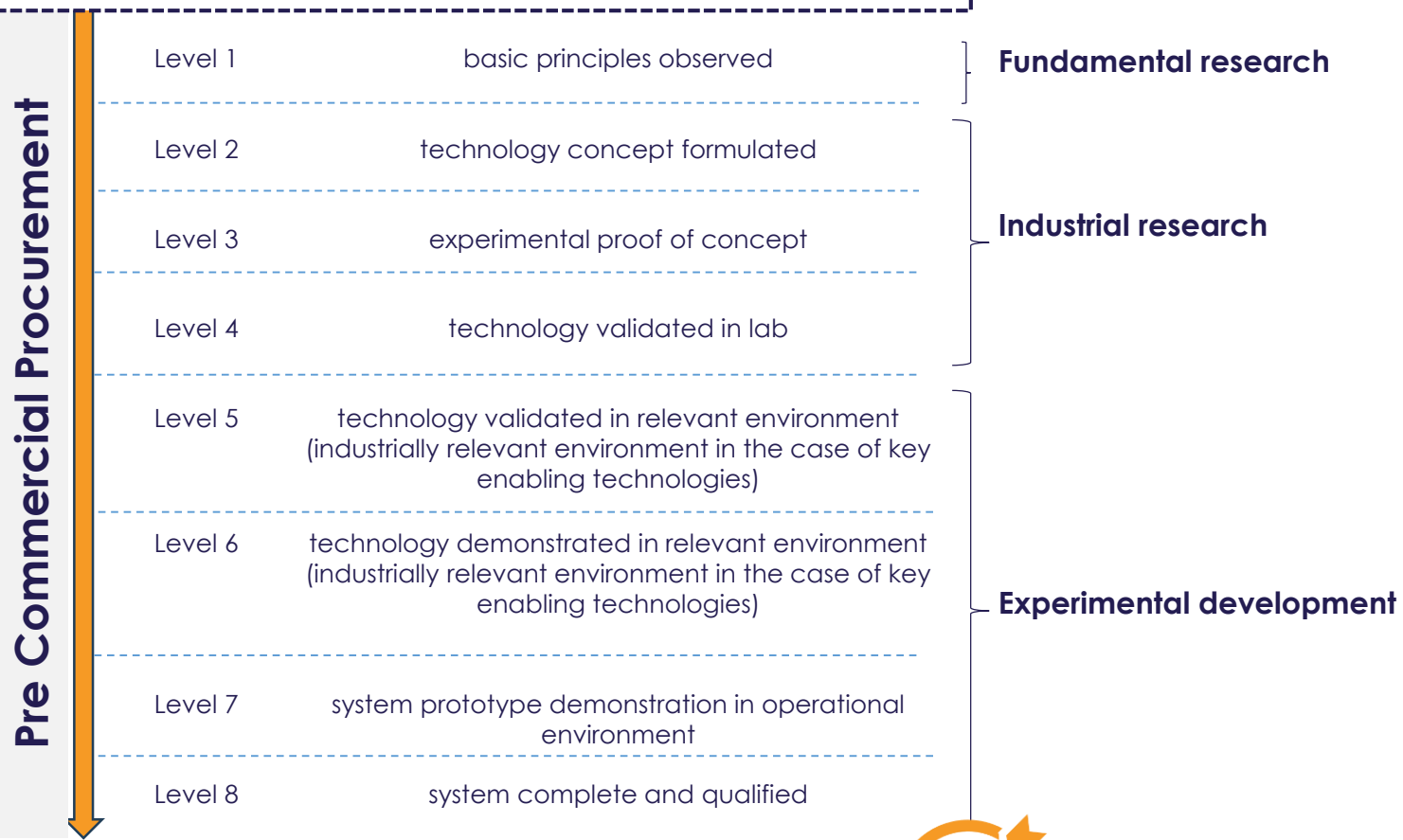


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Public Procurement of Innovation (PPI)

