

Call for tenders 2.0

in

GreenDependent Institute Nonprofit Ltd's (HU) and Green Liberty's (LV)

“EU 1.5° Lifestyles: Policies and Tools for Mainstreaming 1.5° Lifestyles”

project

(Grant Agreement No.: H2020/101003880)

**TO DEVELOP AN ONLINE VERSION OF A CARBON
CALCULATOR FOR HUNGARY AND LATVIA**

Procurement process

28th March 2024

Validated by:

Kristóf Vadovics

Executive Director

GreenDependent Institute Nonprofit Ltd.



Introduction

GreenDependent Institute Nonprofit Ltd (GDI) and Green Liberty (GL) publish a call for tenders for the services and tasks defined in chapters I.1.3 of the present call.

The tendering is done for the EU 1.5° Lifestyles: Policies and Tools for Mainstreaming 1.5° Lifestyles (Grant Agreement No: H2020/101003880) project and it will be managed by GreenDependent Institute Nonprofit Ltd, also on behalf of Green Liberty.

Brief summary of the EU 1.5° Lifestyles project and envisioned website

The IPCC concludes in their Special Report on Global Warming that limiting global temperature increase needs demand-side actions and lifestyle changes. Previous attempts to realise demand-side changes have been hampered by several factors: First, there is very limited quantitative data showing how much a proposed change in lifestyle would contribute to climate change mitigation. Thus, policy makers and citizens lack guidance to make informed choices. Second, there is still limited evidence of public acceptance of drastic changes. This has led to internationally uncoordinated policies and to policies that will very likely fall short on having sufficient impact. Third, policies have usually promoted changes of individual behaviour without addressing structural constraints or structural drivers of unsustainable lifestyles. This has led to policies that remain ineffective and frustrate citizens who wish to make positive lifestyle choices. We aim to address all three of the above issues, by connecting an analysis of individual lifestyle perspectives, on household level, with policies and socio-economic structures, on all levels from international to local. The analysis will be structured according to the emerging 1.5-degree lifestyles approach, which members of the consortium have helped to define. The advantage of a lifestyle-oriented approach is to link concrete transformations of lifestyle by individuals to transformations of the structural context by policies, economic, and societal institutions. This inclusive approach is original in terms of a research strategy. In practical terms, it is very promising as it offers concrete guidance and as it can be scaled to political, social, and economic capacities on regional to (supra-) national levels. We pursue our aims using quantitative and qualitative methods, country-level assessments and sector-based case studies, as well as innovative participatory formats and a broad range of communication methods.

The project has 10 beneficiaries from 7 countries. Find more information on the project and its partners on its website: <http://onepointfivelifestyles.eu>

Based on the success of the [Puzzle](#) the case country partners used in their first [Citizen Thinking Lab](#), GreenDependent Institute (GDI) in Hungary and Green Liberty (GL) in Latvia have been approached by several external national parties (universities, municipalities, NGOs, etc.) to organize puzzle workshops for them.

For a successful Puzzle workshop a **reliable and very detailed carbon calculator with local data** is required, which is not available at the moment in Hungary and Latvia. The technical background of the carbon footprint calculator (calculation methodology, terminology, etc.) will be developed by D-mat, the Finnish partner of the EU 1.5° Lifestyles project.

The present call for tenders seeks an IT company that is able to develop the online back-end and front-end programming of the carbon calculator for Hungary and Latvia, in two languages. *(Additionally, an English language variant will also be needed for testing purposes.)*

I.1. Information for submission

I.1.1. Contracting Entities

GreenDependent Institute Nonprofit Ltd

Central Business Register: 13-09-147893

Tax number: 23393862 (*VAT exempt in Hungary due to Public Benefit status*)

Established at: Éva u. 4, Gödöllő, 2100, Hungary

Represented by: Kristóf Vadovics, Executive Director

Zala Briviba Biedriba (Green Liberty)

Central Business Register: 40008001945

Established at: Lapu Iela 17-3, Riga 1002, Latvia

Represented by: Janis Brizga, Chair

I.1.2. Definition of Contract

The Contracting Entities will sign a service contract (henceforth: Contract) with the winning Applicant after closing the tendering process.

