



**Interreg
Europe**



Co-funded by
the European Union

ARTIST

**Vas County Government Office
H-9700 Szombathely, Berzsenyi Dániel tér 1.**

CALL FOR TENDERS

Interreg Europe Program

ARTIST 03C0866

**Elevating sustainable mobility through the use of branding, design
and art**

Consultant to support the study visits component



CALL FOR TENDERS

1. Contracting authority:

Vas County Government Office

Address: H-9700 Szombathely, Berzsenyi D. square 1.

E-mail: info@vasmegye.hu

Represented by: **Dr. Péter Balázs**, Head of Office

2. A short presentation of the project:

The ARTIST project aims to elevate public transport's status and active mobility presence by integrating branding, design, and art. ARTIST will share insights from creative transport experiments, showcase successful practices, and advocate for a community-centric approach to public transport and active mobility improvements. Activities include analyzing regional conditions, identifying best practices, and incorporating arts into the design of stations, vehicles, and routes. Partners will organize seminars, study visits, and local stakeholder meetings to present progress and gather feedback. The project will culminate in improved policy instruments supporting art in public transport and active mobility, with a joint policy report outlining lessons learned and recommendations for future implementation.

3. Subject of the Call:

In the framework of **03C0866 ARTIST** project, co-funded by **Interreg Europe** Programme, provision of "**Consultant to support the study visits component**" in accordance with the document entitled "Professional content, details of tasks to be performed" in Annex 1 to this Call for Tenders.

4. Type of procurement:

Procurement below the threshold for public procurement with at least three bidders.

Contract type: Contract for services

The Contracting Authority informs the Bidders that it considers the tenders submitted in this procedure as indicative tenders in support of a possible procurement procedure and will terminate this procurement procedure without a call for results.

5. Duration of the contract, deadline for performance:

Continuously, from the date of signature of the contract until 15 April 2028 at the latest.



6. The offered price and payment terms:

The Bidder must specify the bid price in **EUR**, indicating the net bid price by filling in the "Tender Form" (Annex 2).

The winning Bidder may issue and submit partial invoices in accordance with the provisions of Article 58 (1) of Act CXXVII of 2007 on General Sales Tax, adjusted to the partial performance periods during the continuous performance of the contract, as set out in the table below:

Title of subtask	Deadline for completion
Part1: Study visit Guide	15/10/2025
Part2: Final study visit Report	15/04/2028

The countervalues for the partial performance periods shall be paid by bank transfer within 30 days of the date of issue the invoices and the itemizations, based on the performance certificate issued by the Vas County Government Office, after the completion of the partial performance periods (based on the deadlines for performance specified in the table above). The successful Bidder shall provide a detailed account of the tasks carried out during the partial performance period.

The winning Bidder may issue the invoice with the following content:

- the document must bear the title "Invoice" according to the regulations of the country concerned (e.g: Invoice, Factura...)
- number of invoice
- the issuer (Bidder company) of the invoice
- name of buyer (Vas County Government Office)
- name of the service provided
- invoice amount
- the currency of the invoice
- date of issue and payment deadline of the invoice.

Invoices are issued and paid in **EUR**. Pre-performance is acceptable.

Invoices not issued electronically must indicate the programme and project identification details: **Interreg Europe Program, ARTIST 03C0866 project.**

An invoice issued electronically can only be accepted if the following text is entered in the comment field of the electronic invoice when the invoice is issued: **Interreg Europe Program, ARTIST 03C0866 project.**



7. Criteria for evaluating tenders:

The Contracting Authority informs the Bidders that the winner of this Call for Tenders is the Bidder offering the lowest bid, based on the "**Total Net Bid Price**" as indicated in the Tender Form.

The Contracting Authority draws the attention of Bidders to the fact that they will be required to declare their capacity as independent bidders after the opening of their tenders.

8. How to submit a tender:

The Bidder must submit their tender in 1 original printed copy in a sealed envelope, by post as registered mail, or by e-mail, the document scanned after legally signed,

a) *If sent by post as registered mail:*

the address at which the offer is to be submitted:

for Dr. Péter Balázs, Head of Office
Vas Vármegyei Önkormányzati Hivatal
9700 Szombathely, Berzsenyi D. tér 1.

The envelope containing the offer must indicate:

Tender – ARTIST 03C0866

It cannot be opened before the deadline for submission of tenders!

b) *If submitted by e-mail:*

address for submission of tenders: beszerzes@vasmegye.hu

Please indicate in the subject line of the message:

ARTIST 03C0866

9. a) Deadline for submission of tenders:

13 August 2025 CET 10.00

b) Place and time of opening of tenders received:

Vas Vármegyei Önkormányzati Hivatal, Official premises of the International Department

9700 Szombathely, Berzsenyi D. tér 1.;

13 August 2025 CET 10.30



- c) The Contracting Authority draws the attention of Bidders to the fact that tenders prepared within the framework of this Call for Tenders must be submitted in such a way that the tender is certifiably received by the Contracting Authority at the deadline specified in paragraph 9/a of this Call for Tenders.

