



Call for Suppliers: Registration Form & Declaration of Honor

MedBAN Open Calls

MedBAN - Mediterranean Blue Acceleration Network



Co-funded by
the European Union

MedBAN – Context

The purpose of this document is to set the requirements and terms of accession to the MedBAN Bank of Suppliers (MBS) that will be listed in the Annex 2 of the Terms of Reference of the Calls' Documents (you will be able to find it in the MedBAN F6S platform page when the calls are open).

The Single Market Programme project MedBAN (Grant Agreement No. 101074763) aims to establish a bank of suppliers that brings together a set of expert entities focusing on providing support services to the EU blue economy Small and Medium-sized Enterprises (SMEs). The focus will be on supporting SMEs in five different sectors of the EU blue economy: sustainable aquaculture, sustainable fisheries, sustainable tourism, marine renewable energies and harbours. It should be noted that, when 'SMEs' are referred to, it is indicating the (potential) applicants to the MedBAN open calls, not to suppliers which are SMEs.

The MBS should provide services that enable the SMEs to tackle the **16 challenges that the MedBAN project identified** within these five sectors in the 'D2.1 - Resilience preparedness-business continuity plan' document which mapped the Mediterranean Blue Economy ecosystem in different countries (France, Greece, Italy, Portugal, Spain).¹

The suppliers can be different types of entities, such as: Private Companies, Research and Technology Organisations (RTOs), Testing Facilities, Universities, Living Labs, Regional Development Agencies, and other actors that can provide high-quality expertise and services on the listed sectors.

The suppliers should be able to provide at least one type of service related to one of the two open calls of MedBAN: the 'Innovation, training and twin transformation' (ITTT) call and the 'Internationalisation' call. The types of services to be provided by suppliers should be related to the topics of each call and include but are not limited to the examples provided in the descriptions of the topics:

Table 1 - Topics and description of services in the Innovation, training and twin transformation call

Innovation, training and twin transformation call		
This call will focus on the provision of services regarding innovation, green and digital transformation and training activities of EU blue economy SMEs / start-ups with the goal of contributing to overcome the 16 challenges identified in the MedBAN continuity plan.		
Topic	Description	Maximum Budget per Service
Ideation	Focused on igniting the entrepreneurial spirit and mindset of entrepreneurs or intrapreneurs around the 16 MedBAN challenges focused on the twin transition and increased SME resilience.	3000€
Acceleration	Focused on helping SMEs bring to market new innovative products/services connected with digitalization or green	7000€

¹ https://magellancircle.eu/wp-content/uploads/2023/02/D2.1-Resilience-preparedness-business-continuity-plan_FV.pdf

	transition of the blue economy sector, namely the ones tackling the 16 challenges identified by MedBAN.	
Open Innovation	Challenge-based matchmaking of startups/ SMEs with innovative solutions and large corporations operating in the blue economy sector that have innovation challenges related to the MedBAN challenges, namely on the issues of digitalization and green transition, aiming to lead to future collaborative pilot projects (funded outside this service).	10 000€
Consulting	Broad range of activities to be funded. It includes consulting services associated with businesses' green and digital transitions, innovation readiness, ESG (Environmental, Social and Governance) readiness (review and certification), business continuity and risk management. Again, these activities should relate to the MedBAN identified challenges.	15 000€
Training	Tailor-made training services to the companies selected in the call. Firms will be encouraged to find common training needs and opportunities with other selected beneficiaries and to have joint training sessions given by the suppliers.	8 000€

Table 2 - Topics and description of services in the Internationalisation call

Internationalisation call		
This call aims for SMEs in the EU blue economy sectors, especially in the Mediterranean region, to go international and boost access to global supply and value chains. The activities will be valued according to their direct contribution to overcome the 16 challenges identified in the MedBAN continuity plan.		
Topic	Description	Maximum Budget per Service
Consulting	<p>Broad range of services which will underpin the internationalisation of companies:</p> <ul style="list-style-type: none"> • <u>Market analysis</u> - quantitative and qualitative assessment of the target market of SMEs, and startups (market size and segments, customer buying patterns, competition, economic environment, competitive analysis, regulations, funding opportunities, etc.). • <u>Digital Management Export</u> - planning, development and, adaption, from a technological, cultural and design point of view, of applications and digital solutions according to the target foreign markets (e.g. e-commerce solutions, digital communication and promotion tools in the target countries). • <u>Cost Investment Analysis</u> - reporting separate elements in a cost proposal (e.g., labour, equipment, materials, etc.) and previewed returns and profit margins to support leveraged investments. 	10 000€
Training	Training services tailor-made for the internationalisation of companies. These will be adjusted according to the selected entities' characteristics, objectives, target markets, among other aspects. Firms will be encouraged to find common training needs and opportunities with other selected	8 000€