PPI & Level of Technology Readiness



Public Procurement of Innovation



Technology Readiness Level 9

Actual system proven in operational environment

(competitive manufacturing in the case of key enabling technologies; or in space)

Main characteristics of PPI

Solution is almost on the market or already on the market in small quantity, but not meeting requirements for large scale deployment yet

If clear requirements and critical mass of demand was expressed, industry would provide solutions with required quality / price

No need to procure R&D

Public sector acts as early adopter for the innovative solutions arriving on the market

Public sector expresses demand for a critical mass of solutions which triggers industry to bring products on the market with desired quality/price within a specific time

After the specified time, and testing / certification / labelling, the public sector buys a significant volume of solutions



Introduction to the RaDAR European project



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Context & Needs



In 2019, **4.95 million** people died from illnesses



High economy burden: **1,5 billion euros**

The Need

Improve early detection systems to ensure **quality care process**

Screen drug-resistance and virulence to improve **treatment effectiveness**

Report and rapid communication system to **increase system resilience**

Reduce both Healthcare and governmental **costs**

To respond Joint Action on Antimicrobial Resistance (EU-JAMRAI) and EU Action plan (2017-2020):



January 2022 – December 2025



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The main objective of the RaDAR-PPI project is to **purchase innovative solutions to combat antimicrobial resistance from Rapid & Accurate Detection to Smart AMR management**

For more information:



<https://radar-ppi.com/>

Buyers Group

The RaDAR project aims to address the European urgent need of a rapid detection and effective infection control system for antimicrobial resistance (AMR) **through the implementation of a value-based cross-border collaborative procurement of innovative solutions**

1

Different national practices and organisation regarding AMR

In the AMR field, impossible for the Buyers Group to define the exact same need(s).

2

Limit the barriers, costs and difficulties due to multiple languages

With 3 different countries represented in the Buyers Group (France, Spain and Italy), the translation would have been too complex to handle, for the Buyers Group, for the suppliers but also for the end users.

3

Facilitate the contract execution phase

With the execution done at national/local level, it allow a better relationship between the buyer and the supplier(s).



Resah is a public interest group (GIP) whose objective is support the mutualization and professionalization of the procurement of public and private non-profit healthcare and social organizations, to improve their individual and collective performance. A workforce composed by 190 collaborators, mainly based in Paris.



The Catalan Institute of Oncology (ICO) is a group of public centers specializing in cancer prevention, care, training and research, spread throughout Catalonia. ICO is the cancer treatment center for almost 45% of Catalonia's population



Biogipuzkoa HRI manages all research carried out in within the framework of the public Basque Health Service (Osakidetza) in the territory of Gipuzkoa, both at the primary care and at the hospital level, including all clinical trials.



