



**TECHNICAL SPECIFICATIONS AND SELECTION PROCEDURE
OF THE IMPLEMENTING BODY OF THE INFORMATION AND PROMOTION PROGRAM
OF AGRICULTURAL PRODUCTS IN THE INTERNAL MARKET**

1 Introduction and preliminary information	3
1.1 Reference regulatory framework	4
2.1 Products to be promoted	5
2.2 Contracting Authority	5
2.3 Country target	5
2.4 General Objective:	5
2.5 Specific programme objective:	5
2.6 Strategy	7
2.7 Work Packages - WP	7
2.8 Duration of the Program	8
2.9 Beginning if the activities	8
2.10 Budget for the Implementing body actions.	8
2.11 Output and result indicators	9
TECHNICAL SPECIFICATIOS	10
3 Object of the Contract	10
3.1 General description of the service	10
3.2 Method of execution	10
3.3 Staff and working group	10
4 Duration of the service	11
5 Types of Activities and Initiatives in the Programme	11
TECHNICAL SPECIFICATION FOR THE IMPLEMENTING BODY	23
6. Requirements for participation in the tender	23
6.1 Inexistence of causes of exclusion from participation in tender	23
6.2 Economic and financial capacity requirements	23
6.3 Technical and professional capacity requirements	24
7. Selection committee and award criteria	24
7.1 – Evaluation and quality of technical offer	25
7.2 Evaluation of the economic offer	27

ALTE TERRE

Piazza Oberto, 1 – 12060 Bossolasco – CN

Tel. 0173/591276 Fax. 0173/282691 P.IVA e C.F. 03941920047

e-mail: alteterredop@gmail.com



8 Presentation of proposals.....	28
8.1 Method of submitting proposals	28
8.2 Procedure for opening tenders.....	30
9 Tender documents	31
9.1 Indications regarding irregularities in administrative documentation - PEC A	31
9.2 Method of preparation of the technical offer - PEC B.....	31
9.3 Method of preparation of the economic offer - CERTIFIED EMAIL C (PEC C).....	32
10 Additions in the event of deficiencies.....	35
11 Work group	35
12 Obligations of the Implementing Body	35
13 Confidentiality and non-disclosure	36
14. Conflicts of interest.....	37
15 Breach and termination of contract.....	37
16 Relations between the contractor and the Administration of the Commissioning Body	38
17 Transfer and subcontracting	38
18 Method of payment	38
19 Inspections.....	38
20 Contractual expenses.....	39
21 Access to the documentation of the selection procedure	39
22 Litigation	39
23 Rights of ownership and use.....	39
24 Data processing.....	40
25 Sole manager of the procedure	40

ALTE TERRE

Piazza Oberto, 1 – 12060 Bossolasco – CN

Tel. 0173/591276 Fax. 0173/282691 P.IVA e C.F. 03941920047

e-mail: alteterredop@gmail.com



1 Introduction and preliminary information

Associazione Alte Terre DOP (hereinafter the Contracting Authority), with registered office in Piazza Oberto 1 CAP 12060, Bossolasco (CN) P. IVA e C.F. 03941920047, has submitted, as lead body of a proposing consortium, an information and promotion **Programme for a three-year period (2023-2024-2025) in the internal market** under the EU Regulation No. 1144/2014 of the European Parliament and of the Council:

Topic: AGRIP-SIMPLE-2022-IM-SUSTAINABLE

Type of Action: AGRIP-PJG

Proposal number: 101095047

Proposal acronym: LoST-EU, Looking for the Sustainability of Taste in Europe

This programme was approved by European Commission Decision "C(2022)7918 final" of 9/11/2022 on the selection of simple programmes for the promotion of agricultural products for the year 2022 in accordance with Reg (EU) No. 1144/2014, published on 11 November 2022.

ANNOUNCES

Pursuant to the reference articles of Regulation (EU) No 1144/2014, Delegated Regulation (EU) No 2015/1829, Implementing Regulation (EU) No 2015/1831, a **call for tenders is launched for the selection of an Implementing Body , by means of an Open Competitive Procedure**, in charge of carrying out the actions (activities/initiatives) aimed at achieving the objectives set out in the Programme which will take place in the following target countries: **ITALY GERMANY SWEDEN** and concerns the following quality products with Community denominations:

Product of origin recognition code - File number ¹	Product ²
PDO-IT-0015 ³	MURAZZANO DOP
PDO-IT-0024 ⁴	ROBIOLA DI ROCCAVERANO DOP
PDO-IT-02093 ⁵	OSSOLANO DOP
PDO-IT-1047	STRACHITUNT DOP
PDO-IT-0950 ⁶	PUZZONE DI MOENA DOP
PDO-IT-0466 ⁷	PROVOLONE DEL MONACO DOP
PDO-IT-0661 ⁸	VASTEDDA DEL BELICE DOP
PDO-IT-0019 ⁹	PECORINO SICILIANO DOP

Economic operators who meet the requirements indicated in the aforementioned EU Regulations, as specified in the following paragraphs, are invited to submit a bid strictly following the instructions contained in these "Technical specifications".

¹ Fonte: <http://www.dop-igp.eu/flex/cm/pages/ServeBLOB.php/L/IT/IDPagina/1>

² Fonte: <https://www.qualigeo.eu/>

³ Fonte: <https://ec.europa.eu/info/food-farming-fisheries/food-safety-and-quality/certification/quality-labels/geographical-indications-register/details/EUGI00000012997>

⁴ Fonte: <https://ec.europa.eu/info/food-farming-fisheries/food-safety-and-quality/certification/quality-labels/geographical-indications-register/details/EUGI00000013006>

⁵ <https://ec.europa.eu/info/food-farming-fisheries/food-safety-and-quality/certification/quality-labels/geographical-indications-register/details/EUGI00000015870>

⁶ <https://ec.europa.eu/info/food-farming-fisheries/food-safety-and-quality/certification/quality-labels/geographical-indications-register/details/EUGI00000014297>

⁷ <https://ec.europa.eu/info/food-farming-fisheries/food-safety-and-quality/certification/quality-labels/geographical-indications-register/details/EUGI00000013658>

⁸ <https://ec.europa.eu/info/food-farming-fisheries/food-safety-and-quality/certification/quality-labels/geographical-indications-register/details/EUGI00000013806>

⁹ <https://ec.europa.eu/info/food-farming-fisheries/food-safety-and-quality/certification/quality-labels/geographical-indications-register/details/EUGI00000013001>

ALTE TERRE

Piazza Oberto, 1 – 12060 Bossolasco – CN

Tel. 0173/591276 Fax. 0173/282691 P.IVA e C.F. 03941920047

e-mail: alteterredop@gmail.com



1.1 Reference regulatory framework

The framework of regulatory references essential for the execution of the Program and this procedure includes:

- **Regulation (EU) No 1144/2014 of the European Parliament and of the Council of 22 October 2014** on information provision and promotion measures for agricultural products carried out on the internal market and in third countries and repealing Council Regulation (EC) No 3/2008;
- **Commission Delegated Regulation (EU) 2015/1829 of 23 April 2015** supplementing Regulation (EU) No 1144/2014 of the European Parliament and of the Council on information provision and promotion measures for agricultural products carried out on the internal market and in third countries;
- **Commission Implementing Regulation (EU) 2015/1831 of 7 October 2015** laying down detailed rules for the application of Regulation (EU) No 1144/2014 of the European Parliament and of the Council on information provision and promotion measures concerning agricultural products carried out on the internal market and in third countries;
- Call for proposals published by the EXECUTIVE AGENCY FOR RESEARCH (REA) AGRI SIMPLE 2022 of 20 January 2022;
- **Guidance on the tender procedure** referred to in European Commission note DDG1.B5/MJ/DB D(2016)321077 of 7 July 2016;
- **Guidelines on the tender procedure** Decree of the Director General Ministry of Agricultural Food and Forestry Policies PQAI 05 Prot. No. 0526288 of 17/10/2022
- **Decision of the European Commission "C(2022)7918 final" of 9/11/2022** on the selection of simple programmes for the promotion of agricultural products for 2022 in accordance with Reg (EU) No 1144/2014, published on 11/11/2022

The Associazione Alte Terre DOP is not a body governed by public law within the meaning of Article 2, paragraph 1, point 4, of Directive 2014/24/EU and, therefore, as indicated in the aforementioned legislation, it is not required to apply the national rules implementing the European Directives on public procurement (in Italy, the Legislative Decree no. 50/2016). Contracting authority must select the implementing bodies through an open tender procedure in compliance with the principles of cross-border interest, transparency, publicity, impartiality, equal treatment of candidates, as well as the conditions previously indicated in the Guidelines of the European Commission and the Ministry of Agricultural, Food and Forestry Policies.

Therefore, the Directive 2014/24/EU and the Legislative Decree no. 50/2016 will therefore be applied only if and to the extent that they are expressly referred to in the tender documents (notice and technical specifications and related annexes).

The competitive procedure will in any case ensure compliance with the principles of non-discrimination, equal treatment, transparency, publicity, proportionality, clarity and consistency of the selection and award criteria provided for the purposes of the services requested and with the value of the same, best value for money and absence of conflicts of interest.

This procedure does not provide for a division into sections.

Indeed, the work packages and related activities are strictly connected to each other and to be carried out according to a logical and functional sequence, that can be optimized only by having a single contractor, who must ensure the

ALTE TERRE

Piazza Oberto, 1 – 12060 Bossolasco – CN

Tel. 0173/591276 Fax. 0173/282691 P.IVA e C.F. 03941920047

e-mail: alteterredop@gmail.com



coordination and integration of the work group and the different professional skills necessary and involved in the implementation of the service.

2. Program Key Information

2.1 Products to be promoted

Product of origin recognition code - File Number ¹⁰	Product ¹¹
PDO-IT-0015	MURAZZANO DOP
PDO-IT-0024	ROBIOLA DI ROCCAVERANO DOP
PDO-IT-02093	OSSOLANO DOP
PDO-IT-1047	STRACHITUNT DOP
PDO-IT-0950	PUZZONE DI MOENA DOP
PDO-IT-0466	PROVOLONE DEL MONACO DOP
PDO-IT-0661	VASTEDDA DEL BELICE DOP
PDO-IT-0019	PECORINO SICILIANO DOP

2.2 Contracting Authority

Contracting Authority: **Associazione Alte Terre DOP** (as the lead organization of the project partnership composed of the same body, the Consorzio per la Tutela dello Strachitunt DOP, the Consorzio Volontario per la Tutela del Formaggio Puzzone di Moena DOP, the Consorzio di Tutela del Provolone del Monaco DOP, the Consorzio di Tutela Vastedda della Valle del Belice DOP, the Consorzio di Tutela del Pecorino Siciliano DOP).