I.1.3. Object of the tender

The object of the tender is the **back-end and front-end development of a carbon calculator for the EU 1.5° Lifestyles project in two languages** using the project's existing visual identity (see further details in Annex 2).

Presently, the Contracting Entities would like to receive tenders for the implementation of the following task:

- **Task 1** - Development of a carbon calculator in Hungarian and Latvian
- **Task 2** - Training the representatives of Contracting Entities in English language in the management of the carbon calculator
- **Task 3** - Maintenance of carbon calculator and general web support on a monthly basis till the end of the project (April 2025)

Please note that the server and hosting of the website along with the domain name are arranged by the Contracting Entities, therefore, please do not include these relevant costs in your offer. In case you have a strong preference for hosting, please indicate additional hosting costs in the offer and justification of this preference.

Please also note that two international partners are involved in the process, who need to approve the outputs. Therefore, we suggest integrating additional time for incorporating a potential larger number of inputs.

Please also note that the national languages (Hungarian and Latvian) contain special characters.

Please also note that the project already has a project identity, this must be used and adhered to, when designing the front-end of the carbon calculator.

Further details on the tasks to be conducted in the EU 1.5° Lifestyles project and their deadlines can be found in Annex 2.

Applicants will be asked to **report regularly on the status of deliverables and about their activities and their outcomes**. These will need to be submitted to GreenDependent Institute and will constitute criteria for acceptance of task completion and delivery, and the payment of invoices.

Timeframe for the Task:

The EU 1.5° Lifestyles project runs till 30th April 2025, so for the utilization of the carbon calculator within the timeframe of the project, Task 1 and Task 2 must be delivered by 31 October 2024. The carbon calculator maintenance service should be available until 30 April 2025 (Task 3).

Financial aspects:

The project has a maximum budget for the completion of activities in the framework of the present tender, which is 30,000 EUR.

Applicants must bear in mind that the contracting cost for the above tasks shall **include VAT** and **all other costs** (personnel, direct, travel, overhead, etc.) related to the services and tasks to be completed.

The financial plan (budget) submitted by **Applicants should contain comprehensible details related to the planned budget items as per each sub-Task detailed in Annex 2**. Please submit your financial plan in EUR.

Should you find that there could be various options for certain tasks depending on different aspects, please feel free to provide a minimum and maximum budget for these tasks justifying the differences among the options.

Applicants also must bear in mind that the invoicing will be done to two project partners – 50% of total costs shall be invoiced to GreenDependent Institute in Hungary and the other 50% to Zala Briviba Biedriba (Green Liberty) in Latvia.

Geographical aspect:

As the finding originates from an EU fund (Horizon2020) proposals will be considered only from companies operating within the European Union.

I.1.4. Additional requirements from Applicants

Please highlight with references in the application the following:

1. Experience in designing easy-to-manage multilingual websites.
2. Experience in designing online calculators and interactive tools or websites.

Please also submit:

3. Language level - For the colleagues conducting the development, it is required to be proficient in English as this is the official language of the EU 1.5° Lifestyles project, and in several cases they may be asked to give explanations/presentations/clarifications in English.
4. A brief plan for managing communication with the Contracting Entities bearing in mind the additional rounds of consultation with the international partners (2 partners) (e.g. how many feedback cycles are envisaged for the design, details of response time for correcting problems with calculator, correcting and improving design, etc.)
5. Consideration of sustainable and green criteria (e.g., using specific design elements, colours, website functions for saving energy; climate offsetting)

Applicants should submit proof of satisfying the above requirements including references of previous work, details in CVs of experts, preliminary timeline and attached plan for communication.

I.1.5. Contracting conditions

The Contracting Entities can accept invoices from the supplier only after issuing a written performance certificate based on the performance of the Contractee. Upon 30 days from the arrival of the invoice it is paid by the Contracting Entities.

