



The Space2Waves project has received funding from the European Union's  
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# CALL FOR TENDERS

## SPACE2WAVES



Space2Waves

CLUSTERS IN ACTION FOR THE INTERNATIONALISATION OF EUROPEAN SMES  
TAKING ADVANTAGE OF THE CROSS-SECTORAL DIMENSION OF EARTH  
OBSERVATION FOR BLUE GROWTH MARKET

**GRANT AGREEMENT**  
**NUMBER — 951122— SPACE2WAVES**  
COS-CLUSINT-2019-3-01-Strand2B

Clusters Go International – Earth observation data and applications

WP 2: Preparatory activities for internationalisation

**INTERNATIONAL SUPPORT TO SMEs**

**TENDER SPECIFICATIONS**

Open Procedure

Ref Chrono: 21-ADMIN-CS-002

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# 1. Introduction

Aerospace Valley (henceforth AV or the "contracting Space2Waves Partner"), acting under powers delegated by the European Commission, GRANT AGREEMENT NUMBER — 951122, is launching this invitation to public tender for the development, establishment and the operation of Space2Waves WP2, Preparatory activities for internationalisation .

## 2. BACKGROUND INFORMATION AND CONTEXT

### 2.1 Space Applications

During the last decades, space industry has expanded the limits of humanity, allowing man-made creations to travel beyond the borders of our known cosmos. In our days, space technologies have also found application in our daily lives through diverse ways, revealing their huge but unexplored potential.

Satellites orbiting the Earth can observe every single point of our planet, bring connectivity to the most isolated persons, and position all objects all over the globe. These technologies are at the heart of a strong European leadership for many years, through the impulsion of the European Commission and the European Space Agency. Nowadays, we observe a major acceleration of the penetration of these technologies into our societies due to the miniaturisation of technologies, the use of smartphone, and the big data paradigm allowing the data to be collected and processed. These satellites create every day enormous amounts of signals and data that now can be transformed into information in answer to various societal challenges and benefit economic domains such as maritime activities, agriculture, energy, environmental and civil protection, public health, tourism, urban planning and transport.

Space applications come to demonstrate innovative solutions to various societal and business challenges. Road monitoring helps avoiding traffic congestion in urban areas, while renewable energy production can be easily controlled. Containers in harbours can be managed more efficiently, location-based applications will change our entertainment and precision farming will significantly increase quality and quantity of production.

In the European Union, significant attempts have already been launched to take advantage of these technologies. The Copernicus program and the European Global Navigation Satellite System GALILEO are two European investments with great importance for space and EU economy.

Not only they provide effective answers, but due to the global availability of space information around the globe, these applications can have international use, or easily be deployed in answer to customer needs that are not present in Europe. Space and maritime sectors bear huge potential of creating new applications and products. Fisheries, aquaculture, Exclusive Economic Zone (EZZ) surveillance, climate change, ports infrastructures, maritime transport are some of the sectors that are already using space data. New players other than those within the traditional space industry, including small- and medium-sized enterprises (SMEs), service providers, content providers and private and public users can perform

a significant role. These applications can be used anywhere around the globe and thus they possess international commercial value.

## 2.2 Space2Waves project

Space2Waves is the continuation of SpaceWave project which has successfully developed an internationalization strategy to accelerate the Earth Observation (EO) technologies global deployment in Blue Growth and to support European SMEs competitiveness. Four countries have been identified as promising target with highest potential for European SMEs: Australia, Canada, South Africa and United Arab Emirates.

EO technologies represent an answer to many issues the maritime environment is facing. They contribute to the implementation of a sustainable blue economy as they are one of the most available, feasible and cost efficient technologies to explore, monitor, control and study the exploitation of oceans and their resources. Earth Observation (EO) is a main component of space activities and represents an answer to issues the EU and the world are currently facing. In the frame of this project, EO is defined as the use of remote-sensing satellites including stratospheric balloons, aerial drones and other technologies. EO technologies suit marine environments as they can cover wide areas and are easier to install than 'in-situ' infrastructures.

The blue economy consists in all activities related to oceans, seas and coasts and covers a wide range of interlinked established and emerging sectors. The European Commission (EC) established Blue Growth as the long-term strategy to support sustainable growth in the marine and maritime sectors, considering it as a key aspect in the achievement of the goals of the Europe 2020 strategy for smart, sustainable and inclusive growth.