2.3 Country target

The target countries of the project: **ITALY, GERMANY, SWEDEN.**

2.4 General Objective:

The general objective of the programme, as outlined in section 1.1, is **to strengthen the competitiveness, recognisability and consumption of European quality agri-food products on the internal market, in accordance with Articles 2 and 3 of EU Reg. No. 1144/14, with a special focus on highlighting the environmental sustainability of EU agriculture, emphasising its positive role in climate and environmental action, through a coordinated plan of communication and promotion of a basket of European excellence identified by the claim:**

LoST-EU - Looking for the Sustainability of Taste in Europe"

2.5 Specific programme objective:

The overall campaign objective can be stated as follows:

¹⁰ Fonte: <http://www.dop-igp.eu/flex/cm/pages/ServeBLOB.php/L/IT/IDPagina/1>

¹¹ Fonte: <https://www.qualigeo.eu/>

ALTE TERRE

Piazza Oberto, 1 – 12060 Bossolasco – CN

Tel. 0173/591276 Fax. 0173/282691 P.IVA e C.F. 03941920047

e-mail: alteterredop@gmail.com



Awareness objectives:

(O1) Increased awareness of the degree of sustainability of European agriculture among high-end Final consumers and Ho.Re.Ca. professionals and press, achieved through specific information and promotion activities based on technical, historical and experiential storytelling of the testimonial products involved.

(O2) Increase in the recognition of European quality cheeses and the intrinsic sustainability of mountain cheeses among both Final consumers and professionals

Economic objectives:

In addition to increased awareness and recognition, increased competitiveness of the products involved is also desirable. The campaign, in fact, aims at counteracting the competition resulting from cheeses of large quantities, low quality and less sustainability in the production process, supporting, on the contrary, the consumption of sustainable high quality products and, precisely, the introduction of the products involved in the distribution of the target markets (in particular Ho.Re.Ca and Gourmet Retail). The testimonial products are currently barely present in Germany and Sweden and it is difficult to find similar products with the same premium profile (as they are unique and rare).

(O3) Increased competitiveness in target markets, achieved through increased revenues, which is mainly linked to a higher average price (since a substantial and constant increase in production values is not to be expected, due to inherent limitations such as the number of herds).

The products promoted in this campaign have the right profile to achieve the described objectives, as they

- they are "de facto" sustainable, thanks to all the elements already set out in the initial section (extensive breeding, preservation of native breeds and their genetic heritage, conscious use of the soil and all natural resources, initiatives put in place to improve animal welfare and to improve the environmental impact of production processes)
- their high quality and sustainability profile is further attested by the fact that they are recognised by the EU as PDO, thus identified as European and certified by the EU as high quality, according to the requirements of the PDO quality scheme. Although the PDO is not the focus of the promotional campaign, aspects such as intrinsic quality, traceability, authenticity, food safety and link to traditions are fundamental to the effectiveness of the message and are positively perceived by markets;
- their specific characteristics distinguish them from the competition and define them as premium, thanks to their uniqueness and unrivalled taste, appearance and tradition.

In particular, it should be noted that the products implement and optimise the expected results of the programme by proposing little-known products to the target markets, which constitute a 'novelty' in gastronomy and are therefore able to arouse curiosity and offer opportunities for new professional pairings, also for chefs, and consequently enter into the consumption habits of middle and high-Final consumers.

It should also be noted that all delimited production areas, in addition to providing the basis for an effective storytelling of the productions involved (useful for increasing the involvement of target consumers), also have superior characteristics in terms of respect for the environment and the landscape, in some cases even certified by international awards. The artisanal production process sees man's work enhance the fruit of nature, while the absolute social role that these productions have played in preserving centuries-old traditions, avoiding the abandonment of some remote areas (with consequent preservation of the territory) and promoting their sustainable and conscious exploitation should be emphasised.

ALTE TERRE

Piazza Oberto, 1 – 12060 Bossolasco – CN

Tel. 0173/591276 Fax. 0173/282691 P.IVA e C.F. 03941920047

e-mail: alteterredop@gmail.com



Lastly, it should be noted that the entire basket belongs to the same sector, so the promotional plan can focus on segmented professionals and final consumers, who are extremely interested in the dairy sector, thus making the whole campaign incisive and effective.

2.6 Strategy

The LoST-EU basket of quality products indicated in the approved project proposal a comprehensive promotional strategy aimed at highlighting the quality of Made in Europe products and the promoted basket. The strategy is to be tailored to the respective target markets and target groups.

The main message of the campaign, consistent with the chosen priority, must be **the environmental sustainability of EU agriculture**, in particular its role in climate and environmental action. It is indeed essential to convey the message that the quest for better environmental sustainability involves all areas and not only those that are most simply associated with it (e.g. the energy sector). Even agricultural production is called upon to make its own contribution, in reducing its environmental impact, where high, and, in general, in adapting to general climate change. The campaign is therefore obliged to **highlight how the productions represented in the basket already originally have a limited environmental impact compared to similar productions, but in spite of this have also undertaken specific paths to further improve their environmental sustainability**. Actions will cover other elements that are fundamental to the overall sustainability of the productions, such as, for example, **the preservation of biodiversity and the sustainable use of natural resources** (first and foremost, landscape and genetic resources), **sustainable soil management and animal welfare initiatives** (beyond legal requirements).

It should be noted that the project strategy, the main Union message and the secondary message are summarised in the above-mentioned project claim:

Looking for the Sustainability of Taste in Europe

The claim contains in itself all the elements of the message:

 **SUSTAINABILITY**

 **EUROPE**

 **TASTE**

The visual must suggest how all these elements will also be synthesised graphically, with the choice of evocative images that will be able to communicate to consumers the production philosophy of the LoST-EU basket, even before the products and their specificities.

2.7 Work Packages - WP

Below are the WPs and activities that are to be present within the proposals, as detailed within the technical specifications:

- WP2 – Public relations;
- WP3 – Web site, Social media;
- WP4 – Advertising;
- WP5 – Communication tools;
- WP6 – Events;
- WP7 – Point of sales promotions (POS)

More details and information regarding these WPs are given in Section 5 of the specifications

ALTE TERRE

Piazza Oberto, 1 – 12060 Bossolasco – CN

Tel. 0173/591276 Fax. 0173/282691 P.IVA e C.F. 03941920047

e-mail: alteterredop@gmail.com



2.8 Duration of the Program

The promotional campaign will run for 36 months (3 annual phases).

2.9 Beginning of the activities

Activities have an indicative start date of February 01, 2023.

2.10 Budget for the Implementing body actions.

It should be noted that those interested in participating in this call for tenders **should submit a bid taking into consideration the total budget of € 683.450,00 (excluding VAT)**, including the costs and the compensation of the Implementing body (economic operator's fee). This amount must also include the economic operator's fee, while it does not include other charges that will be borne directly by the proposing organizations. The expected budget breakdown on the target countries is as follows:

Target Countries	Total (€)
ITALY	371.101,67 €
GERMANY	174.674,17 €
SWEDEN	137.674,17 €
TOTAL	683.450,00 €

ALTE TERRE

Piazza Oberto, 1 – 12060 Bossolasco – CN

Tel. 0173/591276 Fax. 0173/282691 P.IVA e C.F. 03941920047

e-mail: alteterredop@gmail.com



2.11 Output and result indicators

Below is the table of output and result indicators included in the approved project proposal. This table of indicators must be used as a reference in the preparation of the technical offer, which must contain an indication of the expected KPIs, since the promotion programme at the end of the three-year period must achieve the results indicated below. Should the tenderer's proposal identify different indicators, please detail them and provide an objective justification. An indication of the indicators to be achieved by the implementing organisation is provided in the table.

Output and result indicators		
WP	Output indicators Implementing Body	Result indicators Implementing Body
Work Package 2	3 press kits 3 data base 9 press releases 2 ambassadors 2 press/annual review 55 posts 2 press events with 20 journalists	600 press database contacts 200 Articles generated 900.000 consumers contacted through ambassadors and communication and media 40 articles generated through press events
Work Package 3	1 website 2 social channels 3 editorial plans 350 FB+IG posts	10.000 website visitors 560.000 views on both socials 1.500 followers FB page + IG page
Work Package 4	2 generalist press releases 1 SEO campaign	20.000 readers reached Number of consumers reached by the SEO campaign 2,000,000
Work Package 5	3 Creative developments for target markets 7 roll-ups 1000 folders 1,500 leaflets 1500 DOP LOST kits 1 video 1 recipe book in digital format (3 languages)	200 professionals reached with material No. of views see ADV
Work Package 6	5 masterclasses + walk around tasting operators 3 event participations 12 taste weekends 14 restaurant week 2 in-coming operators 1 competition	90 operators reached by masterclasses 45 operators reached during weekends 300 consumers reached during weekends 20 catering operators reached 80 operators reached in incoming 100 consumers reached by contest
Work Package 7	6 concept stores 42 in-store promotion days	6.000 in-store contacts

ALTE TERRE

Piazza Oberto, 1 – 12060 Bossolasco – CN

Tel. 0173/591276 Fax. 0173/282691 P.IVA e C.F. 03941920047

e-mail: alteterredop@gmail.com



TECHNICAL SPECIFICATIOS

3 Object of the Contract

3.1 General description of the service

The service consists of the execution of a part of the Information and Promotion Program called **LoST-EU** Looking for the Sustainability of Taste in Europe.

The Implementing Body will therefore have to ensure:

- the project development implementation of the agreed parts of the three-year Program, starting from the signing of the contract and in coordination with the beneficiaries;
- the operational activation of the promotional actions and activities foreseen for the period established by the Program, on the basis of the objectives set by the communication strategy, and aimed at achieving the expected results and impact, including through constant monitoring of the activities carried out and their effects, always in constant coordination with beneficiaries;
- the financial-administrative management of the agreed parts of the Program, including periodic technical reports and the final technical report, and all the documents necessary for reporting.

The service must be characterized by qualified technical and operational support, high quality of the products produced, and stand out for the innovativeness of the messages, the tools with which to convey them and the ways of engaging the target audience. The development and execution of the agreed activities of the Program must take place in a manner consistent with the general and specific objectives and communication strategy, taking into account the priorities and objectives of EU Reg. 1144/2014, ensuring a clear recognition of the Program and its promoters, always in constant coordination with the beneficiaries.

3.2 Method of execution

The Implementing Body must establish and have in place, for the duration of the contract, a Working Group, in accordance with the participation requirements, which is responsible for managing and implementing the Program. All activities of the Working Group must be agreed upon and shared with the Contracting Authority.

It is expected that one or more members of the Working Group will be available for periodic monitoring meetings at the headquarters of the Contracting Authority to provide operational support for those activities of the Plan that need to be carried out in close coordination with the relevant structure. Coordination and exchange of information with the Contracting Authority may also involve different and articulated modalities: meetings, telephone contacts, video calls, e-mail correspondence, exchange of materials and documents through online sharing systems.

3.3 Staff and working group

The Implementing Body must ensure the performance inherent in the entrusted services with integrated personnel with legitimate labour relations and having the professional and technical requirements appropriate to the employment and implementation of the project. The team must be characterized by a flexible organizational approach to respond to variations and/or unforeseen events that may arise during the course of the activities.

