

Dear Sirs

Messina, 29<sup>th</sup> September 2015  
Ref. N 137/15

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**SUBJECT: Call for proposal for communication services in the field of projects**

Innova BIC Srl, in the context of projects in progress, should develop communication activities. In particular, the 4 projects and specifications of the supply are indicated in the technical annex (1). All the Annexes (Annex 1, Annex 2 and Annex 3), which are an integral part of this letter of invitation, must be downloaded from the website: [www.innovabic.it](http://www.innovabic.it)

With this letter, addressed to advertisement companies and professionals based in Europe, you are invited to offer the supply of services as indicated in the technical annexes.

The offer, duly signed by the legal representative, must contain:

- A report demonstrating the history of the company in the implementation of similar activities, with details of clients, activities and amounts of services provided; The report must also contain a specification of at least 3 similar projects carried out and the opportunity to see the output of these projects (website, folder, etc.).
- A description of the technical characteristics and quality of the services that you want to provide, as well as the implementation methods to be adopted;
- The declaration referred to in Annex 2;
- An indication of the overall economic offer and of the unit prices offered for the realization of the services requested for each project, filling out, signing and sending the Annex 3 (Economic Offer);
- This letter of invitation and the technical Annex 1 signed by the Legal Representative for acceptance.

The offer, in a closed envelope, sealed and signed on the closing flaps, with the words "OFFER FOR COMMUNICATION SERVICES WITHIN PROJECTS", must be received at the office of Innova BIC Srl, Via G. La Farina n. 17, 98122 Messina, not later than 12.00 am on 12/10/2015. Offers arriving after the deadline indicated above will be excluded.

The choice of the offer will be made through the following parameters:

- Quality (in terms of products and services offered): 40 points
- Experience in similar projects and activities: 40 points
- Price: 15 points
- Additional services: 5 points

At the most advantageous price for Innova BIC Srl will be assigned a score of 15 points, to the other prices inversely proportional scores. For the allocation of the other parameters taken into account, the score will be awarded by a Commission within the limits of the value as expressed above. The choice will be made in favor of the Company that has achieved the highest overall score, expressed in cents.

Conditions governing the provision of services:

**Innova B.I.C. S.r.l. – Business Innovation Centre**

Società sottoposta alla direzione ed al coordinamento dell'Università degli Studi di Messina, del Comune di Messina e della Provincia Regionale di Messina  
Centro per lo Sviluppo promosso dalla ex DG XVI della Commissione Europea

Sede legale ed operativa: Via G. La Farina, n. 17 - Isol. 278 - 98122 Messina  
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Cap. Soc. interamente versato € 71.321,97  
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- Submission of a tender implies, on the part of the tender's applicant, acceptance of all the terms and conditions set out in this invitation to tender;
- Any costs incurred, in preparation and submission of this tender, in response to this invitation to tender must be borne by tender's applicants;
- Innova BIC Srl reserves the right not to award the supply, or award it only partially, if the services offered do not meet the requirements, or should the reason for the supply miss;
- Innova BIC Srl reserves the right to award to the company only those services that it considers most advantageous;
- the delivery of the envelope remains at the sole risk of the sender for any reason it does not reach its destination by the deadline. The postmark date will not serve as proof;
- the tender submitted may not be withdrawn;
- in case of elapsed time, any offer will not be taken into account, even if in replacement of a previous one;
- conditional offers will not be accepted, nor unclear offers, or offers referring to any other provision;
- in the event of a discrepancy between the offer in numbers and the letters, we will refer to the most advantageous for the Administration;
- if only one offer remains valid, even if it is the only bid received, the award may be made to the sole competitor;
- in the case of equal offers the selection will be made by drawing lots with arrangements to be set by the Commission;
- envelopes with bids received after the delivery time stated above, and / or that will not be delivered in sealed packages will be excluded from the evaluation procedure;
- lack or incompleteness of any of the documents requested will lead to automatic exclusion from the proceedings;
- the winner agrees to the absolute confidentiality of what will be disclosed in the course of the assignment and agrees to enter into a non-disclosure agreement upon execution of the contract;
- the quantity and typology of outputs could be modified according to Innova BIC's necessity in agreement with the service provider; therefore the service provider signing the contract accepts this possibility;
- the service provider must assure a continuous flow of information with Innova BIC staff, in charge of the project and of the supervision of the service provider activities.

Innova BIC Srl  
*F.to The Managing Director*  
*Giovanni Di Fiore*