	beneficiaries and to have joint training sessions given by the suppliers.	
International Matchmaking	Services which encompass the connection with international entities to establishing business partnerships and protocols and collecting important information regarding the target markets.	10 000€

The MBS has been formed to address and meet the needs regarding innovation, twin transition and internationalisation services of EU Blue Economy SMEs. In the MedBAN platform F6S, the MBS members will be listed in a dedicated annex to the terms of reference of the call document, thereby providing them visibility and helping the potential applicants to easily find a specific service necessary to their organisation and to get in contact with a potential supplier from the MBS for providing reliable and professional services.

Over the eight topics of the two calls, the MedBAN project aims to support at least 65 SMEs over a total of 127 selected proposals (96 in the ITTT call and 31 in the internationalisation call), so this could be a very good business opportunity for suppliers in the MBS.

1. Suppliers Management by the MedBAN Consortium

The MedBAN project is not involved in the interaction between the supplier and the SME, as this is of the entire responsibility of the concerned parties. The MedBAN project sets a maximum support amount to the SMEs per service, but the costs to SMEs are negotiated between them and the supplier that will ultimately provide a quotation which the SME will present at the proposal stage.

In case there is any unforeseen event of force majeure at the implementation stage that impedes the supplier from providing the service, the SMEs will be able to contact an alternative supplier from the bank, but the negotiation will be up to the involved parties.

In order to ensure an efficient provision of services from suppliers to the SMEs (e.g. in services that are provided to groups of SMEs and not on a one-to-one basis), the suppliers can (not mandatory) indicate a minimum and a maximum number of SMEs per topic/service to which they are committed to provide the services:

- **Maximum threshold:** maximum number of SMEs (per topic) that represents the capacity limit of the supplier, accounting for the need to implement the services between September 2023 and July 2024.
 - Example: 12 SMEs on Consulting, 10 on Acceleration.
- **Minimum threshold:** minimum number of SMEs selecting a supplier (per topic) that would ensure technical/financial viability for the supplier, accounting for the need to implement the services between September 2023 and July 2024 (10 months).

- Example: 3 SMEs on Acceleration, 4 on Open Innovation.

The default minimum threshold in order for your entity to be included into MBS is one SME. The supplier commits to supply the services on that topic if its minimum threshold of beneficiary SMEs is reached. Regarding the maximum threshold, this is only an indicative value to the MedBAN consortium, since the suppliers will be free to sign (or not) an acceptance declaration with the SMEs for the provision of the services at the time of the proposal (April-May 2023 period), thereby managing their internal capacity limit.

In case a supplier gets under the minimum threshold of beneficiary SMEs that selected its service (at the award stage) as indicated in its registration form, the supplier will not be obliged to provide the services. In this scenario, the supplier has 7 calendar days from the communication of the awarded SMEs to communicate to the MedBAN consortium that it will not provide the services and the SMEs will be able to negotiate with other supplier(s) that reached the minimum threshold indicated in their registration form.

The MedBAN Consortium is setting a maximum of 7 (seven) suppliers per topic/service. Suppliers outside the consortium countries (outside France, Greece, Italy, Portugal, Spain) might exceptionally join over the limit since they might enable applications from SMEs from their countries. The suppliers will be accepted to the bank (in case they meet the criteria) on a first-come-first-served basis. The MedBAN consortium reserves the right to ensure a geographical balance of suppliers within each topic.

2. MedBAN Bank of Suppliers Criteria

The criteria for accepting a supplier into the MBS are the following:

1. Two mandatory qualitative criteria
 - I. Provide service(s) to SMEs as part of their usual activity.
 - II. Have expertise in the service(s) they aim to provide.