ALTE TERRE

Piazza Oberto, 1 – 12060 Bossolasco – CN

Tel. 0173/591276 Fax. 0173/282691 P.IVA e C.F. 03941920047

e-mail: alteterredop@gmail.com



Particularly, the dedicated staff must especially possess a range of skills in the following areas, listed by way of example but not limited to: communications, event and trade show organization, knowledge and experience of activities carried out in relation to target country markets, press office, project management, digital web and social management, graphics, etc. Specially, it must be able to define quantitative objectives a priori and propose projects consistent with these. Moreover, it must also provide for adequate monitoring of results.

Over the term of the Contract, the Implementing Body undertakes to:

- a) set up and make available an adequate Program team (the people who will directly take care of the work to be done), in compliance with the participation requirements, define in according to beneficiaries;
- b) agree and share all the team's activities with the Contracting Authority;
- c) assign suitable personal service, of proven ability, honesty, morality and proven confidentiality, which must maintain the most absolute confidentiality as to what it came to know in performing the service;
- d) guarantee the stability and continuity of the service in all circumstances, ensuring staff who are quantitatively and qualitatively adequate to the needs and complying with the contents of the technical bid;
- e) comply, in respect of its staff, with employment contracts for wages, regulations, social security and insurance;
- f) provide for a Program contact person who will attend the monitoring meetings at the Contracting authority's headquarters (these will have a periodicity defined by the Contracting Authority), to give operational support to the Program activities;
- g) make available all possible means of communication that can simplify the coordination, monitoring and control of the Program.

4 Duration of the service

The purpose of the contract for the service will be to carry out the activities indicated in these technical specifications, under the conditions set out therein, and will be signed subsequent to the signing, by the proposing party, of the Grant Agreement with the Member State and the Paying Agency (AGEA).

The Implementing body agrees to perform the services for the duration and within the timeframe stipulated in the Agreement, in these technical specifications, in the time schedule and, where not otherwise provided, according to the timeframe indicated by the Proposing Party/Contracting Authority. The service will be for the duration of the project and for a total of thirty-six months commencing from the date the contract is signed.

The Contracting Authority reserves the right to terminate the service with at least three months' notice by registered mail with return receipt or PEC in case of non-compliance with the provisions of this act.

The Contracting Authority reserves the right to request a postponement of the term of performance of the service for up to a maximum of an additional 6 months in order to ensure the completion of the activities envisaged in the Program, on equal economic terms.

5 Types of Activities and Initiatives in the Programme

The activities and initiatives (Work package - WPs) that will make up the promotional program are similar to the classic information and promotion of high quality agricultural and food and wine quality products, taking the issues to be discussed and the objectives listed above into account. They fall into the following categories:

ALTE TERRE

Piazza Oberto, 1 – 12060 Bossolasco – CN

Tel. 0173/591276 Fax. 0173/282691 P.IVA e C.F. 03941920047

e-mail: alteterredop@gmail.com



- WP2 - Public relations
- WP3 - Website, Social media
- WP4 - Advertising
- WP5 - Communication tools
- WP6 - Events
- WP7 - Point of sales promotions (POS).

The aim is to expand the presence of the Associazione Alte Terre DOP, Consorzio per la Tutela dello Strachitunt DOP, Consorzio Volontario per la Tutela del Formaggio Puzzone di Moena DOP, Consorzio di Tutela del Provolone del Monaco DOP, Consorzio di Tutela Vastedda della Valle del Belice DOP, Consorzio di Tutela del Pecorino Siciliano DOP, on the Italian German Sweden market

The target subjects of the activities will be the following:

- Final consumers of the target countries;
- Sector operators, in particular, Ho.Re.Ca. and, specifically, the restaurant sector;
- Journalists, influencers, bloggers.

Below are the indications regarding the information and promotional activities that will have to make up the proposals submitted under this selection procedure. It should be noted that the bidder, within and in accordance with the elements characterizing the WPs, below, is free to formulate, deepen and improve the proposed actions to enable the achievement of the objectives envisaged by the project.

Work Package2: Public relations

Objectives

- **(O1) Increased awareness of the degree of sustainability** of European agriculture among high-end Final consumers and Ho.Re.Ca. professionals and press
- **(O2) Increased recognition of European quality** cheeses and the inherent sustainability of mountain cheeses among both Final consumers and professionals

Attività 2.1 CONTINUOUS PR ACTIVITIES

Press office and PR activities should cover the Project target countries with different strategies according to the project objectives and different target audiences. The promotion campaign should communicate the messages and tell the philosophy of the Project target products.

Press activities targeting print and digital media should have as a project goal the achievement of the project objectives and the implementation of the project strategy (sustainable development/taste/environmental sustainability, sustainable use of natural resources, sustainable land management, and animal welfare initiatives).

Press office work should include:

- Press kit with Italian-English-German project information.
- Data-base press contacts on target markets
- On and offline P.R. activities for the duration of the project
- Website and social content implementation
- Press releases at events; WP 6 and 7

ALTE TERRE

Piazza Oberto, 1 – 12060 Bossolasco – CN

Tel. 0173/591276 Fax. 0173/282691 P.IVA e C.F. 03941920047

e-mail: alteterredop@gmail.com



In addition to the above activities, at least 2 contact persons/ambassadors for communication for target markets with proven experience in P.R. activities should be identified.

Due to the fact that the consortia themselves are to receive more prominence, the implementing body should consider that the communication activities will also be supported by the consortia's in-house press offices, which will be responsible for disseminating the communications it carries out at the local level.

Target group:

- ✓ *Specialized and trade media: media among the most authoritative in the sector in Italy, Germany and Sweden (HO.RE.CA., high-end food industry), which represent the media of reference for professionals (distributors, importers, chefs, sommeliers, commercial agents, restaurateurs, wholesalers, cheese traders, etc.).*
- ✓ *Most relevant opinion leaders: influencers, bloggers.*
- ✓ *B2C media (print and online).*

The Implementing body is requested to formulate its best proposal to facilitate the achievement of the planned objectives and detail its working methodology, individual activities by providing in the economic offer the detailed unit costs for each proposed activity

Deliverables and estimated budget

TIMESCHEDULE	YEAR 1	YEAR 2	YEAR3
Subtotal for activity 2.1	EUR 22.000,00 di cui: ITALY: € 5.500,00 GERMANY: € 8.250,00 SWEDEN € 8.250,00	EUR 19.000,00 di cui: ITALY: € 4.500,00 GERMANY: € 7.250,00 SWEDEN € 7.250,00	EUR 19.000,00 di cui: ITALY: € 4.000,00 GERMANY: € 7.500,00 SWEDEN € 7.500,00

Activity 2.2 PRESS EVENT

Press Event in ITALY with at least 10 journalists (from Italy and target countries).

It is requested to prepare for the events a presentation containing:

- Specific information on target products;
- Details about the production territories;
- Explanation of communication materials (WP 5).

*The press event may also include online organization mode through digital platform and content sharing.

Target group:

- ✓ *Specialized and trade media: media among the most influential in the sector in Italy, Germany and Sweden (HO.RE.CA., high-end food industry), which represent the media of reference for professionals (distributors, importers, chefs, sommeliers, trade agents, restaurateurs, wholesalers, cheese traders, etc.).*
- ✓ *Most relevant opinion leaders: influencers, bloggers.*
- ✓ *B2C media (print and online).*

The Implementing body is requested to formulate its best proposal to facilitate the achievement of the planned objectives and detail its working methodology, individual activities by providing in the economic offer the detailed unit costs for each proposed activity

ALTE TERRE

Piazza Oberto, 1 – 12060 Bossolasco – CN

Tel. 0173/591276 Fax. 0173/282691 P.IVA e C.F. 03941920047

e-mail: alteterredop@gmail.com



Deliverables and estimated budget			
Timeschedule	YEAR 1	YEAR 2	YEAR 3
Subtotal for activity 2.2	EUR 0,00	EUR 4.000,00 ITALY	EUR 4.000,00 ITALY
Total Work Package 2	EUR 22.000,00	EUR 23.000,00	EUR 23.000,00

Work Package3: Website & Social media	
Objectives	
<ul style="list-style-type: none"> ▪ (O1) Increased awareness of the degree of sustainability of European agriculture among high-end Final consumers and Ho.Re.Ca. professionals and press ▪ (O2) Increased recognition of European quality cheeses and the inherent sustainability of mountain cheeses among both Final consumers and professionals 	
3.1	<p>Design and implementation of a website, hosting and management: for the three-year duration of the program. It should be written in Italian, German and English and should serve as a landing page and virtual repository of all activities carried out and content generated. It is asked that navigation be optimized to ensure maximum usability from all devices and in content selected in a targeted manner and in line with campaign objectives. Such a website is also essential for foreign events, inbound, PR activities and promotions, dedicating sections of the site to potential consumers who want to get in touch with the Consortia. The website will need to be reachable from the websites of the individual project partners to promote their visibility.</p> <p>This activity will be supported in part by the individual Consortia repurposing within their existing websites the new dedicated LoST site.</p> <p>Target group:</p> <ul style="list-style-type: none"> ✓ Final consumers ✓ Food bloggers ✓ Most relevant opinion leaders: influencers, bloggers. <p><i><u>The Implementing body is requested to formulate its best proposal to facilitate the achievement of the envisaged objectives and detail its working methodology, individual activities by providing in the economic offer the detail of unit costs for each proposed activity</u></i></p>
3.2	<p>Social media</p> <p>Creation of the main social channels: Facebook and Instagram. Social media should include an editorial plan, aimed at engaging consumers and a secondary target audience identified in operators, bloggers and influencers. Specific objectives of the activity are to increase interest, awareness and knowledge in consumers towards European agricultural products and their inherent sustainability.</p> <p>The strategy will have to be akin to the individual target countries: activities should aim on the one hand to promote products, on a broad basis, through the use of emotional posts and storytelling about the productions among the network audience, and on the other hand to promote specific events to groups of professionals in specific cities with the help of local partners.</p> <p>Social media activity will be supported by the Consortia beneficiaries of the project, who will use their existing social</p>



channels to re-post and produce content related to LoST-EU.

Target group:

- ✓ Final consumers
- ✓ Sector operators
- ✓ Most relevant opinion leaders: influencers, bloggers.

The Implementing body is requested to formulate its best proposal to facilitate the achievement of the planned objectives and detail its working methodology, individual activities by providing in the economic offer the unit cost details for each individual proposed activity

3.3 Mobile App CHEESES:
 In the third year, it is planned to develop a CHEESES APP aimed at Italian consumers useful to retrieve specific information on the Lo.S.T. basket (production techniques and areas, promotional campaigns, events and places where products can be found).