If required there is a possibility for payments in several instalments based on performance. Applicants should indicate and provide reasoning in their proposals if they wish to take advantage of this opportunity.

Tenders can be submitted by a single organization, or a consortium of organizations. However, in case of a consortium, the consortium leader shall be responsible for all communication, contracting and invoicing with the Contracting Entities, and this should be marked clearly in the application.

I.1.6. Deadline for submitting the tender

The tenders must be sent to the following address via email:

kristof@greendependent.org

Kristóf Vadovics

GreenDependent Institute

Deadline for submitting tenders: **16:00 CET AM 30th April 2024.**

Tenders should be submitted in **pdf** format until the above deadline.

Tenders arriving after the deadline will be considered invalid.

I.1.7. Causes for exclusion

Applications will not be considered if the applicants are in any of the following situations:

- a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities;
- b) they have public law debt.

Applicants must submit an official statement indicating that the above situations are not relevant to them.

I.1.8. Evaluation of tenders

After opening the tenders the Contracting Entities will examine the tenders if they comply with the formal and content requirements of the call, if they contain financial mistakes and if they can be considered complex, possessing all the necessary appendices.

Before conducting a thorough evaluation, the Contracting Entities assesses if there are any excluding causes for the tenders.

After that the Contracting Entities establishes which tenders are valid and ready for the detailed evaluation.

A tender is not valid if:

- a) it is submitted after the deadline,

- b) there are excluding causes in connection to the bidders,
- c) the bidding organisation does not comply with the requirements defined in the present call.

Only the valid tenders will be evaluated by the Contracting Entities. Evaluation will be based on:

- (1) satisfying the additional criteria listed under I.1.4.
- (2) references and experience
- (3) best value for cost

The Contracting Entities will sign a contract only with the overall best Applicant.

The Contracting Entities reserves the right to reject all tenders, and thus declaring the tendering process unsuccessful if none of the submitted tenders fulfils requirements or is unbeneficial to it.

If the offer of a tender contains unreasonably low pricing, the Contracting Entities is entitled to request further details or justification from the applicant. The Contracting Entities reserves the right not to accept an offer if it cannot be accepted or can be considered as irrational from an economic point of view.

I.2. Requirements in connection with the tender and the Applicant

I.2.1. General rules

The proposal must cover each and every task of the call (Tasks 1, 2 and 3). Partial proposals will not be considered.

I.2.2. Content and structure of the tender

The tender must contain the following documents in the order described below (please, adhere to the following order when compiling the tender):

- Table of Contents
- Basic data of the Applicant (Annex 1);
- Statement/Proof in connection to cases mentioned in I.1.7;
- Proposal for conducting the above specified tasks and services, including:
 - suggestion and brief description of the methodology to be used (incl. a brief plan for managing communication);
 - a time plan for conducting the tasks and services including suggested deadlines for periodic reports;
 - a detailed budget in **EUR** broken down to each subtask with explanation where necessary also including an indicative hourly rate for Task C design tasks;
 - brief description about how green and sustainable criteria are envisioned for the website and design (e.g. use of colours, specific design, carbon offsetting). Please note, the server and hosting of the website along with the domain name are arranged by the Contracting Entities.
- References
 - Relating to the experience of the applying organization, with specific details on knowledge and experience concerning the Additional requirements.
 - CVs (following the Europass format) of the experts to be involved in the activities.

I.2.3. Formal requirements for the tender

- The tender must be submitted *in the English language*,
- in *pdf format*, and
- must be *signed by the legal representative of the Applicant*.

I.3. Other information

I.3.1. Contact information

Applicants can indicate their interest to participate in the tender **no later than 17th April 2024**.

All enquiries in connection to the call shall be made in writing **no later than 17:00 CET 25th April 2024** to the following address:

kristof@greendependent.org

Kristóf Vadovics

GreenDependent Institute

Responses to the questions will be sent to all Applicants (who indicated their interest of participation). These questions and subsequent responses will be also featured on the Contracting Entities's website: <https://onepointfivelifestyles.eu/carbon-calculator-huly>

Any attempt from any applicants to influence the Contracting Entities or any of their employees in the selection process will result in the immediate disclosure from the tendering process.