The strategy has three components:

- To develop sectors that have a high potential for sustainable jobs and growth;
- To provide knowledge, legal certainty and security in the Blue Economy;
- To establish sea basin strategies to ensure tailor-made measures and to foster cooperation between countries.

There are several sectors at the intersection of EO and Blue Growth, such as marine safety, marine and coastal environment, marine resources, design, installation, management and maintenance of marine renewable energies installations, fisheries management, deployment, operation and maintenance of aquaculture, adaptation of coastal zones to climate change or maritime transport. Blue Growth issues could use EO technologies as tools to meet current challenges and create new value chains. Blue Growth has been identified as one of the key emerging industries, to be supported through inter cluster collaboration.

The main objective of Space2Waves is to promote access to international markets for European SMEs involved in the development and provision of EO products and services in support to Blue Growth. Thanks to a global internationalisation programme, European SMEs will have the chance to prepare themselves, to participate to matchmaking missions in target countries and to benefit of follow-up actions in order to maximise the initiated collaborations (business agreements, collaborative projects, etc.).

Space2Waves brings together six clusters with a perfect balance between blue economy and space sectors. All have joined the SpaceWave Alliance, a partnership agreement with common goals towards access to third markets. Space2Waves partners will encourage the involvement of other EU clusters in the Alliance.

### **3. General and specific objectives of the consultation**

AV wishes to enter into an agreement with one or more subcontractors that can provide the services to support the works of Space2Waves Work Package 2 (WP2) aiming to implement an effective and successful internationalisation strategy for the benefit of EU SMEs.

Access to third markets is a leverage effect for company's competitiveness and will be a strong asset in the development of SMEs concretizing partnerships abroad. In its internationalisation roadmap, Space2Waves has selected 4 countries which are: Australia, Canada, South Africa and United Arab Emirates. By providing SMEs a tailor-made programme for their internationalisation in the target countries, Space2Waves will be a flagship initiative of EU level of excellence and will show to target countries business actors the European potential in terms of innovation in the Blue Growth sector.

The specific objectives of this consultation are:

1. **To train selected SMEs to export in the four target countries with online workshops** and to ensure that the actions of the internationalisation programme will have concrete impacts in their business development by acceding new markets abroad
2. **To support each SME with 4 hours of consultancy** / individual meetings to export in the country it will have selected.
3. **To follow the maturity assessment of each SME** in terms of number of employment gained and increase in the percentage of the turnover from international activities.

#### Objective 1: training workshop

To support the Space2Waves consortium in achieving their objective of providing an internationalisation service for SMEs, the subcontractor(s) will have to provide online trainings for the SMEs. The tailored training programme will have to be set for each country targeted by the Space2Waves project and for all SME. Therefore those actions will be proposed under 4 lots. One subcontractor may answer to one or more lots.

The following 4 lots will have to be organized at least one month before the departure to the matchmaking missions. The workshops will be accessible to the 30 selected European SMEs part of the program, but the consultancy services (tailored training programme) will be limited to one country per SME.

The number of SMEs known at date to be accompanied per country is indicated below<sup>1</sup> in each country lot.

**Lot 1 “Australia”:** The subcontractor will have to provide a training support including the organisation of an online session to Space2Waves SMEs and hours of consultancy for 5 SMEs willing to export in Australia. Those actions will have to give to the participant SMEs:

- An overview of the EO and blue economy markets opportunities in the target country.
- Culture tips
- Good local business practices
- IPR regulations
- Foreign investment strategy

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<sup>1</sup> The number of SMEs might slightly change. The final number of SMEs will be specified before the signature of the contract.

**Lot 2 “Canada”:** the subcontractor will have to provide a training support including the organisation of an online session to Space2Waves SMEs and hours of consultancy for 8 SMEs willing to export in Canada. Those actions will have to give to the participant SMEs:

- An overview of the EO and blue economy markets opportunities in the target country.
- Culture tips
- Good local business practices
- IPR regulations
- Foreign investment strategy

**Lot 3 “South-Africa”:** the subcontractor will have to provide a training support including the organisation of an online session to Space2Waves SMEs and hours of consultancy for 5 SMEs willing to export in South Africa. Those actions will have to give to the participant SMEs:

- An overview of the EO and blue economy markets opportunities in the target country.
- Culture tips
- Good local business practices
- IPR regulations
- Foreign investment strategy