The supplier is responsible for the correctness of fulfilling the above-stated criteria and of the information they submit in the registration form for suppliers.

3. Benefits and Duties

The supplier intends to avail itself of the benefits of pertaining to the MBS and being referenced in the corresponding annex document to the calls' terms of reference on the MedBAN F6S platform for being accredited as being a recognized and reliable service supplier of the MedBAN ecosystem. Being part of this bank gives entities and the services they provide visibility and can/should lead to new (national and international) service contracts with SMEs, help to increase their B2B contracts, increase their outreach to other sectors and lead to new cross-sectoral and/or cross border research collaborations.

Services should be delivered in English except if both organisations agree bilaterally on a different language or in case the SMEs and Suppliers come from the same country, in which case it could be in their mother tongue.

4. Termination of participation

If the MedBAN supplier fails to meet the demands described in the declaration of honor or breaches substantially the registration form, the MedBAN consortium has the right to exclude it from the Bank of Suppliers listed in the annex to the terms of reference of the calls.

Prior notice of planned exclusion from the MBS, the MedBAN Supplier shall have at least 30 days before the exclusion. The MedBAN Supplier has the right to make an objection in which it has to justify its further commitment to the MedBAN Project.

5. Procedure

The SMEs applying to the MedBAN calls will need to present a signed declaration agreement (e.g. proforma invoice - preliminary bill or estimated invoice for the service) between the SME and the supplier at the proposal stage as part of the application where both entities:

- Declare their agreement in providing/receiving the service within the MedBAN implementation period (September 2023 - August 2024) in a timeline and duration to be agreed between both parties in case the SME is selected for funding (June-August period).
- Set the quotation amount (budget) for the service to be provided to the SME. This amount can go over the maximum grant amount that each SME will get from MedBAN to fund that specific service provision.

This means that SMEs will be contacting potential suppliers (from the MBS) during the application stage (April-May 2023) in order to choose between them and get a signed agreement with the supplier in its application.

The commercial interactions between the SMEs and the suppliers are the full responsibility of both parties and outside the MedBAN consortium's roles.

6. Confidentiality

During the participation in activities in the framework of the MBS, the MedBAN supplier may have access to confidential information. The confidential information shall include but not be limited to requests of SMEs containing technical details such as specifications, sketches and descriptions, contracts, financial information, marketing plans or other business information.



At the request of the SME, a Non-Disclosure Agreement (NDA) needs to be signed between the SME and the supplier before the SME discloses any kind of information to the supplier. The supplier shall not be entitled to disclose confidential information supplied by the SME to third parties for any purpose without the prior written approval of the SME, with the exception of the disclosure of confidential information if it is required by applicable law or decision of a court or a public authority.

Supplier Registration Form

1. General Supplier Information

Please include general information about your entity and contact details

Entity Name	
Address	
Website	
Contact Person	
Phone	
Email	

2. Description of Supplier

Please include a brief description of your entity, the broad scope of services, relevant projects and clients, and any other relevant general information (Do not exceed 2000 words).

Brief Description of Entity	
-----------------------------	--

3. Proposed Services

Please indicate below if you are proposing to supply services under that topic, the location(s) where you are available to provide those services (Online or City/Country) and include a short description of the service and a justification with relevant experience and similar projects for those services that you are proposing to supply (do not exceed 1000 words per each topic).

There is no limitation to number of topics to which the supplier can submit its registration, although it has to clearly justify the selection of each topic/service (providing evidence on its expertise). You should make it clear in your registration form how the services will be provided (e.g., individually, in groups, etc.).

Innovation, training and twin transformation call	
[Topic]	
Location	
Description of the Service	
Relevant experience and similar projects	

Copy the previous table and adapt it in case you provide additional services/topics in the ITTT call

[Topic]	
Location	
Description of the Service	
Relevant experience and similar projects	

Internationalisation call	
[Topic]	
Location	
Description of the Service	
Relevant experience and similar projects	

Copy the previous table and adapt it in case you provide additional services/topics in the internationalisation call

4. SME Thresholds (not mandatory)

Please indicate (if applicable) the maximum and minimum thresholds of your entity on the number of SMEs awarded for funding which select your entity as a service supplier, according to section 1 'Suppliers Management by the MedBAN Consortium'.