The Implementing body is requested to formulate its best proposal to facilitate the achievement of the planned objectives and detail its working methodology, individual activities providing in the economic offer the detail of unit costs for each individual activity proposed

Deliverables and estimated budget: 3.1 Web-site setup, updating, maintenance

Timeschedule	YEAR 1	YEAR 2	YEAR 3
Subtotal for activity 3.1	EUR 5.000,00 € 1.666,67 PER PAESE TARGET	EUR 3.000,00 € 1.000,00 PER PAESE TARGET	EUR 3.000,00 € 1.000,00 PER PAESE TARGET

Deliverables and estimated budget: 3.2 Social media

Timeschedule	YEAR 1	YEAR 2	YEAR 3
Subtotal for activity 3.2	EUR 14.000,00 di cui: ITALY: € 11.000,00 GERMANY: € 1.500,00 SWEDEN: € 1.500,00	EUR 14.000,00 di cui: ITALY: € 11.000,00 GERMANY: € 1.500,00 SWEDEN: € 1.500,00	EUR 14.000,00 di cui: ITALY: € 11.000,00 GERMANY: € 1.500,00 SWEDEN: € 1.500,00

Deliverables and estimated budget: 3.3 OTHER (PLATFORMS, MOBILE APP)

Timeschedule	YEAR 1	YEAR 2	YEAR 3
Subtotal for activity 3.3	EUR 0,00	EUR 0,00	EUR 12.000,00 ITALY
Total Work Package 3	EUR 19.000,00	EUR 17.000,00	EUR 29.000,00

Work Package4: Advertising

Objectives

- **(O1) Increased awareness of the degree of sustainability of European agriculture** among high-end Final consumers and Ho.Re.Ca. professionals and press
- **(O2) Increased recognition of European quality cheeses** and the inherent sustainability of mountain cheeses among both Final consumers and professionals
- **(O3) Increased competitiveness in target markets**



Attività			
4.1	<p>PRINT</p> <p>Strategic media plan for each target market. The campaign will have to reach potential consumers or professionals of the different events proposed in the individual foreign cities hosting the main promotional activities through the generalist press (WP. 6).</p> <p>It is specified that, the Press ADV Campaign activity will see a synergy work with the Consorzi di tutela beneficiaries of the project who will use their knowledge on the local level to contact the entities with which they already have relationships.</p> <p>Target Group:</p> <ul style="list-style-type: none"> - Sector operators - Final consumers - Ho.Re.Ca professionals. <p><u>The Implementing body is requested to formulate its best proposal to facilitate the achievement of the planned objectives and detail its working methodology, individual activities by providing in the economic offer the detail of unit costs for each individual activity proposed</u></p>		
4.2	<p>ON-LINE</p> <p>It is required that the social ADV campaigns be guided by the project strategy and press office and PR work and be the result of a strategic and operational path that puts consistency with the identity of the intended message and the "research" of the products first. The ADV campaigns will be aimed at reaching potential consumers or professionals of the various events proposed in the individual foreign cities where the main promotional activities will take place.</p> <p>Target group:</p> <ul style="list-style-type: none"> ✓ Industry professionals ✓ Final consumers ✓ Ho.Re.Ca professionals. <p><u>Participating parties are asked to present their best proposal in terms of strategy in order to achieve the communication objectives of the Program, making explicit how the requirements of efficiency and effectiveness are achieved</u></p>		
Deliverables and estimated budget4.1 ADV PRINT			
Timeschedule	YEAR 1	YEAR 2	YEAR 3
Subtotal for activity 4.1	EUR 4.000,00 ITALY	EUR 4.000,00 ITALY	EUR 4.000,00 ITALY
Deliverables and estimated budget4.2 ADV ONLINE			
Timeschedule	YEAR 1	YEAR 2	YEAR 3
Subtotal for activity 4.2	EUR 15.000,00 di cui: € 8.000,00 ITALY € 7.000,00 GERMANY	EUR 15.000,00 di cui: € 5.000,00 ITALY € 5.000,00 GERMANY € 5.000,00 SWEDEN	EUR 15.000,00 di cui: € 5.000,00 ITALY € 5.000,00 GERMANY € 5.000,00 SWEDEN

ALTE TERRE

Piazza Oberto, 1 – 12060 Bossolasco – CN

Tel. 0173/591276 Fax. 0173/282691 P.IVA e C.F. 03941920047

e-mail: alteterredop@gmail.com



Total Work Package 4	EUR 19.000,00	EUR 19.000,00	EUR 19.000,00
----------------------	---------------	---------------	---------------

Work Package5: Communication tools

Objectives

- **(O1) Increased awareness of the degree of sustainability of European agriculture** among high-end Final consumers and Ho.Re.Ca. professionals and press
- **(O2) Increased recognition of European quality cheeses** and the inherent sustainability of mountain cheeses among both Final consumers and professionals
- **(O3) Increased competitiveness in target markets**

Attività Communication tools -

5.1	<p>Communication tools:</p> <p>The materials required for the implementation of the planned activities are of strategic importance for effective transmission of the promotional campaign message.</p> <p>The proposing entity is asked to submit a proposal in which the messages are consistent with the overall strategy of the Program and can be integrated into the existing communication ecosystem</p> <p>Information materials and gadgets:</p> <p>The proposed visual should be declined on the different communication media described below, in order to inform the target segments correctly and give extreme visibility to the campaign, in cross-support of the activities carried out in the target markets and Ho.Re.Ca. channel.</p> <p>The following is what is needed:</p> <ul style="list-style-type: none"> - Definition of the coordinated campaign image; - Information folder, containing the key messages of the campaign, the sustainability features of European agriculture in general and the testimonial products in particular, to be distributed during the activities; - Roll-up, to be installed during campaign events; - Infographic leaflet; - LoST -EU Cheese Kit (mini-tasting knives - apron). <p><u>All materials should reproduce the campaign image, including the required elements, visual and project claim. At least two graphic layout proposals are requested declined on the various information/communication media (folder - website - roll-up etc...) keeping in mind the claim, program objectives and keywords as stated in paragraph 2.</u></p> <p>Cookbook:</p> <p>The design and realisation of a specific recipe book for the campaign is requested, containing typical recipes, but also novel and innovative combinations, favouring proposals with lower fat content. The cookbook will have to be customised on the target countries to ensure full alignment with the FBDG guidelines.</p> <p>The cookbook will have to be produced in digital format and will have to be made available through all the channels activated in the course of the activities in order to reduce the environmental impact of the promotional campaign.</p> <p>Target group:</p> <ul style="list-style-type: none"> - Sector operators
-----	--



- Final consumers
- Ho.Re.Ca. professionals

Implementing body are asked to present their best proposal in terms of strategy, in order to achieve the communication objectives of the Programme, explaining how the requirements of efficiency and effectiveness are achieved

5.2 Promotional videos
Realisation of a promotional campaign video that should narrate the 8 production territories. This video shall be disseminated on web and social channels and during events. The journey will be accompanied by an "amateur footage" that will collect the steps of the stages in the production territories and will be edited for use on social channels such as YouTube

Target group:
- Sector operators
- Final consumers
- Ho.Re.Ca. professionals

Participants are asked to present their best proposal in terms of strategy, in order to achieve the communication objectives of the Programme, explaining how the requirements of efficiency and effectiveness are achieved

Deliverables and estimated budget 5.1 PUBLICATION, MEDIA KIT PROMOTIONAL MERCHANDISE			
Timeschedule	YEAR 1	YEAR 2	YEAR 3
Subtotal for activity 5.1	EUR 34.400,00	EUR 1.275,00	EUR 1.275,00
Deliverables and estimated budget 5.2 PROMOTIONAL VIDEO			
Timeschedule	YEAR 1	YEAR 2	YEAR 3
Subtotal for activity 5.2	EUR 15.000,00 di cui ITALY: € 4.500,00 SWEDEN: € 5.250,00 GERMANY: € 5.250,00	EUR 0,00	EUR 0,00
Total Work Package 5	EUR 49.400,00	EUR 1.275,00	EUR 1.275,00

Work Package6: Events
Objectives
<ul style="list-style-type: none"> ▪ (O1) Increased awareness of the sustainability of European agriculture among high-end Final consumers and Ho.Re.Ca. professionals and the press ▪ (O2) Increase in the recognition of European quality cheeses and the intrinsic sustainability of mountain cheeses among both Final consumers and professionals ▪ (O3) Increased competitiveness in target markets.
Attività (cosa, come, dove) e divisione del lavoro
The implementing organisation will develop and organise various events of different types detailed below.
<u>For all activities listed below, participating organisations are requested to present their best proposal in terms of strategy,</u>

ALTE TERRE

Piazza Oberto, 1 – 12060 Bossolasco – CN

Tel. 0173/591276 Fax. 0173/282691 P.IVA e C.F. 03941920047

e-mail: alteterredop@gmail.com



in order to achieve the communication objectives of the Programme, explaining how the requirements of efficiency and effectiveness are achieved.

For all activities listed below, participants are requested to detail the costs including logistics and product costs.

6.2 SEMINAR, WORKSHOP, BTOB, TRAINING for TRADE/COOK

6.2.1	<p>Masterclasses and walk-around tasting</p> <p>Various activities with professionals, restaurateurs, buyers, journalists sensitive to quality and niche products in the main cities of the target countries are required.</p> <p>Activities to be carried out:</p> <ol style="list-style-type: none"> 1. Masterclass addressed to local importers, restaurateurs, owners of retail shops led by renowned food and wine experts in the urban context. 2. Walk around tasting dedicated to the public of local professionals and lovers, gathered and profiled through social networking and the creation of country communities through the Ambassadors <p>Year 1: no. 1 event in Germany Year 2: no. 2 events (1 Germany - 1 Sweden) Year 3: no. 2 events (1 Germany - 1 Sweden)</p> <p>Target Group:</p> <ul style="list-style-type: none"> - Local importers, restaurateurs, owners of retail shops - Local professionals, food lovers, bloggers - Opinion leaders
6.2.2	<p>Event final consumer ITALY in conjunction with cultural/artistic event of national importance</p> <p>Realisation of an event to be developed annually through the "PROJECT PALCO FOOD - COLLISIONS FESTIVAL AGRIROCK" to promote and communicate the productions covered by the Project. The cultural event must focus on product storytelling, quality characteristics and production areas.</p> <p>The event should have the following format</p> <p>DOP LoST" tasting stage moments of in-formation on the characteristics, qualities and sustainability of the productions in conjunction with tasting moments by expert tasters.</p> <p>Target Group:</p> <ul style="list-style-type: none"> - Final consumers - Opinion leaders
6.2.3	<p>4 taste weekends "In search of the LoST PDOs" ITALY</p> <p>Organisation of 4 taste weekends each year in the production areas (e.g. Langhe, Eastern Alps - Dolomites, Sorrento Peninsula, Sicily). The activity shall envisage the organisation of tasting days with tasting counters, to promote the productions in question and to stimulate the visibility of the territories and production areas.</p> <p>In the course of the activities, the distribution of prepared communication material should be envisaged. This activity will be preparatory to the creation of a community/database of private individuals.</p> <p>Target Group:</p> <ul style="list-style-type: none"> - Final consumers - Importers, restaurateurs, owners of retail shops

ALTE TERRE

Piazza Oberto, 1 – 12060 Bossolasco – CN

Tel. 0173/591276 Fax. 0173/282691 P.IVA e C.F. 03941920047

e-mail: alteterredop@gmail.com



- Local professionals, food lovers, bloggers
- Opinion leaders

For all the activities listed below, participants are asked to submit their best proposal in terms of strategy, in order to achieve the communication objectives of the Programme, explaining how the requirements of efficiency and effectiveness are achieved