**Lot 4 “United Arab Emirates”:** the subcontractor will have to provide a training support including the organisation of an online session to Space2Waves SMEs and hours of consultancy for 11 SMEs willing to export in United Arab Emirates. Those actions will have to give to the participant SMEs:

- An overview of the EO and blue economy markets opportunities in the target country.
- Culture tips
- Good local business practices
- IPR regulations
- Foreign investment strategy

**Calendar:** the country training sessions should be organised the latest one month before departure in matchmaking mission. It is expected to have all missions organised in 2021 or 2022.<sup>2</sup>

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<sup>2</sup> Due to the sanitary crisis, Space2Waves missions might be organised later in the project and the project extended with the support of an Agreement. Such modifications will be notified to the contractor in due time.

### Objective 2: Support to SMEs

Each of the 30 SMEs should benefit from a tailored and individual 4 hours of consultancy follow-up before and after the mission.

The consultancy will have to be elaborated as a complement to the training sessions and should aim to provide personalised support to the beneficiary.

### Objective 3: SMEs' assessment

The aim is to conduct evaluations from the beginning to the end of the project, in order to assess the impact of the programme in the SME internationalization process and, more globally, in the SME development in terms of growth and jobs creation. At least two indicators will be assessed: jobs creation and the turnover linked to international activities.

**Calendar:** the first interview with the SMEs to collect the needed data will be organized with a cluster in charge during the first semester of 2021. The second and last interview will be organized within the last months of the project (June-August 2022).

Tailored training sessions, consulting support to 30 SMEs and SMEs' assessment will be subcontracted to organisation(s) with a high-level expertise in business internationalisation.

## **4. Indicative methodology**

The role of the subcontractor(s) is to support the Space2Waves consortium in achieving their objective of providing an internationalization service for SMEs.

Each of the companies that have been selected by the Space2Waves consortium will have a meeting with the cluster in charge and the subcontractor, at the beginning and at the end of the participation in order to:

- Carefully check the company's needs (before the travel)
- Offer specialized consultancy for the follow up activities of SMEs matchmaking mission to a country legal support, signature of cooperation agreements...)
- Complete the indicators to ensure the SME's assessment

These meetings will be organized by each cluster in charge and will be held by video/teleconferencing. Each of the meetings will be reported in minutes.

## 5. Subcontractor premises

The subcontractor will have to meet the following premises:

- Have experiences in target countries: the subcontractor will, for practical reasons, need to be highly experienced in internationalisation of SMEs in the target countries. The subcontractor must show at least 3 previous successful experiences in the target countries selected. These target countries are Australia, Canada, South-Africa and the United Arab Emirates.
- Expertise in space and maritime activities would be appreciated in the evaluation process.

## 6. Input by Space2Waves

The contract(s) will be managed by Aerospace Valley. AV will appoint a project manager in charge who will participate in the meetings with the contractor, facilitate access to information, monitor the work and validate the results of the services of the contractor. The subcontractor(s) will have to interact with other members of the Space2Waves consortium, which will participate to the assessment of SMEs involved.

The subcontractor(s) must ensure that activities progress properly, are reported upon regularly and for that purpose designate a person responsible for permanent and regular contact with AV.

## 7. Starting date of the contract and duration

It is expected that the contract(s) are signed before the end of February 2021.

It is expected that the contract(s) shall enter into force in February 2021. The execution of the tasks shall not start before the contract has been signed or before the specific date specified in the contract. Work will follow the timetable of the Space2Waves project.

Amendments may be made to the contract(s) only in exceptional cases where the amendment is considered by AV to be necessary for the completion of the project and following the provisions of the draft contract.

## 8. Deliverables

The subcontractor(s) must provide the required reports and documents accompanying the requests for payments in accordance with the conditions of the standard service contract. All minutes of meetings and documents must be drafted in professional/high-quality English and transmitted both in electronic format according to the timetable specified below:

- Two weeks after the collective online workshop, material of the training workshops.
- Two month after each country mission, a report including minutes of meeting and follow up for each company.
- In August 2022, a final report with activities and follow-up for each SME accompanied.

## 9. Payment terms

Payments under the contract will be made upon receipt of the corresponding invoices (check ANNEX III for other contractual conditions)

## 10. Confidentiality and data protection matters

Confidentiality is required for all persons working or collaborating directly or indirectly in the performance of tasks following this call for tender, as they might come into contact with confidential information during the course of their work. Any breach of confidentiality will be treated as professional misconduct and could lead to the termination of the contract as set out in Annex II. AV reserves the right to instigate any legal proceedings for breach of confidentiality necessary.