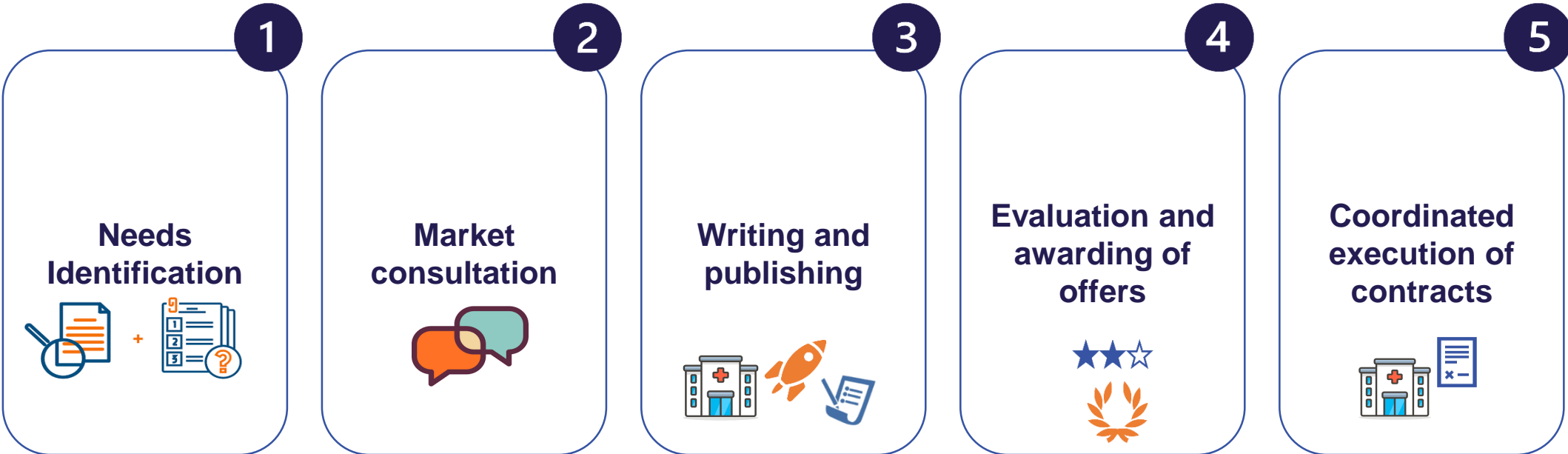
The Department of Public Health at the University of Naples Federico II (DisaP) specializes in the research and implementation of innovative solutions in the fields of Health safety and disease prevention. It provides services to local Health agencies, hospitals and other public and private organizations, particularly in the field of microbiological environmental monitoring and worker Health protection.



In 1992, Hospital del Mar (HMAR) and the Consorci de Salut i Social de Catalunya (CSC) established a Laboratory Company (LRC) to modernize laboratory services in hospitals. LRC delivers clinical laboratory services to HMAR and 16 other healthcare centers in Catalonia, managing a total of 16 million laboratory tests annually.

Calendar of the RADAR project

Collaborative cross-border public procurement process



Laboratori de Referència de Catalunya

resah + ICO Institut Català d'Oncologia

bto

Laboratori de Referència de Catalunya

resah + ICO Institut Català d'Oncologia

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Plataforma de serveis de contractació pública

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Publication in the Catalan Procurement platform January 2025