Deliverables and estimated budget			
Timeschedule	YEAR 1	YEAR 2	YEAR 3
Subtotal for activity 6.2.1+6.2.2+6.2.3	EUR 72.800,00 di cui: ITALY: 55.800,00 GERMANY: 15.000,00	EUR 79.800,00 di cui: ITALY: 50.800,00 GERMANY: 14.000,00 SWEDEN: 15.000,00	EUR 78.800,00 di cui: ITALY: 50.800,00 GERMANY: 14.000,00 SWEDEN: 14.000,00
6.3	<p>Restaurant Week: Realisation of at least 4 restaurant weeks with the possibility of tasting dishes with products from the basket accompanied by the story of the intrinsic characteristics of the productions (quality, territoriality, authenticity and sustainability) in the main cities of the Project target countries. It is requested to be realised with the following timetable</p> <p>Year 1: Germany Year 2: Sweden - Germany</p> <p>Target Group:</p> <ul style="list-style-type: none"> - Importers, restaurateurs, owners of retail shops - Local professionals, food lovers, bloggers - Final consumers 		
Deliverables and estimated budget			
Timeschedule	YEAR 1	YEAR 2	YEAR 3
Subtotal for activity 6.3	EUR 0,00	EUR: 18.000,00 (GERMANY)	EUR 46.000,00 di cui: GERMANY: 22.000,00 SWEDEN: 24.000,00
6.5	<p>Study trips: Organisation of In-coming activities in Italy on the production territories of the basket products.</p> <p>Format: In-coming Italy Organisation of 4 in-coming in Italy 2 in-coming Italy of at least 3 days in the production areas of the "LoST" basket products by identifying at least 10/15 leading professionals from the target countries (Germany and Sweden). The in-coming will be an opportunity for these professionals to visit the production areas, pastures, but also to consolidate the already activated networks, discussing import issues.</p> <p>Target Group:</p> <ul style="list-style-type: none"> - Importers, restaurateurs, owners of retail shops - Local professionals, food lovers, bloggers - Opinion leaders 		



Deliverables and estimated budget			
Timeschedule	YEAR 1	YEAR 2	YEAR 3
Subtotal for activity 6.5	EUR 0,00	EUR 28.300,00 (ITALY)	EUR 27.300,00 (ITALY)

6.6	<p>Product Contest (Year 2)</p> <p>The implementing organisation is requested to support the realisation of an event during the second year of the project.</p> <p>Innovative contest "8 cheeses Lo.S.T": realisation of a contest in which videos or stories of experiences of sustainable production, but also of cooking, travel, work based on the 8 productions covered by the promotional programme are proposed. The winners will see their works published on the project's social channels and invited to participate in internationally important events in Italy. The implementing organisation will be in charge of promoting the contest.</p> <p>Target Group:</p> <ul style="list-style-type: none"> - Final consumers - Professionals, food lovers, bloggers - Opinion leaders
-----	---

Deliverables and estimated budget			
Timeschedule	YEAR 1	YEAR 2	YEAR 3
Subtotal for activity 6.6	EUR 0,00	EUR 15.000,00 (ITALY)	EUR 0,00
Total Work Package 6.2+6.3+6.5+6.6	EUR 72.800,00	EUR 141.100,00	EUR 152.100,00

Work Package 7: POS Promotions

<p>Objectives</p> <ul style="list-style-type: none"> ▪ (O1) Increased awareness of the sustainability of European agriculture among high-end Final consumers and Ho.Re.Ca. professionals and the press ▪ (O2) Increase in the recognition of European quality cheeses and the intrinsic sustainability of mountain cheeses among both Final consumers and professionals ▪ (O3) Increased competitiveness in target markets

WP 7 POS PROMOTION

7.1	<p>TASTING DAYS</p> <p>Year 1: Tasting days selected specialised shops Italy</p> <p>Year 2: Tasting days in selected shops Italy - Germany - Sweden</p> <p>Year 3: Tasting days in selected shops Germany - Sweden</p> <p>Organisation of tasting days at specialised points of sale in the retail channel to effectively intercept the final consumer and promote the products covered by the Promotional Programme. In a first phase, targeted meetings and visits to the main importers, restaurateurs, retail outlets in the defined cities and in a second phase organising promotional campaigns in the main points of sale.</p> <p>Target Group:</p> <ul style="list-style-type: none"> - Final consumers - Professionals, food lovers, bloggers
-----	---



- *Opinion leaders*

Participants are asked to present their best proposal in terms of strategy to achieve the communication objectives of the Programme, explaining how the requirements of efficiency and effectiveness are achieved. For all activities, participants are requested to detail the costs including logistics and product costs.

Deliverables and estimated budget WP 7.1 TASTING DAYS			
Timeschedule	YEAR 1	YEAR 2	YEAR 3
Subtotal for activity 7	EUR 15.000,00 (ITALY)	EUR 37.500,00 ITALY: € 12.500,00 GERMANY: 12.500,00 € SWEDEN: 12.500,00 €	EUR 25.000,00 GERMANY: € 12.500,00 SWEDEN: € 12.500,00
Total Work Package 7	EUR 15.000,00 (ITALY)	EUR 37.500,00	EUR 25.000,00

ALTE TERRE

Piazza Oberto, 1 – 12060 Bossolasco – CN

Tel. 0173/591276 Fax. 0173/282691 P.IVA e C.F. 03941920047

e-mail: alteterredop@gmail.com



TECHNICAL SPECIFICATION FOR THE IMPLEMENTING BODY

6. Requirements for participation in the tender

Economic operators may participate in this tender as individuals or as associated companies, provided that they meet the requirements laid down in the following articles.

It is forbidden for a tenderer participating in the tender in associated form to participate also in individual form.

In the case of associated participation, the subsequent requirements of Article 6.1 must be held by all participants at the time the tender is submitted.

6.1 Inexistence of causes of exclusion from participation in tender

Participation in this tender procedure is reserved to **economic operators** who on the date of submission of the offer declare that there are no reasons for their exclusion pursuant to Directive 2014/24/EU, or **reasons for exclusion related to:**

- criminal convictions;
- the payment of taxes or social security contributions;
- insolvency, conflict of interest or professional misconduct.

The non-existence of these reasons for exclusion must be attested by the attached declaration (**Attachment B**), signed by the legal representative.

In the event of a temporary grouping not yet established, each operator must produce the above declaration.

6.2 Economic and financial capacity requirements

The economic operator who intends to participate in this selection competition:

- must have achieved, in the five-year period 2017-2018-2019-2020-2021, a total global turnover of not less than Euro 1,500,000.00 (in letters: Euro one million five hundred thousand/00) net of VAT, resulting from the VAT declarations or equivalent tax within the EU;
- must enclose the declaration of the Banking Institute of possession by the economic operator of the financial means necessary to guarantee the execution of the actions envisaged by the Program (suitable bank references);
- must attach a copy of the latest approved financial statements and/or VAT declaration;
- must enclose the Chamber of Commerce (CCIAA) certificate or registration in a commercial register kept in the Member State where the economic operator is based.

Possession of these requirements must be attested through the attached declaration (Annex B), signed by the legal representative. These requirements must be possessed by the economic operator as a whole, or as an entity in a temporary business grouping.



6.3 Technical and professional capacity requirements

The economic operator (single or in a temporary business grouping) who intends to participate in this selection tender must:

- have carried out, in the five-year period 2017-2018-2019-2020-2021, services similar to those covered by the tender for a total amount of not less than € 800,000.00 (in letters: € eight hundred thousand/00) net of VAT;
- attach a list of the main services performed (company CV);
- attach CVs of personnel employed, in the eventual execution of the Program, from which proven experience in services similar to those covered by the tender.

Similar services include (by way of example only and not limited to):

- management of complex international promotion projects/programs;
- management of groupings of companies and coordination of work groups;
- planning and management of public contribution programs;
- event and incoming organization activities;
- press office management;
- communication activities, PR, etc. also online;
- information material creation;
- promotional videos creation;
- promotional activities in the agri-food industry.

These requirements must be certified by means of the attached declaration (Annex B) signed by the Legal Representative of the proposing party and the sending of the CVs of the professional figures envisaged in the execution of the assignment. These requirements must be possessed by the economic operator or by the temporary grouping of companies as a whole, except that in the latter case the agent must in any case possess the requirements and perform the services in a majority measure.

7. Selection committee and award criteria

The jury is appointed after the deadline for submission of tenders and consists of an odd number of up to 7 members, experts in the specific field to which the subject of the contract relates.

The jury is responsible for evaluating the technical and economic offers of the tenderers.

The sole manager of the procedure (RUP) is assisted by the jury for the purpose of verifying the documentation produced and the anomaly of the bids.

The contract will be awarded on **the basis of the most economically advantageous bid**, according to the distribution of scores described below, but also taking into account quality criteria.

The quality aspects of the service and the economic offer will be taken into account jointly: Therefore, **the total 100 points will be evaluated** in the following order:

1) TECHNICAL OFFER: max 85 points	MAXIMUM POINTS ACHIEVABLE: 100 being the max score
2) ECONOMIC OFFER: max 15 points	

ALTE TERRE

Piazza Oberto, 1 – 12060 Bossolasco – CN

Tel. 0173/591276 Fax. 0173/282691 P.IVA e C.F. 03941920047

e-mail: alteterredop@gmail.com



The **Evaluation Committee** will proceed with the evaluation of the qualitative elements on the basis of the evaluation elements indicated in the table below.

7.1 – Evaluation and quality of technical offer

The technical score of **maximum 85 points** will be awarded on the basis of clarity, completeness, consistency, with respect to what is required in the tender documents, in application of the following criteria and sub-criteria evaluated as shown in the following table.