Specific requirements relating to personal data and the protection thereof are set out in the contract. The contractor is responsible for ensuring that all data to which he/she or his/her staff become party during the execution of the contract must be treated confidentially and in conformity with EC regulation Ne 45/2001<sup>3</sup>. The contractor is equally responsible for ensuring the application of this obligation in respect of any of his/her direct or indirect sub-tenderers.

## 11. Eligibility

This invitation to tender is open to Tenderers from the Member States of the European Union and the European Economic Area<sup>4</sup>. Participation in tendering procedures is open on equal terms to all natural and legal persons in a third country which has a special agreement with the EU in the field of public procurement on the conditions laid down in that agreement.

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<sup>3</sup> Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 "on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data", OJ L 8 of 12.01.2001.

<sup>4</sup> States covered by the Public Procurement Agreement concluded within the World Trade Organisation are not included in this call for tenders as the EU Executive Agencies are not signatories of the Agreement.

## 12. Costs

Tenderers themselves will bear the costs of drawing up their tenders and AV will not be liable to pay any compensation if a tender is rejected or if it decides not to select any tender.

## 13. Form and contents of the tenders

- All tenders must be signed by an authorised person or by the tenderer's legal representative.
- Tenders must be clear and concise, with continuous page numbering, and assembled in a coherent fashion (e.g. bound or stapled, etc.). Since Tenderers will be judged on the contents of their written bids, these must make it clear that they are able to meet the requirements set out in the specifications.
- Tenders may be drafted in English (UK).
- Consortium of tenderers may answer this tender to support one or more geographical lots. In this case, Aerospace valley will sign a contract with the leader of the consortium.
- Tenders must be delivered according to the requirements set out in the letter of invitation to tender (Annex I) and the present specifications, and before the date and time indicated in that letter.

Tenders must include the following information:

- All the information and documents duly filled in and signed, in order to assess the different criteria.
- For the appraisal, the written submission shall include a clear and detailed description of the organisation, resources and methodology proposed. The Tenderers will provide a practical and detailed description of the resources and services proposed to achieve the objectives and deliverable;
- The price in Euro.

## 14. SUBMISSION OF TENDERS

Tenders must be submitted by email [tenders2021@aerospace-valley.com](mailto:tenders2021@aerospace-valley.com) in electronic format (PDF or compatible).

Tenderers shall observe precisely the indications of the invitation to tender, in order to ensure that their tenders are admissible.

Late submission will lead to the non-admissibility of the tender and its outright rejection. Tenders sent by fax will be non-admissible.

## 15. STRUCTURE OF TENDERS

Tenders must contain the following sections:

- Section 1: Administrative proposal and presentation of the tenderer;
- Section 2: Technical proposal, addressing specifications of the call;
- Section 3: Financial offer.

### 15.1 Section 1 – Administrative proposal

This section must provide the following information:

Tenderer's identification: presenting the name of the tenderer and the name of the single contact person in relation to this tender. All Tenderers must provide proof of registration, as prescribed in their country of establishment, in one of the professional or trade registers, or provide a declaration or certificate. If the tenderer is a natural person, he or she must provide a copy of the identity card or passport and proof that he or she is covered by the social security scheme as self-employed person.

In case of a joint tender, the letter of submission of tender must be signed by a duly authorised representative for each tenderer, or by a single tenderer duly authorised by other Tenderers with power of attorney.

### 15.2 Section 2 – Technical proposal

The technical proposal must cover all aspects and tasks required in the technical specifications and provide all the information needed to apply the award criteria. Offers deviating from the requirements or not covering all requirements may be excluded on the basis of non-conformity with the tender specifications and will not be evaluated.

### 15.3 Section 3 - Financial offer

The price for the tender must be quoted in euro. Prices must be quoted free of all duties, taxes and other charges, including VAT, the amount of VAT may be shown separately.

The quoted price must be a fixed amount. That price should include all charges (fees, meetings, administrative expenses, overheads, travel and subsistence expenses, materials, equipment). No additional refund request in respect of the above mentioned charges will be accepted.

The quoted price must be detailed per country lot.

