

CALL FOR TENDER

Representation of ICT SMEs in the European standardisation process

Deadline for tenders: 5 May 2023 midnight CET

Please send your proposal to: president@sbs-sme.eu

The appointment of the selected entity is contingent on the signature of an annual Action Grant with EISMEA as well as the approval of the Work Programme and budget and the decision of the governing bodies of SBS

A. Background

Small Business Standards (SBS) aims at representing small and medium-sized enterprises (SMEs) in the standardisation process, motivate them to get involved and raise their awareness about standardisation. In this framework, SBS is launching a call for tender to select an entity to represent and defend the interests of SMEs in the development of Information and Communication Technologies (ICT) related standards and relevant Commission Expert and Working Groups in close cooperation with the SBS Secretariat.

The selected entity should carry out the **tasks and activities as described in section B of this call**, all of which fall under SBS' Work Programme 2024. SBS will select, through this tendering procedure, the entity that demonstrates the best technical and professional capability to perform the activities described below. The selected entity will be offered a contract for one year to carry out these activities. **The contract may be renewed for an additional year** depending on the satisfactory performance of the selected entity, the availability of funding and the decision of the governing bodies of SBS. The call will be co-funded by the European Union and the European Free Trade Association (EFTA).

B. Tasks and work to be performed

SBS has identified the following activities as relevant for its annual Work Programme and the representation of SMEs in standardisation in the ICT sector. The selected entity will lead all the activities on ICT related standardisation issues and be responsible for them, including their conception, setting up, planning, implementation, and follow-up. In addition to the ICT related activities described below, the selected entity will, if required by SBS, take the lead on, provide input or participate in ad-hoc activities where ICT expertise is needed.

The main tasks to be performed are as follows:

✓ **Animation and management of the SBS Digitalisation WG to coordinate SBS members and experts' positions**

The selected entity will be responsible for managing and providing the Secretariat of the SBS Digitalisation Working Group to offer SBS members and experts a means to collaborate and exchange information on issues related to ICT standards, policy and the work in relevant technical committees. This group will also be involved in the development of sectoral opinions and positions. The selected entity is expected to organise two-three Working Group meetings per year. Whenever possible meetings will be organised virtually. The Working Group will also provide expertise in the ICT field to other SBS working groups when required.

✓ **Development of position papers and replies to relevant consultations in the ICT field**

The selected entity will engage the SME and SBS community into discussions on ICT standards to stimulate feedback and elaborate consensus-based SME positions and replies to consultations relevant to standardisation in the ICT area. Topics will vary depending on the ongoing public consultations, standardisation developments and/or on specific requests by the membership.

✓ **Contribution to SBS publications and communication activities**

The selected entity will regularly contribute and provide content for the SBS publications (e.g., internal and external newsletters) and other communication activities (e.g., social media) to disseminate to the SME community developments in relevant standardisation committees as well as in European Commission groups related to the ICT sector.

✓ **Participation in the Multi-stakeholder Platform on ICT standardisation (MSP) and Commission Expert Group on Radio Equipment**

The selected entity will adequately represent SBS in the Multi-stakeholder Platform on ICT standardisation (should the platform be extended beyond May 2023), the Commission Expert Group on Radio Equipment and any relevant sub-groups. The selected entity will ensure it pro-actively contributes to the discussions by bringing in the SME perspective and will regularly report to the SBS Secretariat on meetings attended and relevant developments.

✓ **Contribution to SBS reporting activities, selection of SBS ICT experts and coordination meetings**

The selected entity will contribute to the SBS mid-term and final reports to EISMEA and EFTA and provide replies to any questions related to its activities raised by these two organisations. The selected entity is also expected to participate in the monthly coordination meetings organised by SBS, with its partners and subcontractors and provide input to the SBS activity reports to the Board and General Assembly. The selected entity may also be requested to provide its opinion in the context of the evaluation and selection

www.sbs-sme.eu

of SBS experts in the ICT field to represent SMEs in European and International Technical Committees and Working Groups.

C. Eligibility and selection criteria

C.1 Eligibility criteria

Applying organisations shall be based in an EU or EFTA member state and **demonstrate the SME background** and representativeness of their membership. **Entities** replying to this call **may be but DO NOT NEED TO BE a member of SBS**.

The selected entity shall commit to **co-finance 11% of the total cost of the action** by paying SBS in advance the relevant amount.

C.2 Evaluation criteria

The tender will be awarded based on the best value for money principle. The criteria that will be considered are as follows:

- The **technical and professional capacity** to carry out the activities and more specifically **expertise on ICT standardisation and SME background (40 points)**.
- **Understanding of the activities to be performed and organisation of the work (30 points)**
- **Resource allocation**, including the distribution of responsibilities and time allocation of the proposed team **(30 points)**

The tenderers will be ranked based on the points obtained in relation to the above-mentioned award criteria.

D. Estimated value, contract and co-funding

The maximum estimated value to carry out the activities described is €50,470 (VAT excluded). Only proposals within this range will be considered. Travel costs will be reimbursed up to a maximum yearly overall amount of €6,000.

The allocation of the budget is subject to the approval of the SBS governing bodies as well as the conclusion of an annual Action Grant with EISMEA and EFTA.

Tenderers will be notified of the outcome by email. The selected entity shall commit to co-finance 11% of the total cost of the action by paying SBS the relevant amount in advance.

Following the payment of the co-funding, the selected entity will be offered **a contract for one year from January to December 2024 to carry out the activities described in the call. The contract may be renewed for an additional year** depending on the satisfactory performance of the tasks, the availability of funding and the decision of the governing bodies of SBS.

E. Content and submission of the tender

E.1 Content

Tenders shall include:

- A detailed description and action plan for carrying out the activities outlined in section B and allocation of resources to each of the activities.
- A description of how the entity meets the SME representativeness criterion including number, type of members and where they are based.
- A description of how the organisation meets the technical and professional capacity needed to carry out the activities in addition to:
 - o the CVs of each team member involved in the activities
 - o a description of the role of each team member in the implementation of the activities and how their experience fits into the areas of expertise needed.
- The financial proposal including the allocation of man-days to the different activities and estimation of possible travel costs.

E.2 Additional activities

This call only covers the activities described in section B. In parallel, SBS has launched [another call for proposals](#) for the funding of activities to raise awareness, improve SME representation in standardisation and the uptake of standards among them.

The above-mentioned call is open to proposals covering any sector and activities of relevance for SMEs, including the ICT sector. **Tenderers replying to this call and wishing to propose additional activities other than those specified in section B to support ICT SMEs in standardisation should submit these proposals to the above-mentioned call for tender.**

E.3 Submission of tenders

Tenders must be sent by e-mail (president@sbs-sme.eu) by **5 May 2023 at midnight (CET)** at the latest. Tenders will not be accepted after this deadline.

F. Data protection

The invitation to tender involves the recording and processing of personal data (such as name, address and CVs). Such data will be processed according to Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of

personal data (GDPR). Any personal data will be processed solely for evaluation purposes under the call for tender.

The information provided by applicants to SBS is necessary to process the application which, if successful, may lead to the signature of a contract. Applicants will have to declare that they have taken note of our Privacy Policy. By applying you agree with our use of your personal information as described in our Privacy Policy available [here](#).

G. Further information

SBS reserves the right to contact the applying organisations directly if further information is required.

For any questions or further information, please contact the SBS Secretariat (president@sbs-sme.eu) / Tel +32 2 285 07 27).

This call is also available on the [SBS website](#).