TECHNICAL OFFER: MAXIMUM 85 POINTS		
Criteria	Sub criteria	Max scored
1. QUALITY OF THE TECHNICAL OFFER - OVERALL STRATEGY	Quality of the articulation of the overall strategy and of the activities, and their consistency with the specifications provided in the contract and in the reference Program	Up to 5 points
	Ability to produce the expected results and achieve the objectives set in the Program	Up to 5 points
		Maximum 10
2. QUALITY OF THE TECHNICAL OFFER – PROJECT ACTIVITY	Creativity and innovation of the communication tools proposed (e.g. press office management, creation of the promotional video, creation of the information material and the online communication, organization of events and incoming, etc.)	Up to 7 points
	Effectiveness and ability of the expected outputs to communicate the Program message	Up to 7 points
	Quality of graphic design and concept	Up to 7 points
	Quality of the proposal in identifying the target group and positioning in target markets	Up to 3 points
	Quality of the working group dedicated to communication, graphics, event management, etc. within the Programme (evaluation of the CVs of the dedicated work group)	Up to 6 points
		Maximum 30
3. QUALITY AND EFFECTIVENESS OF THE METHODS OF EXECUTION OF THE PLANNED ACTIONS	Congruence in the way actions are implemented and executed with respect to the way activities and initiatives are carried out under the Programme	Up to 18 points
	Adequacy of the planning in terms of coherence with the objectives of the communication strategy and coherence with respect to the planning timetable: in particular, coherence between the proposed timetable of activities and the effectiveness of the implementation of the individual actions, also in relation to the professional resources involved	Up to 7 points
	Adequacy of control mechanisms to monitor the correct economic and financial execution of the project, the respect of the timetable and of the output and result indicators, and the quality and effectiveness of the modalities of implementation of the activities foreseen in the Programme	Up to 7 points
	Quality of project coordination (CV evaluation of the professional in charge of coordinating project activities)	Up to 6 points
	Proposed additional service-enhancing services/activities	Up to 3 points
	Mode of interaction/assistance provided to beneficiaries	Up to 4 points
Maximum points Technical offers:		85



For the determination of the obtained scores of the technical offer in relation to the respective criteria and sub-criteria indicated above, the method of discretionary attribution by each tender commissioner will be used by applying a coefficient (to be multiplied then by the maximum score attributable in relation to the criterion), varying between 0 and 1. Therefore, each commissioner will attribute a reasoned score to each offer according to the following grid:

JUDGMENT	COEFFICIENT
not verifiable	0
evaluation: insignificant	0.1
evaluation: just enough	0.2
evaluation: enough	0.3
evaluation: between enough and fair	0.4
evaluation: fair	0.5
evaluation: between fair and good	0.6
evaluation: good	0.7
evaluation: between good and very good	0.8
evaluation: very good	0.9
evaluation: excellent	1.0

For each sub-criterion, once each commissioner has attributed a coefficient to each competitor, the average of the coefficients attributed by the adjudicating commission will be calculated, with a value of 1 being attributed to the highest coefficient among the bidders and consequently repartitioning all other coefficients.

ALTE TERRE

Piazza Oberto, 1 – 12060 Bossolasco – CN

Tel. 0173/591276 Fax. 0173/282691 P.IVA e C.F. 03941920047

e-mail: alteterredop@gmail.com



7.2 Evaluation of the economic offer

The economic offer must be structured in such a way that the different elements indicated in the following table can be evaluated.

ECONOMIC OFFER: MAX SCORE 15		
Evaluation element	Motivational criterion	MAX SCORE
ECONOMIC OFFER max 15 points	Economic analysis: Economic analysis of the proposed initiatives, according to market prices	Up to 7 points
	Fee: Evaluation of the appropriateness of the fee, expressed in man/days, required for the implementation of each action, based on the cost of each action and the expected benefits	Up to 8 points
Maximum achievable score		15

As for the **economic offer for the activities** (maximum of 7 points out of 100) the score will be assigned on the basis of the following formula:

$$\text{“Economic offer for activities” score considered} = \frac{\text{Offer X}}{\text{Max Offer}} \times 7$$

where:

Maximum bid: is the highest economic offer for the activities (SUBTOTAL ACTIVITIES) among those submitted;

Offer X: is the economic offer for the activities (SUBTOTAL ACTIVITIES) of the economic operator considered.

As concerns the economic offer for the fee of the participating economic operator (max 8 points out of 100), the score will be awarded based on the following formula:

$$\text{Economic offer score for the economic operator fee considered} = \frac{\text{Minimum fee \%}}{\text{Fee \% x}} \times 8$$

where:

Minimum fee%: is the percentage on the economic offer for the lowest participating economic operator fee among those submitted;

Fee% X: is the percentage on the economic offer for the economic operator fee considered.

For the purposes of attribution and calculation of scores, any non-integer values will be rounded to the second decimal place.

ALTE TERRE

Piazza Oberto, 1 – 12060 Bossolasco – CN

Tel. 0173/591276 Fax. 0173/282691 P.IVA e C.F. 03941920047

e-mail: alteterredop@gmail.com



Upside bids are not permitted.

The opening of the PEC C (certified email) carrying the economic offer will take place at the end of the evaluation work carried out by the aforesaid Commission.

Based on the scores assigned to the offers, the ranking will be drawn up.

The award will be made to the competitor who has submitted an offer which, having all the minimum mandatory requirements, will result in having a highest overall score (technical offer score + economic offer score).

In the event of a tie score, the contract will be awarded to the competitor who will receive the highest score in the technical offer. In the event of a tie between the economic offer and the technical offer, a draw will be held.

The Contracting Authority is not required to pay any compensation to competing companies, for any reason whatsoever, for the bids submitted.

Once the required checks on the possession of the prescribed requirements have been completed, the contract will be awarded.

The award immediately binds the entrant entrusted with the tender, while the Contracting Authority will be definitely committed only when, pursuant to the law, all the consequent deeds necessary for the performance of the tender will have achieved full legal effect.

In the event that the assignee is not present for the stipulation of the contract or in which the falsity of the declarations given is ascertained, the Contracting Authority reserves the right to confer the task on the following economic operator in the ranking, having carried out the necessary checks.

Associazione Alte Terre DOP will proceed with the award even if only one valid offer is submitted, provided it is fair.

The Contracting Authority reserves the right not to proceed with the award if no offer is convenient or suitable in relation to the subject of the contract.

The outcome will be notified via PEC (Certified email) to the participants and will be published on the Associazione Alte Terre DOP web site

8 Presentation of proposals

8.1 Method of submitting proposals

The economic operators who are interested in participating in the call for tenders for the selection of the Implementing Body must, under penalty of exclusion, send all the necessary documentation **through 3 different certified e-mails (PEC)** identifiable by the description given in the "Subject" field, as follows:

ALTE TERRE

Piazza Oberto, 1 – 12060 Bossolasco – CN

Tel. 0173/591276 Fax. 0173/282691 P.IVA e C.F. 03941920047

e-mail: alteterredop@gmail.com



PEC A - administrative documentation, which must contain:

- a) application to participate in the procedure according to the form in Annex A, completed and signed by its legal representative;
- b) declarations required according to the form in Annex B, completed and signed by its legal representative;
- c) signatory(s)' identity document;
- d) declaration of the Bank of the possession of the necessary financial resources to guarantee the execution of the actions provided in the Program (suitable bank references);
- e) Chamber of Commerce report or registration in a register of companies kept in the Member State where the economic operator is established;
- f) CV(s) of the economic operator(s) interested in participating in the selection procedure and submitting their offer (company's CV);
- g) copy of the latest approved budget and/or VAT return.

PEC B - technical offer, which must contain:

- a) technical report containing a detailed description of the activities, using the references indicated in the following chapter: PROCEDURE FOR THE PREPARATION OF THE TECHNICAL OFFER – CERTIFIED EMAIL B;
- b) CVs of the working group;
- c) presentation of the working group and professionals/figures with their skills,
- d) Timetable

PEC C - economic offer, which must contain the indication of the economic offer for the activities (SUBTOTAL ACTIVITIES) and the fee of the economic operator considered according to the model described in the following chapter: METHOD OF PREPARING THE ECONOMIC OFFER – CERTIFIED EMAIL C.

In the following sections (Method of preparation of the technical offer and Method of preparation of the economic offer) indications are provided on how the technical and economic offer should be drawn up.

The documentation must be written in Italian, must be submitted in electronic format – a non-editable, printable and copyable PDF and an .xls files - by certified email, by the participant **in the tender no later than the 27 December 2022 at 12,00.**

All documents must be signed by the legal representative of the economic operator participating in the selection procedure; in the case of a **temporary grouping already established**, it must be signed by the legal representative of the competitor designated as the Group Leader; in the case of a **temporary grouping to be established**, the offer must be signed by all the parties that will make up the aforementioned grouping.

CERTIFIED EMAIL address to which proposals must be sent within the aforementioned deadline:
alteterredop@pec.it

It is required to send three separate certified email transmissions [**3 certified email messages (PEC)**].

The subject line of each PEC must be marked as follows:

ALTE TERRE

Piazza Oberto, 1 – 12060 Bossolasco – CN

Tel. 0173/591276 Fax. 0173/282691 P.IVA e C.F. 03941920047

e-mail: alteterredop@gmail.com



NOTICE OF SELECTION BY OPEN COMPETITIVE PROCEDURE FOR THE SELECTION OF A BODY IN CHARGE OF THE IMPLEMENTATION OF THE PROGRAMME OF INFORMATION AND PROMOTION OF AGRICULTURAL PRODUCTS - INTERNAL MARKET - NOT TO BE OPENED.

The subject of each certified email shall also bear the additional identification:

- **PEC A - administrative documentation;**
- **PEC B - technical offer;**
- **PEC C - economic offer.**

8.2 Procedure for opening tenders

The sessions of the Evaluation Commission will take place remotely via a videoconferencing platform and the relative procedures will be communicated to the bidders. Should the epidemiological situation of the moment allow it, the sessions of the Evaluation Commission will be carried out in the presence, however in compliance with the health requirements in force at that time.

Date: 28 December 2022;

Local time: 10,00.

Public session conducted in presence or remotely via electronic video conferencing platform for opening of PEC A and verification of administrative documents.

The evaluation of the technical bids will take place in one or more reserved sessions remotely via electronic videoconference platform by the Selection Committee indicated in Article 7. The work of the Selection Committee will be duly recorded with an indication of the reasons supporting the assessments made.

In addition, as already indicated in Art. 7, the economic offer will be evaluated in a reserved session remotely by means of a videoconference electronic platform (subject to the above-mentioned indications), at the conclusion of the evaluation of the technical offers carried out by the aforementioned Commission.

Any questions and/or clarifications regarding the execution of the tender may be addressed **EXCLUSIVELY** by e-mail to **Natalino Giordano: alteterredop@gmail.com**, which will be answered exclusively in writing.

Any verbal requests or requests made by other means than indicated will not be considered.

Communications from the Procuring Entity will be by PEC (certified electronic mail) to the certified electronic mail address provided by the bidder.

ALTE TERRE

Piazza Oberto, 1 – 12060 Bossolasco – CN

Tel. 0173/591276 Fax. 0173/282691 P.IVA e C.F. 03941920047

e-mail: alteterredop@gmail.com



9 Tender documents

9.1 Indications regarding irregularities in administrative documentation - PEC A

The shortcomings of any formal element of the application can be amended through requests for additions and/or documentation from the Consorzio, where appropriate. Particularly, in the event of lack, incompleteness or any other essential irregularity of the documentation submitted, with the exclusion of those relating to the economic offer and the technical offer, the Contracting Authority assigns the bidder a term, not exceeding ten days, so that the necessary declarations are made, integrated or regularized, indicating their content and the persons who must make them. In case of fruitless expiry of the regularization period, the competitor is excluded from the tender. Shortcomings in the documentation that do not allow the identification of the content or the person responsible for the same constitute essential irregularities that cYEART be remedied.

9.2 Method of preparation of the technical offer - PEC B

Technical report

The operator must indicate his initiatives for each point listed below and the related method of execution and achievement of the results.

1. Overall strategy

The operator must articulate its proposal by proposing the implementation strategies it considers most effective in pursuing the project objectives using the following indications:

- a) demonstration of the working group's capacity to produce the results envisaged by the project;
- b) articulation of the overall strategy: consistency between the overall project strategy and the individual activities;
- c) ways of achieving the specific objectives and results set out in the project.