10. The planned date of signing of the contract:

The Contracting Authority informs the Bidders that the signing of the contract for services with the successful Bidder is expected to be within 15 working days after the opening of the Tenders, in accordance with the Call for Tenders.

11. Mandatory content of the Tender:

- a completed Tender Form (Annex 2)
 - o Company details of the Bidder
 - o Price table
 - o Bidder's declarations

12. Method of evaluation of the tenders:

- 12.1. The evaluation of the tenders will be based on the completed and submitted Tender Form (Annex 2).
- 12.2. Proposals will be evaluated without negotiation.
- 12.3. The Contracting Authority informs the Bidders that they will not be given the opportunity to rectify any deficiencies in their submitted tenders.
- 12.4. The Contracting Authority informs the Bidders that it will notify all Bidders in writing of the evaluation of the tenders submitted in response to this Call for Tenders.
- 12.5. The Contracting Authority informs the Bidders that if the Bidder's tender does not comply with any of the requirements of the Call for Tenders, the Contracting Authority shall consider the Bidder's tender to be invalid.

13. The submitted tender is invalid if:

- 13.1. the tender is received after the deadline for submission specified in point 9.a) of the Call for Tenders, or
- 13.2. the tender was not sent by post or e-mail, or
- 13.3. the tender is not submitted on the form complying with points 11 and 12.1 of the Call for Tenders, or
- 13.4. the tender was not submitted in the appropriate currency as specified in point 6 of the Call for Tenders, or
- 13.5. the tender in EUR was not expressed to two decimal places in the case of non-integer numbers, where this is numerically justified (see Tender Form), and does not take into account the rules of mathematical rounding, or



- 13.6. the Bidder is not qualified to perform all (parts of) the activities and does not designate a subcontractor in its tender, or
- 13.7. the tender does not include in its proposal at least 3 years of experience in managing or supporting territorial cooperation projects that include components such as interregional study visits, learning seminars, multi-stakeholder policy exchange, and the production of analytical or consolidated reporting. A strong track record in synthesizing lessons learned across diverse regions will be considered an asset.
- 13.8. fails to declare its capacity as an independent bidder by the deadline after the dismantling.

14. Other:

14.1. *Conditions for the use of a subcontractor:*

- 14.1.1. If the Bidder wishes to involve a subcontractor in the fulfilment of the contract, this fact must also be indicated in the tender. Should the use of subcontractors become necessary during the fulfilment of the contract, this shall only be possible after notification to and approval by the Contracting Authority.
- 14.1.2. In this procurement process, a Bidder may not be a bidder or a subcontractor in any other tender, other than its own.
- 14.1.3. The successful Bidder must ensure transparency regarding the content, amount and payment of subcontracts.
- 14.1.4. Copies of the subcontractor's invoices and supporting documents verifying payment must be submitted to the Contracting Authority within 30 days of payment.
- 14.2. The Contracting Authority draws the attention of the Bidders to the fact that, for the accounting of the project, for contracts of over €10,000 net, they must declare the following personal data of the owners of more than 25% of the contracted company: date of birth and tax identification number.
- 14.3. No alternative tenders can be submitted!
- 14.4. Time frame during which the Bidder must maintain its tender: 60 days
- 14.5. The Contracting Authority draws the attention of Bidders to the fact that the Contracting Authority reserves the right to declare the procedure announced in this Call for Tenders unsuccessful without giving any reason. The Contracting Authority draws the attention of Bidders to the fact that this Call for Tenders does not create any contractual obligation on its part.
- 14.6. If you have any further questions, please contact the following contact person: Regina Rosta-Pethő e-mail: petho.regina@vasmegye.hu



Annexes to the Call for Tenders:

Annex 1: Professional content and details of tasks to be performed

Annex 2: Tender Form

Szombathely, 06 August 2025



Dr. Péter Balázs
Head of Office



Professional content, details of tasks to be performed

Subject of the Call: “Consultant to support the study visits component”

To develop the study visits guide, containing information on the structure of study visits. To also compile findings from all study visits and develop the final report, including lessons learned.

Task definition:

TASK 1: Study visits guide

- The purpose of this deliverable is to support the organization of the study visits, by developing a relevant guide.
- In particular, the deliverable is expected to include the following sections:
 1. Introduction, describing the structure of the study visits.
 2. Providing an overview of the study visits preparation and data collection process.
 3. Risk mitigation strategy to eliminate delays or undelivered study visits due to external events (e.g., pandemics, war, etc.)
 4. Order of the visits at proposal level
 5. Timetable
 6. Monitoring & quality control of the process
 7. Study Visit Report template for project partners
- Deliverable: Study visit Guide in English, in size A4, in format .docx and .pdf, as well as consists of at least 20 pages

TASK 2: Final study visits report

- The purpose of the deliverable is to compile the findings from all study visits based on the Study Visit Report provided by project partners, to conduct an analysis of them, and to prepare a respective report, including lessons learned & policies.
- In particular, the deliverable is expected to include the following sections, based on input provided by partners:
 1. A summary report, focusing on lessons learned and policy recommendations, to encapsulate the insights gained from the implementation of the project.
 2. Introduction and background
 - Brief overview of the purpose, objectives and reports of the study visits.
 - Explanation of the significance of the visits in relation to the broader goals and objectives of the project and Interreg Europe programme.
 - Contextual information about the study visits, including the locations visited, duration, and participants involved.
 3. Study Visit Highlights:
 - Summary of key observations, insights, and experiences from each visit.
 - Description of notable sites, organizations, or initiatives visited.