Maximum Thresholds: maximum number of SMEs (per topic) that represents the capacity limit of your organisation to deploy the services to the SMEs.

Minimum Thresholds: minimum number of SMEs (per topic) selecting you as supplier for your organisation to commit to the provision of services.

Thresholds		
Topic (in which you are a supplier)	Minimum	Maximum

5. Languages

Please list the languages in which you are able to provide the above-mentioned services²:

² Services should be delivered in English except if both organisations agree bilaterally on a different language or in case the SMEs and Suppliers come from the same country, in which case it could be in their mother tongue.

Declaration of Honour

I declare on my honor that:

- I assign one main contact person (indicated in the registration form), who will represent our organisation and will manage all the incoming requests from SMEs. This person has the authority to represent the organization and has a wide network within its departments/divisions in order to efficiently direct and support the requests. The representative has a result-oriented attitude and the proper skills to deal with companies. In the case of a change of the representative, we will inform the MedBAN coordination (medban.eu@gmail.com) at the latest 15 calendar days in advance.
- Our entity provides at least one of the following services to SMEs (select at least one topic in one of the calls):
 - ITTT Call: [Ideation] [Acceleration] [Open Innovation] [Consulting] [Training]
 - Internationalisation Call: [Consulting] [Training] [International Matchmaking].
- I provide high-quality services to SMEs that correspond to the SMEs requests. This will be verified using an SME feedback form provided by the MedBAN consortium.
- I provide the services in a period agreed with the SMEs and within the 10-month period established by MedBAN for the implementation of these actions (September 2023 - July 2024).
- I shall treat all confidential information disclosed to me confidentially and with at least the same degree of care as I would for confidential information belonging to myself. I will not, without the prior written consent of the SME to which I am providing the service, disclose such confidential information to any to third parties for any purpose, with the exception of the disclosure of confidential information if it is required by applicable law or decision of a court or a public authority.
- I agree that the information that I added in the Registration Form will be made available for the potential applicants (SMEs) to access in the MedBAN calls (Annex of the Terms of Reference).
- I agree to promote the MedBAN F6S platform and project, its ecosystem and its benefits among clients and to provide the information requested by the SME related to the implementation of the action(s).
- I understand and agree that my organisation will receive no financial means from the MedBAN consortium to carry out the activities described in this form.
- I understand that the services provided by my organisation in the framework of the project will be paid by the recipient of the services (client SME) on a B2B basis.

In order for your organisation to get into the MBS, you must send this document (including the

Registration Form and the Declaration of Honour) signed (written signature with blue ink or electronic signature) to medban.eu@gmail.com. You will receive an email communicating the result of your registration request in the MBS after a maximum period of 10 calendar days from the moment you send your request. If your registration is accepted, your entity will be added in the next updated bank of suppliers document (Annex of the Terms of Reference for the call for proposals for SMEs) available in the MedBAN F6S application platform. You can apply to join the bank of suppliers until April 14, 2023, or until the limits of suppliers per topic are reached. The SMEs will only be able to choose suppliers registered in the Bank of Suppliers at the time of the application. You should also consider that you will get more SMEs viewing your entity the sooner you enter into the bank. The MedBAN consortium will ensure a geographical balance in the Bank of suppliers, in order to ensure that most SMEs have suppliers from their own country to choose from (although they can choose one from other country as well). For SMEs outside the consortium's five countries, new suppliers can join to the Bank until April 28, 2023 (inclusive). If an SME does not find any supplier to tackle their provision needs, the MedBAN consortium might allow a new supplier contact to join the Bank after April 28, 2023 upon a case-by-case analysis.

Duration

This commitment shall come into force on the date it is communicated by the MedBAN consortium that your organisation was accepted for the MedBAN Bank of Suppliers and shall remain effective until the conclusion of the MedBAN project on August 2024.

Date and Place

[Name of MedBAN Supplier]

[Name and Surname], [Position]

Signature



Call for Suppliers: Registration Form & Declaration of Honor



Co-funded by
the European Union