2. Activities

The operator must articulate its proposal by proposing the types of activities and implementation methods it considers most effective for achieving the project objectives using the indications below:

- a) description of the activity plan: proposal of the implementation methods and contents of the promotional plan drawn up in order to achieve the required objectives, proposal of the graphic design and concept and content of the promotional messages and their consistency with the activity plan and the ability of the working group to effectively implement the actions, indications of KPIs attends;
- b) presentation of the working group responsible for carrying out the communication and promotion activities.

ALTE TERRE

Piazza Oberto, 1 – 12060 Bossolasco – CN

Tel. 0173/591276 Fax. 0173/282691 P.IVA e C.F. 03941920047

e-mail: alteterredop@gmail.com



3. Methodological approach and articulation of the activities

For each type of activity listed in the technical specifications, the specific interventions to be implemented to achieve the project objectives must be described. The activities and the relative interventions must be consistent with the strategies proposed for the individual target countries and with the relative target groups identified, and must be declined in accordance with the points indicated below:

- a) modality of implementation of the actions: description of the operational modalities used for the provision of services and their consistency with the aims and objectives of the proposed communication campaign and with the Programme (indications of KPIs attends);
- b) time schedule: adequacy of time and resources, as set out in the time schedule and its consistency with the Programme, to be spread over a three-year period
- c) consistency with the overall strategy and implementation methods of the interventions proposed above;
- d) description of the monitoring mechanisms and proper implementation of the activities;
- e) presentation of any additional activities/services proposed and the assistance arrangements provided to the Consortium;
- f) description of the working group and specific responsibilities in relation to the various activities.

The previous points must be organized and presented according to the criteria and sub criteria described in article 7 and by activity.

The **technical report** with the strategic, implementation and methodological proposals must be included in **the PEC B - Technical offer**.

9.3 Method of preparation of the economic offer - CERTIFIED EMAIL C (PEC C)

Economic Offer

The costs must be detailed for each action and type of activity necessary for the organization and implementation of the service (**SUBTOTAL ACTIVITIES**) with an indication of the **VALUE OF THE ECONOMIC OPERATOR'S FEE** considered according to the following scheme that must be completed for each single year of the Program and for each single countries (Year 1, Year 2 and Year 3).

The economic operator's fee must be highlighted.

Below is an **example table for Year 1**. This table must also be completed for each individual year and for each single countries of the Program (Year 1, Year 2 and Year 3)

TARGET COUNTRY				
YEAR				
Activities description	Cost item description	Number or quantity	Unit value	Total	Expected kpi
WP 2 – PUBLIC RELATION			€	€	
WP 2.1			€	€	
WP 2.2			€	€	

ALTE TERRE

Piazza Oberto, 1 – 12060 Bossolasco – CN

Tel. 0173/591276 Fax. 0173/282691 P.IVA e C.F. 03941920047

e-mail: alteterredop@gmail.com



.....			€	€	
SUBTOTAL ACTIVITY WP 2 FOR YEAR 1			€	€	
ECONOMIC OPERATOR FEE WP 2			€	€	
.....			€	€	
WP 3 – Web site, social media			€	€	
.....			€	€	
.....			€	€	
.....			€	€	
SUBTOTAL ACTIVITY WP 3 FOR YEAR 1			€	€	
ECONOMIC OPERATOR FEE WP 3			€	€	
WP 4 - Advertising			€	€	
.....			€	€	
.....			€	€	
.....			€	€	
SUBTOTAL ACTIVITY WP 4 FOR YEAR 1			€	€	
ECONOMIC OPERATOR FEE WP 4			€	€	
WP 5 – Communication tools			€	€	
.....			€	€	
.....			€	€	
.....			€	€	
SUBTOTAL ACTIVITY WP 5 FOR YEAR 1			€	€	
ECONOMIC OPERATOR FEE WP 5			€	€	
WP 6 – Events			€	€	
.....			€	€	
.....			€	€	
.....			€	€	
SUBTOTAL ACTIVITY WP 6 FOR YEAR 1			€	€	
ECONOMIC OPERATOR FEE WP 6			€	€	
WP 7 – POS			€	€	
.....			€	€	
.....			€	€	
.....			€	€	
SUBTOTAL ACTIVITY WP 7 FOR YEAR 1			€	€	
ECONOMIC OPERATOR FEE WP 7			€	€	
A) GENERAL SUBTOTAL ACTIVITY FOR YEAR 1 (WP2 + WP3 + WP4 + WP5 + WP6 + WP7)			€	€	
B) GENERAL SUBTOTAL ECONOMIC OPERATOR FEE FOR YEAR 1 (WP2 + WP3 + WP4 + WP5 + WP6 + WP7)			€	€	
*A + B) ECONOMIC OFFER TOTAL COUNTRY TARGET ITALY FOR YEAR 1			€	€	

ALTE TERRE

Piazza Oberto, 1 – 12060 Bossolasco – CN

Tel. 0173/591276 Fax. 0173/282691 P.IVA e C.F. 03941920047

e-mail: alteterredop@gmail.com



The remuneration of the Implementing body (*economic operator's fee*) shall be a maximum of 12% of the total cost related to the actions (SUB-TOTAL GENERAL ACTIVITY).

The economic operator must also complete the following summary table given as an example.

TARGET COUNTRY	ITALY			GERMANY			SWEDEN			Total	% fee
	Year 1	Year 2	Year 3	Year 1	Year 2	Year3	Year 1	Year 2	Year3		
A) GENERAL SUBTOTAL ACTIVITIES FOR EVERY SINGLE YEAR (SUB TOTAL ACTIVITY WP2 + SUB TOTAL ACTIVITY WP3 + SUB TOTAL ACTIVITY WP4 + SUB TOTAL ACTIVITY WP5+ +SUB TOTAL ACTIVITY WP6+ SUB TOTAL ACTIVITY WP7)	€	€	€	€	€	€	€	€	€	Enter addition Year1 + Year 2+ Year3	
B) GENERAL SUBTOTAL FEE ECONOMIC OPERATOR FOR EACH SINGLE YEAR (ECONOMIC OPERATOR FEE WP2 + WP3 + ECONOMIC OPERATOR FEE WP4 + ECONOMIC OPERATOR FEE WP5 + ECONOMIC OPERATOR FEE WP6 + SUBTOTAL ACTIVITY WP7)	€	€	€	€	€	€	€	€	€	Enter addition Year1 + Year 2+ Year3	Enter value B) / A) in% (with value approximated to max 3 digits after the comma)
A + B) TOTAL ECONOMIC OFFER TARGET COUNTRIES FOR EVERY SINGLE YEAR	€	€	€	€	€	€	€	€	€	Enter addition Year1 + Year 2+ Year3	

*NB: THE TOTAL ECONOMIC OFFER must be at most equal to the total amount of this selection procedure (**€ 683.450,00 IVA ESCLUSA**).

The set of tables shown above as an example (9 tables relating to the 3 project years for each target country + 1 summary table), will form the economic offer and must be included in PEC C - Economic offer.

ALTE TERRE

Piazza Oberto, 1 – 12060 Bossolasco – CN

Tel. 0173/591276 Fax. 0173/282691 P.IVA e C.F. 03941920047

e-mail: alteterredop@gmail.com



In addition, the economic offer must be provided in electronic format, both in .pdf and .xls format.

10 Additions in the event of deficiencies

Deficiencies in any formal element of the application, and in particular, the absence, incompleteness and any other essential irregularity of the elements, with the exclusion of those pertaining to the substantial content of the economic offer and the technical offer, may be remedied through the integration procedure referred to in this article.

The essential irregularity may be remedied where it is not accompanied by a substantial deficiency in the requirement for whose demonstration the omitted or irregularly produced documentation was intended. Subsequent documental correction or supplementation is permissible where it allows for the attestation of the existence of pre-existing circumstances, i.e. requirements provided for participation and documents/elements accompanying the bid. Specifically, the following rules apply:

- failure to meet the prescribed participation requirements cannot be remedied by supplementation and is cause for exclusion from the bidding process;
- the omission or incomplete or irregular presentation of declarations on the possession of the participation requirements and any other lack, incompleteness or irregularity in the application may be remedied, with the exception of false declarations
- the non-submission of elements accompanying the tender or of conditions for participation in the tender, which are relevant at the tender stage, may be remedied, only if pre-existing and demonstrable with elements of a certain date prior to the deadline for submitting the tender
- deficiencies in the signature of the application to participate, the required declarations and the tender may be remedied.

For the purposes of the integration procedure, the tenderer shall be given a reasonable period of time - not exceeding ten days - in which to make, supplement or regularise the necessary declarations, indicating their content and the persons who must make them.

In the event of failure to comply with the deadline, the competitor shall be excluded from the procedure.

Should the competitor produce declarations or documents that are not perfectly consistent with the request, further clarifications or explanations may be requested, limited to the documentation submitted at the integration stage, setting a time limit under penalty of exclusion.

11 Work group

The assignee assumes all legal insurance and social security charges, undertakes to comply with the regulations in force on the subject of occupational safety and remuneration of employees and, in general, undertakes to comply with all the obligations deriving from laws, regulations, collective agreements and supplementary company agreements on labour relations, vis-à-vis all the persons who carry out activities on behalf of the same, both under a full or an occasional employment relationship, with any type of contract.

The assignee assumes all responsibility for damages or injuries that may arise to said persons or be caused by such persons in the performance of any activity, directly or indirectly, inherent in the services covered by this procedure.

12 Obligations of the Implementing Body

The contractor/implementing body shall be responsible for

ALTE TERRE

Piazza Oberto, 1 – 12060 Bossolasco – CN

Tel. 0173/591276 Fax. 0173/282691 P.IVA e C.F. 03941920047

e-mail: alteterredop@gmail.com



- the performance of the services covered by the tender, in agreement and cooperation with the Contracting Authority and in full and unconditional acceptance of the contents of these specifications;
- the observance of every indication contained in these specifications, even if not specifically referred to in this article, of the rules and regulations in force at both national and Community level, as well as those that may be issued during the contractual period (including regulatory provisions and municipal ordinances), with particular regard to those relating to hygiene and safety and in any case pertaining to the subject matter of the contract and its execution;
- the Implementing body assumes full technical and financial responsibility for the actions referred to in articles 3 and 5, including that relating to their compatibility with the applicable regulations of the European Union, the project target countries and the applicable competition rules
- the Implementing body shall supervise the administrative/financial monitoring of the project, including the keeping of records and supporting documents, the transmission of deliverables and the preparation of actions and payment requests.

The Implementing Body must:

- for a period of three years after payment of the balance, keep records and supporting documents to demonstrate the proper implementation of the action and the costs declared eligible;
- if checks, audits, investigations, litigation or legal proceedings under the agreement are in progress, keep the records and supporting documents until these procedures have been completed;
- make the above documents available upon request or in the context of controls, audits or investigations;
- make available to the Contracting Authority all the documentation produced during the performance of the service, as well as all the data processed, used or collected during the performance of the activities, including the data necessary for a proper evaluation of the effectiveness of the programme, in accordance with the regulatory framework of reference and all the information required for the preparation of periodic and final reports;
- keep the original documents.