I.3.2. Opening the tenders

The opening of the tenders will not take place at a public event.

I.3.3. Negotiation

The Contracting Entities may initiate a negotiation process with the winning Applicant if some parts of the tender need further clarification.

I. 3.4. Announcement of tender result

Every Applicant will be informed of the result of the tender by the Contracting Entities after announcing the winner, by **15th May 2024** the latest.

I.3.5. Risks of the Applicant

The Contracting Entities declares that every Applicant enters the tendering process on its own risk, and all costs occurring in connection to the tender must be borne by the Applicant. The Contracting Entities cannot be made accountable for these costs and risks.

I.3.7. Subcontracting

The Applicants will be allowed to have subcontractor in the contracted services to be performed.

Subcontractors should be mentioned in the applications.

In case the Applicant wishes to involve a new subcontractor after signing the service contract, the Contracting Entities should be notified. A new subcontractor can only be involved with the prior approval of the Contracting Entities.

I.3.8. Reservation of rights

The Contracting Entities reserves the right to

- declare the tendering process unsuccessful in case of unfavourable tenders and close the process without any justification or signing a contract with anyone;
- withdraw the Call and its documents before the deadline for submission without any explanation and not bearing any responsibility towards the Applicants. The Tender Manager is to notify all the Applicants in such a case;
- select the best offer from every perspective from the Contracting Entities's point of view.

In case the winning Applicant withdraws from the process the Contracting Entities reserves the right to start negotiations with the second best offer and sign the Contract with its owner.

In case the Contract cannot be signed with the winning Applicant within 15 days after the announcement of the winner due to reasons arising at the Applicant's side, the Contracting Entities reserves the right to enter into negotiations with the second best offer and sign the Contract with its owner.

As a general rule the governing law of the tendering and contracting process is the Hungarian legislation.

The Applicants understand that announcement of the winner of the tendering process does not automatically initiate a contractual relationship between the Contracting Entities and the winning Applicant, it is only established by signing the Contract.

Annex 2

Description and deadlines of the tasks of the present call to be conducted in the frame of the EU 1.5° Lifestyles project

1. General task description and deadlines

Task 1 - Development of a fully functional carbon calculator in Hungarian and in Latvian

Two calculators for two participating countries (Hungary and Latvia), please see examples of calculators and their structures (<https://pslifestyle-app.net/selections>)

Task 2 - Training of Contracting Entities's colleagues on the use/admin management of the website

Task 3 – Maintenance of carbon calculators - General web-support and updates monthly till the end of the project

General assistance in operating, updating and maintaining the calculators and providing assistance for project partners. General web support and updates on a monthly basis till the end of the project. Additional developments based on hourly rate (to be preliminary agreed upon).

Tasks and deadlines for the individual activities

Please see an overview of all tasks and relevant deadlines in the below table:

Tasks	Sub-tasks	Deadline of delivery
Task 1 - Development of a fully functional carbon calculator in Hungarian and in Latvian	Development and basic design of carbon calculators, and first type of testable draft of the calculator in English	15 July 2024
	Beta version of calculator and administrative user interface (UI) ready in Latvian and Hungarian	30 September 2024
	Final version of carbon calculators in Latvian and Hungarian	30 October 2024
Task 2 - Training of Contracting Entities's colleagues	Preparation of training materials and Training of Contracting Entities's colleagues on the use and the necessary back end programming of the calculator	30 October 2024
Task 3 – Maintenance of carbon calculators	General web support and updates monthly up to the end of the project	continuous till 30 April 2025
	Additional developments based on hourly rate (to be agreed upon)	ad hoc till 30 April 2025