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Guidance for applicants



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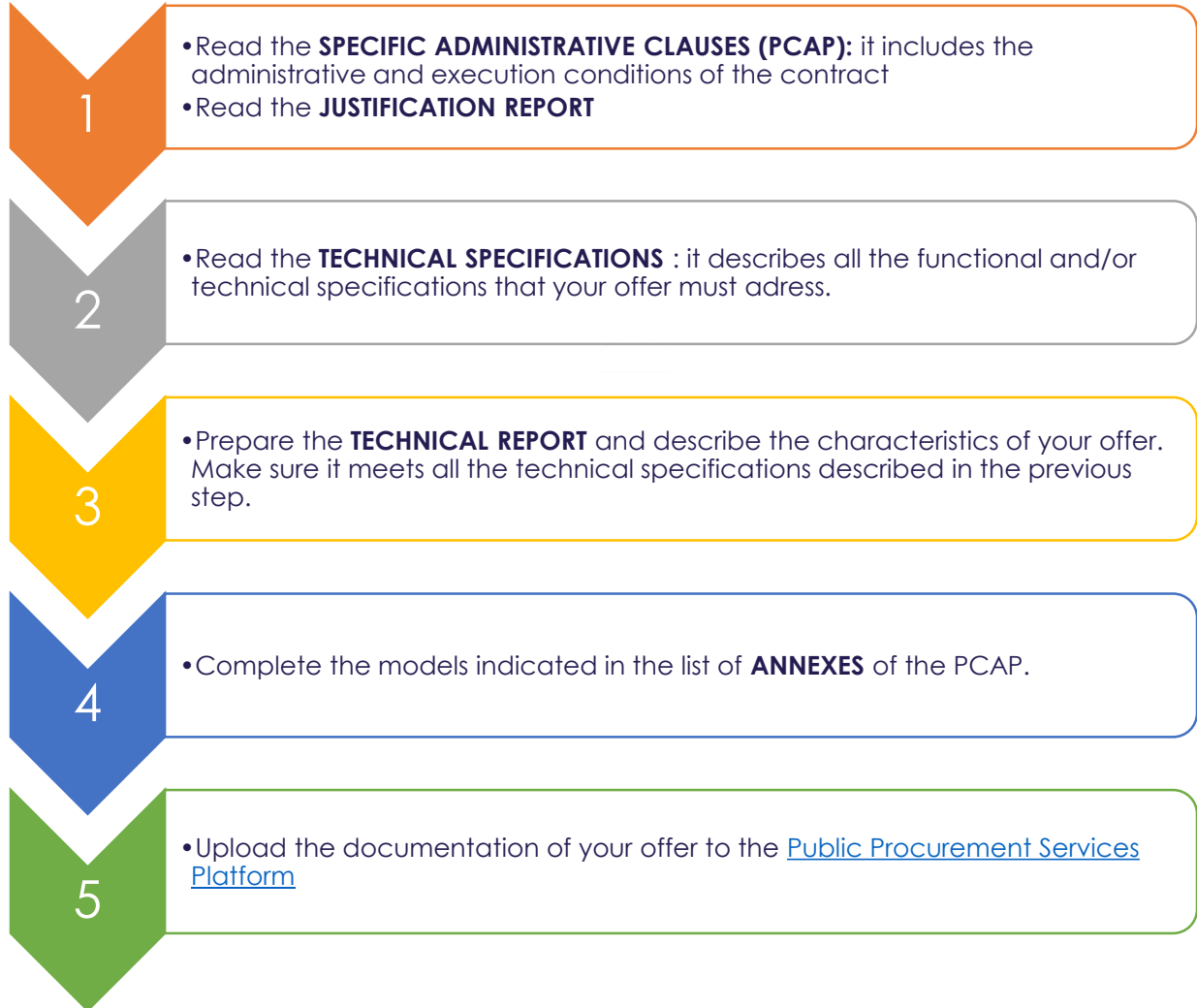


Guidance for bidding companies

preparation of the response to the tender : step by step



Reading the tender documents



Objectives of the tender documents



Glossary of bidding documents

ADMINISTRATIVE DOCUMENTS	CONTENTS
ADMINISTRATIVE CLAUSES (PCAP)	[INFORMATIVE] Document containing the specific clauses of the contract and the general conditions.
JUSTIFICATION REPORT (IN)	[INFORMATIVE] Document that summarizes the the need and justification for contracting the integral service
APPROVAL OF THE DOSSIER	[INFORMATIVE] Resolution of the approval of the dossier signed by the Catalan Institute of Oncology (ICO)
ADMINISTRATIVE ANNEXES	[DELIVERABLES] The following forms must be completed b y the bidding company: <ul style="list-style-type: none"> • European Single Contracting Document(DEUC) • Table of technical offers • Annex II.8: Data for notification and communication purposes
TECHNICAL DOCUMENTS	CONTENTS
TECHNICAL SPECIFICATIONS	[BINDING] Document issued by the contractor that contains the functional and/or technical specifications that the bidding companies must address in their technical offer
TECHNICAL REPORT	[DELIVERABLE] Report describing the solution proposed by the bidding company. This document must justify that the proposal complies with all the functions required in the TECHNICAL SPECIFICATIONS
FINANCIAL DOCUMENTS	CONTENTS
APPENDIX III. ECONOMIC BID	[DELIVERABLE] Economic proposal model

Guidance for bidding companies

Electronic submission of proposals



Plataforma de serveis de
contractació pública

ICO exclusively uses the [Public Procurement Services Platform of Catalonia](#) to publish its tenders .
All candidates must ensure the technical aspects prior to the application.



Make sure your work environment is compatible with the requirements of the tender: electronic signature, encryption, downloading large files , etc.

ADMITTED FORMATS

Use the document formats supported by the Platform, the most common and the most used ones such as Word, Excel, etc.