13 Confidentiality and non-disclosure

The successful tenderer may not use, directly or indirectly, either for his own benefit or for that of third parties, the mandate entrusted and the information he will become aware of in relation to it and this also after the expiry of the contract. To this end, the successful tenderer may not disclose, communicate or disseminate the information and data of which it will become aware during the performance of the activities.

The assignee undertakes to respect, in the performance of the activities covered by this procedure, all the principles contained in the current regulatory provisions, relating to the processing of personal data and in particular those contained in the Italian Legislative Decree no. 196/2003, as amended and in the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 containing the European General Data Protection Regulation (hereinafter also "GDPR") and to ensure that personal, asset, statistical, registry data and/or of any other kind, of which it will become aware as a result of the services rendered, in any way acquired, are considered confidential and treated as such, while at the same time ensuring transparency of the activities performed.

The service provider must formally commit himself to give instructions to his staff so that all data and information are treated in compliance with the applicable legislation.

The contractor of the service undertakes to use the aforementioned data and information exclusively for the purposes and within the scope of the activities provided in this specification.

ALTE TERRE

Piazza Oberto, 1 – 12060 Bossolasco – CN

Tel. 0173/591276 Fax. 0173/282691 P.IVA e C.F. 03941920047

e-mail: alteterredop@gmail.com



14. Conflicts of interest

The contracting Authority will take appropriate measures to prevent, identify and effectively remedy conflicts of interest in the conduct of this selection procedure so as to avoid any distortion of competition and ensure equal treatment of all economic operators, in compliance with the principles set out in the Procurement Code and, to the extent applicable, Article 24 of Directive 2014/24/EU and Article 42 of Legislative Decree 50/2016.

15 Breach and termination of contract

The Contracting Authority has the right to check and verify the proper execution of the service with the help of appointees chosen at its discretion. Moreover, the Contracting Authority has the right to challenge the services rendered that do not comply in whole or in part with the specification requirements or the offer proposed in the tender and in any case according to the provisions of the contract governing the service signed between the parties. In the event of a dispute, the supplier may request the replacement of staff not adequate to carry out the services. In addition to the provisions of article 1453 of the Italian Civil Code for cases of non-fulfilment of contractual obligations, the contract is terminated, pursuant to and for the purposes of article 1456 of the Civil Code, subject to compensation for damages in the following cases:

- in the case of transfer of all or part of the contract;
- in the event of a violation of the data protection and confidentiality obligations, of such gravity that it does not allow the further continuation of the contractual obligations;
- in the case of duly ascertained serious infringements of safety regulations and any other obligation deriving from employment relationships pursuant to the current regulations (in particular with reference to the regularity of the contribution payments attested by DURC certificate, etc.), as well as for failure to comply with contractual or legal obligations, regarding wages, retirement or social security and insurance benefits in favour of the staff and collaborators employed in the service;
- in the case of unjustified suspension of the service;
- in the case of serious non-fulfilment of the contracted services provided for by the program and other obligations arising from these specifications and/or the contract and/or the time schedule as well as for failure to comply with project guidelines presented and any additional indications regarding the quality of the service, contested in writing by the Contracting Authority and not resolved within the granted deadline;
- in the event that the Implementing Body has been subjected to bankruptcy or similar procedures limiting the economic and business capacity by the competent bodies;
- in any case, in cases of violation of current regulatory provisions.

Any failure to contest and/or previous defaults for which the Contracting Entity has not deemed to avail itself of the clause in this article and/or acts of mere forbearance in the face of previous defaults by the contractor of any nature whatsoever shall not be construed as a waiver of the clause.

In the event of termination, the Contracting Authority reserves all rights to compensation for damages suffered and in particular reserves the right to demand from the Implementing Body the reimbursement of any expenses in excess of those it would have incurred in the presence of a regular fulfilment of the contract.

In any case, the Implementing Body, in the event of termination, will only be entitled to reimbursement of expenses and the activity actually carried out up to that moment.

ALTE TERRE

Piazza Oberto, 1 – 12060 Bossolasco – CN

Tel. 0173/591276 Fax. 0173/282691 P.IVA e C.F. 03941920047

e-mail: alteterredop@gmail.com



The Contracting Authority shall also be entitled to defer the payment of any balance due under the final settlement account until the quantification of the damage to be paid by the Implementing body.

16 Relations between the contractor and the Administration of the Commissioning Body

The winning economic operator must appoint a contact person in charge of the service, who will be obliged to work closely with the Contracting Administration staff and the Sole manager of the procedure (RUP) in the implementation of the service under the contract and the operational resolution of issues related to particular business needs.

17 Transfer and subcontracting

The successful tenderer is obliged to perform the services included in the contract on its own account and the same may not be assigned under penalty of nullity, except in the cases provided for by law.

Subcontracting is permitted if at the time of submission of the tender the tenderer indicates the parts of the service/supply he intends to subcontract.

In the event of failure to indicate the parts to be subcontracted, subcontracting is prohibited.

The successful tenderer and the subcontractor are jointly and severally liable towards the contracting authority for the performance of the services covered by the subcontract.

In any case, subcontracting is permitted within the limits and according to the procedures indicated in Article 105 of Legislative Decree 50/2016 as amended and supplemented, insofar as applicable to this selection procedure.

18 Method of payment

The award amount will be paid as follows:

- a) deferred instalments on the basis of states of service progress submitted at the deadlines stipulated in the Program and the relevant regulations, up to a maximum of 80% of the contractual amount, following the submission of regular invoices and after checking the accounting and fiscal regularity of all documentation and, in particular, the appropriate reports on the activities carried out and the products issued and the relevant reporting of expenses incurred in accordance with the relevant regulatory provisions
- b) settlement of the contract amount at the end of all the activities envisaged following the presentation of a regular invoice, to which a final report must be attached on the activities carried out and the products released and the related reporting of the expenses incurred according to the relevant regulatory provisions.

The invoice, together with the foreseen documentation, must be submitted to the Contracting Authority and to the Sole Manager (RUP) in order to obtain the approval concerning the correct execution of the contract.

19 Inspections

The Contracting Authority has the right to check and verify the proper execution of the service through appointees chosen at its discretion. Since the contract is financed with European Union resources, inspections can be arranged by the competent services of the European Union and/or national authorities.

ALTE TERRE

Piazza Oberto, 1 – 12060 Bossolasco – CN

Tel. 0173/591276 Fax. 0173/282691 P.IVA e C.F. 03941920047

e-mail: alteterredop@gmail.com



20 Contractual expenses

Revenue stamps, stipulation, registration and any other ancillary expense for the contract are charged 50% to the Implementing Body and the remaining 50% to the Contracting authority.

21 Access to the documentation of the selection procedure

Access to the documentation of the procedure is permitted in accordance with the provisions on the right of access to administrative documents as follows:

It is deferred

- in relation to the list of persons who have submitted tenders, until the deadline for submitting them;
- in relation to the tenders, until the awarding of the contract;
- in relation to the procedure for verifying the anomaly of the tender, until the awarding of the contract.

It is prohibited

- (d) to information provided as part of the tender or in justification thereof which, according to a reasoned and substantiated statement by the tenderer, constitutes technical or trade secrets
- (e) confidential reports by the construction manager and the acceptance body on the applications and reservations of the party performing the contract.

In relation to the case referred to in sub-paragraph (d), access is permitted to the tenderer for the purpose of defending its interests in relation to the contract award procedure before the courts.

22 Litigation

For the settlement of all disputes that may arise in relation to this procedure, the place of jurisdiction is Asti, in the forms and methods provided for by law.

23 Rights of ownership and use

The rights of ownership and/or use and economic exploitation of the elaborates, prepared or produced by the Executing Body by its employees and collaborators within the scope or on the occasion of the execution of this service, will remain the exclusive property of the Contracting Body, which may, therefore, dispose without any restriction of the publication, dissemination, use, duplication of said intellectual works or material. Said rights, pursuant to L. No. 633/41 "Protection of copyright and other rights granted to its exercise" as amended and supplemented by L. 248/00, must be understood to be assigned, acquired and licensed in a perpetual, unlimited and irrevocable manner. The Implementing body undertakes to deliver all products in open and modifiable format and expressly undertakes to provide the Contracting Entity with all documentation and material necessary for the effective exploitation of the rights of exclusive ownership, as well as to sign all documents necessary for the possible transcription of said rights in favor of the Contracting Entity in any public registers

ALTE TERRE

Piazza Oberto, 1 – 12060 Bossolasco – CN

Tel. 0173/591276 Fax. 0173/282691 P.IVA e C.F. 03941920047

e-mail: alteterredop@gmail.com



or lists. The Implementing Entity undertakes to comply with the current regulations on the collection and processing of personal data and the protection of databases.

24 Data processing

- Pursuant to Legislative Decree 196/2003 and Regulation (EU) 2016/679 of the European Parliament and of the Council of April 27, 2016 containing the European Data Protection Regulation (hereinafter also "GDPR"), we inform you that the data collected are intended for the selection of the contractor and their provision is optional in nature, it being understood that the bidder who intends to participate in the procedure or be awarded the contract must provide the Contracting Body with the documentation required by the current legislation. The rights of the interested party are those provided for in Article 13 of the aforementioned law. These rights may be exercised pursuant to and in accordance with Legislative Decree 196/2003 and GDPR. The data collected may be communicated to the staff of the Contracting Body in charge of the proceedings and to any other person who has stopped there as provided in Article 21.
- In particular, with regard to the proceedings established by this procedure:
- the purposes for which the data collected are held are inherent to the verification of the ability of the competitors to participate in the tender in question;
- the data provided will be collected, recorded, organized and stored for the purposes of managing the tender and will be processed, both by means of hard copy and magnetic media, even after the possible establishment of the contractual relationship, for the purposes of this relationship;
- the provision of the requested data is an obligation under penalty of exclusion from the tender:
- the subjects or categories of subjects to whom the data may be communicated are: 1) the staff of the Contracting Body; 2) the tenderers; 3) any other subject with an interest pursuant to Law No. 241/1990 as amended;
- the rights due to the data subject are those set forth in Article 7, of Legislative Decree No. 196/2003, as amended, and Articles 15 to 22 of the GDPR, to which reference is made;
- the active party of the collection is the Contracting Authority and the person in charge is its General Manager Natalino Giordano.

The data controller is the General Manager NATALINO GIORDANO, pursuant to article 28 of the European General Data Protection Regulation ("GDPR") and article 29 of the Italian Legislative Decree no. 196/2003, as well as the Italian legislation for adaptation to the GDPR.

For any further aspect in this regard, please refer to the "Information on the processing of personal data to the customer" of the Consorzio Vini Alto Adige and address the requests to: Associazione Alte Terre DOP, in Piazza Oberto 1, 12060 Bossolasco (CN), by registered letter or by e-mail to: alteterredop@gmail.com

25 Sole manager of the procedure

Sole Manager of the procedure is Natalino Giordano

ALTE TERRE

Piazza Oberto, 1 – 12060 Bossolasco – CN

Tel. 0173/591276 Fax. 0173/282691 P.IVA e C.F. 03941920047

e-mail: alteterredop@gmail.com