2. General and technical requirements

Home

References

Example form: <https://pslifestyle-app.net/selections>

Requirements

Basics

- The application to be created will be an interactive, web based CO2 calculator, suitable for desktop and mobile devices.
- The calculator will be located within the www.onepointfivelifestyles.eu websites (subfolder/subdomain).
- The calculator should be a stand-alone application and be reusable outside the EU 1.5° Lifestyles project websites (no deep integration)
- Jari some words here what really is the task of the developers and what not (e.g. connections, logics, ...)
- The "calculator core", consisting of questionnaire, data factors (carbon coefficients etc.) and the calculation logic is already existing in an Excel form, and will be modified to a final version by us. Thus, the main focus in the development is:
 - Designing and building an appealing front-end.
 - Translating the Excel-based calculator into a software form with best programming practices including database-based storage, well-structured source code, good performance and easy maintenance.
 - Solving the best way to differentiate the two country-versions with least possible duplication.
- What is not in the tender call's scope, are the actual calculations used to determine the user's carbon footprint, as they already exist in the Excel version.
- The application will have multiple separate instances for different countries/regions etc. These instances will be slightly different (e.g. in the options provided for answers). See more detail in the 'Source Description' file.
- The user-side interface should support translation to the various languages.
- The calculator's theme should be able to match that of the EU 1.5° Lifestyles websites, but should be reusable with other designs (other websites) - no hardcoded styling.

User facing application details

- Users will face a multi-step/page form with various inputs for the calculations.
- Data gathering will be assigned to geological regions. (countries / provinces, cities etc.)
- Users should be able to fill out the form anonymously, the results shall be saved (to a database of some sort) and accessible through a unique public link.
- Users should be able to register an account and access previous data

Administrative interface

- The application should have an admin / maintenance interface, that is user-friendly enough for employees without developer background to access and change information. The changeable data consists of
 - (Minimum) Data factors used by the calculator, e.g. electricity carbon intensity, especially those that tend to change over time.
 - (Minimum) Saved calculations shall be accessible/exportable through a simple administrative interface
 - (Additional) Possibility to edit the language versions.
 - (Additional) Possibility to disable questions (user input) that are then evaluated using a default value, given in the admin UI.
 - (Additional) Possibility to add new questions while keeping previous entries compatible using a default value.
 - *(Additional) Possibility to add/edit/remove answering options that tend to change over time, for example adding a "Mediterranean diet" to diet choices if it happens to break through as a popular diet in a given country. These modifications do not change the calculation logic, just adjusting the composition of data-factor based entities, like the share of meat products in a new diet.*
 - (Extra) Possibility to change the geographical regions in which the data is assigned. They might merge (results, averages etc merge) be disabled, new ones added etc.
 - *(Extra) Possibility to change questions or add/modify answering options that do affect the calculation logic, such as defining a new "hydrogen fuel cell" -type car option. As this requires making the calculation logic modifiable, too, existing logic modifications could be supported as well.*
 - *(Extra) Possibility to modify questions by e.g. giving new answer options, if they happen to break through. As this requires making the calculation logic modifiable, too, existing logic modifications could be supported as well.*

Technical details

- The application's source code shall be provided together with build and deployment instructions.
- The provided software shall have no more limitations than the licenses of any of its components/libraries.
- The application shall have as few dependencies on other projects/libraries as is practically possible.
- All components/libraries used shall be well-maintained and either open-source or their source provided.
- Although not required, Greendependent's GITLAB project (repository, issue tracker etc.) can be used to store and develop (with the potential use of its build/deployment automation) the application. Locally installed or 3rd party code management services are also acceptable.

Technical details of the current onepointfivelifestyles server

- For the back-end NodeJS (up to v11.3), PHP, Python and Ruby are available on the current server.
- MariaDB 10 is available
- SSH access to the server can be provided, some cli tools are available (e.g. composer, npm)

3. Source description

The 'Source description' of the calculators can be downloaded from this link:

https://onepointfivelifestyles.eu/sites/default/files/EU_15_Lifestyles_HU-LV_Carbon-calculator_Annex%202_Source_Description.pdf