4. Key Learnings

- Analysis of the most significant learnings or takeaways from the study visits.
- Reflection on how the visits contributed to the understanding of relevant issues or topics.
- Deliverable: Final study visits report in English, in size A4, in format .docx and .pdf, as well as consists of at least 30 pages

The Contracting Authority will provide:

- branding elements (e.g. logo, A3 poster, etc.), [Program Manual](#) and [Brand Book](#) provided by the IE Programme
- any other (background) information needed about [ARTIST](#) project



Annex 2 to the Call for Tenders

TENDER FORM

Subject of the Call: In the framework of 03C0866 ARTIST project, co-founded by Interreg Europe Programme, provision of "Consultant to support the study visits component".

IMPORTANT: Please fill in the form completely!

If a box is not relevant, please cross it out!

Please quote the tender price in EUR!

Please give your tender in EUR to two decimal places, using the mathematical rounding rules for non-integer figures.

For information on the validity of the offer, please refer to point 13 of the Call for Tenders.

Details of the Bidder	
Name of the Bidder:	
Address:	
Mailing address:	
Company registration number:	
Phone number:	
E-mail address:	
Name of representative:	
Name of the contact person:	

In response to the Call for Tenders above, I, the undersigned, hereby declare that I have read and fully accept the contents of the Call dated 06 August 2025 and hereby submit the following offer without reservation or qualification and accepting in full the terms and conditions contained therein:

Price table	
Name of activity	Net price EUR
Task 1: Study visits guide	
Task2: Final study visits report	
TOTAL NET BID PRICE:	

Date: 2025

P.H.

Signature/Company signature



Bidder's declarations

- I hereby declare that I intend to involve a subcontractor in the fulfilment of the contract:
YES / NO* (underline as appropriate)

(If the answer is yes, please indicate the subcontractor's company details in the table below (the table can be extended if there are several subcontractors)):

Business details of the subcontractor	
1	Name of subcontractor:
	Address:
	Company registration number:
	Phone number, e-mail address:
	Name of representative:

- I hereby declare that as a Bidder, I am authorised to provide the service(s) covered by this Call for Tenders. *With regard to the management of conflicts of interest, I declare that I am not directly or indirectly related in the ownership structure of our Company and in relation to its elected officers, as an employee, or in relation to potential subcontractor(s), to any officer of the Contracting Authority, employee involved in the procurement or employee of the Contracting Authority within the meaning of the Civil Code of Hungary. 8:1.§ (1) paragraph 2) of the Procurement Contract.*
- I hereby declare that the company I represent is not in liquidation, has not been declared bankrupt or is not the subject of bankruptcy or liquidation proceedings, has not been the subject of a court order for bankruptcy proceedings, and has not been the subject of a final order for winding up. Furthermore, it does not owe more than one year's worth of central taxes, duties, customs duties and social security contributions and does not have any arrears of local taxes at the place where the Contracting Authority is established. The business is not under suspension of operation.
- I hereby declare that I am bound by my tender for a period of 60 days from the prescribed deadline for submission of tenders.

Date:, 2025

P.H.

Signature/Company signature



Professional competence justification and reference introduction

I declare that our organization, related to this contract has carried out the following reference activities over the past three years shown below:

Nr.	Project title and name of the EU financing program	Role of the partner in the project	Implemented activity	Date of the implementation	Link of the project/deliverable(s)
1.					
2.					
3.					

Date: 2025

Stamp

Signature/Company signature



Eligibility criteria and grounds for exclusion

Requirements for Bidder:

The professional capacity of the Bidder should be demonstrated by the reference activities preceding the past three years the submission of the offer.

The contractor is appropriate for submission of the offer, if:

- certifies by a declaration at least one similar implemented activity in the preceding three years, co-funded by the European Union Programme before the submission of the offer, which is equivalent with the given project tasks. The equivalent activity would pertain to the implementation of any deliverables related to exchange of experience activities.

Definition of the grounds for exclusions:

Personal or legal entities and organisations without legal entity as Bidders will be excluded from participation in procurement procedures or tender winning if:

- 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, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b. procedures have been initiated against them in connection with bankruptcy, being wound up, receivership, entering into an arrangement with creditors or similar procedures have been initiated according to national legislation or regulations.
- c. they have been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata; (i.e. against which no appeal is possible);
- d. they have been guilty of grave professional misconduct proven by any means which the Contracting Authority can justify;
- e. they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established, or with those of the country of the Contracting Authority.