Use the electronic signature formats compatible with the Platform

[https:// contractaciopublica.cat/ca/inici](https://contractaciopublica.cat/ca/inici)

For more information, see the Platform instruction manual, available online [here](#)



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Make sure to download the latest version

Updates of the CfT are presented likes this:

Plataforma de serveis de contractació pública

Home > Contractor pro... > Institut Català d'Oncologia... > Servei d'abordatge integral per al control dels microorganismes resistents als antimicrobians per l'Institut Català d'Oncologia (ICO L'Hospitalet de Llobregat).

Expedient code: CP-2023-42

NOTICE BOARD (2) SEND QUESTION SIGNING CONTRACTS

Tender announcement

Expedient under assessment

Adjudication

Formalisation

Execution

Cancellation / Declaration of unsuccessful bid

Initial publication

S'afegeixen els documents traduïts a l'anglès i al castellà.

Presenting an offer

Evidence of publication
PDF JSON Time stamp

Tender announcement

Expedient under assessment

Initial publication

Description of the reference: S'afegeixen els documents traduïts a l'anglès

Presenting an offer

Tender announcement

Expedient under assessment

Initial publication

Description of the reference: S'afegeixen els documents traduïts a l'anglès

Presenting an offer

On the page of the platform the updated versions do not replace the original one.

You may be in an older version

Make sure to select the one farthest to the right to obtain the latest update of the CfT

For more information



Plataforma de serveis de
contractació pública

All communication with the contracting authority must be done solely through the Public Procurement Services Platform

Where can I ask?

- Always on the platform
- All questions will be answered in accordance with the principle of transparency of public procurement
- All questions and all answers will be public to all candidates

What can I ask?

- All kinds of questions can be asked on the platform
- If you have any doubts, for example, about the "viability" aspect, always ask your question
- If you want to ensure the understanding of a particular sentence, etc.

When can I ask?

- You can make your inquiry from the opening of the tender up to 12 days before the deadline for receiving offers



Guidance for bidding companies

Checklist before shipping _



	TASK	SITUATION			
1	I identify the announcement of the RaDAR tender in the Contracting Platform	Done	<input type="checkbox"/>	To do	<input type="checkbox"/>
2	I identify the mandatory documents that must be provided for my offer to be admissible.	Done	<input type="checkbox"/>	To do	<input type="checkbox"/>
3	I verify that all technical elements have been covered and well explained in my offer.	Done	<input type="checkbox"/>	To do	<input type="checkbox"/>
4	I use the platform for all my questions to ICO during the publication period.	Done	<input type="checkbox"/>	To do	<input type="checkbox"/>
5	Before submitting my offer electronically, I make sure that all the formats of the documents to be submitted are compatible with the Public Procurement Services Platform of Catalonia	Done	<input type="checkbox"/>	To do	<input type="checkbox"/>
6	I submit my documentation in advance electronically through the Platform, no later than the day before the deadline.	Done	<input type="checkbox"/>	To do	<input type="checkbox"/>
7	If I encounter a technical problem when using the Public Procurement Services Platform, I open an incidence and notify the Catalan Institute of Oncology.	Done	<input type="checkbox"/>	To do	<input type="checkbox"/>
8	I make sure my tax and social security returns are up to date	Done	<input type="checkbox"/>	To do	<input type="checkbox"/>
9	I make sure that my Annual Public Liability Insurance is up to date for the period in question	Done	<input type="checkbox"/>	To do	<input type="checkbox"/>
10	If my submission is accepted, I will make sure that I have a qualified electronic signature to be able to sign the Contractual Agreement with the Catalan Institute of Oncology.	Done	<input type="checkbox"/>	To do	<input type="checkbox"/>

For more information ...

- **RaDAR LinkedIn Page**

<https://www.linkedin.com/company/radar-rapid-detection-and-control-system-for-antimicrobial-resistance/>

- **RaDAR website** <https://radar-ppi.com/>

- **Matchmaking platform of RaDAR and user guide**

- **RaDAR Youtube Channel** – Videos available



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