## 16. EVALUATION AND AWARD OF THE CONTRACT

The evaluation is based on the information provided in the submitted tender. It takes place in three steps:

- Step 1: Evaluation of Tenderers on the basis of selection criteria (technical and professional capacity of the tenderer and the performing team);
- Step 2: Evaluation of tenders on the basis of the award criteria (technical and financial evaluation of the offer).

Only tenders meeting the requirements of the preceding step will pass on to the next step.

The evaluation will be performed by the consortium and the final decision remains on AV.

### 16.1 SELECTION CRITERIA

Tenderers must prove their technical and professional capacity to carry out the work subject to this call for tender. The evidence requested should be provided by the contractor.

The tenderer must prove that he/she fulfils the following criteria:

- A minimum of two (2) years of professional experience in international support to SMEs;
- To have carried out at least 3 successful experiences of internationalisation of SMEs;
- Very good command of the English language at the level of native speakers or and proven capacity to draft reports in English;
- Proven skills and contacts / partners in space and maritime fields;

### 16.2 AWARD CRITERIA

The quality of the tender will be evaluated based on the following criteria:

- Overall quality and understanding of the proposal (20% of the final score)
- Team experience in international business support to SMEs (30% of the final score)
- Matching of the tenderer with the targeted countries (30% of the final score)
- The price (20% of the final score)

Since assessment of the tenders will be based on the quality of the proposed solution, tenders should elaborate on all points addressed in order to score as many points as possible. The mere repetition of mandatory requirements set out in these specifications, without going into details or without giving any added value, will only result in a very low score.

The above criteria will be assessed on the basis of the details provided in the tender, and any other documents that the tenderer considers useful for this purpose.

AV will award the contract to the economically most advantageous tender as stated below.

- AV reserves the right not to select a contractor if the price of the offers proposed is in excess of the budget allocated to this project.
- The price (corresponding to 20% of the final score)

The formula used to rank tenders and to calculate which tender offers the best value for money incorporates the quality mark and the price as expressed above.

## **17. Information to tenderers on the final evaluation**

AV will inform Tenderers of decisions reached concerning the award of the contract, including the grounds for any decision not to award a contract or to recommence the procedure.

## 18. ANNEX I INVITATION LETTER

Dear Sir/Madam,

Subject: Invitation to tender to Space2Waves

1. Space2Waves project is planning to award the public contract referred to above. The tender documentation consists in this letter and the tender specifications with its annexes circulated by Space2Waves consortium dissemination media.
2. If you are interested in this contract, you should submit a tender in English (UK).
3. You must submit your application by email in electronic format (PDF or compatible) to [tenders2021@aerospace-valley.com](mailto:tenders2021@aerospace-valley.com) no later than **February 09th 2021**.
4. Tenders must be:
  - a. - signed by an authorised representative of the tenderer;
  - b. - perfectly legible so that there can be no doubt as to words and figures;
  - c. - drawn up following guidelines of the tender specification.
5. Submission of a tender implies acceptance of all the terms and conditions set out in this invitation to tender and in the tender specification and, where appropriate, waiver of the tenderer's own general or specific terms and conditions. Submission of a tender is binding on the tenderer to whom the contract is awarded for the duration of the contract.
6. All costs incurred during the preparation and submission of tenders is to be borne by the Tenderers and will not be reimbursed.
7. Contacts between the contracting authority (AV) and Tenderers are prohibited throughout the procedure save in exceptional circumstances and under the following conditions only:

**Before the date indicated in point 3:**

- At the request of the tenderer, the contracting authority may provide additional information solely for the purpose of clarifying the nature of the contract (all additional information has to be delivered to all tenders).
- Any request for additional information may be made in writing using the following e-mail address: [tenders2021@aerospace-valley.com](mailto:tenders2021@aerospace-valley.com)
- The contracting authority is not bound to reply to requests for additional information received less than five working days before the final date for submission of tenders.
- The contracting authority may, on its own initiative, inform interested parties of any error, inaccuracy, omission or any other clerical error in the text of the call for tenders.
- Any additional information including that referred to above will be posted on the tendering website indicated above
- The website will be updated regularly and it is your responsibility to check for updates and modifications during the tendering period.

**After the opening of tenders:**

If clarification is required or if obvious clerical errors in the tender need to be corrected, the contracting authority may contact the tenderer provided the terms of the tender are not modified as a result.

8. This invitation to tender is in no way binding on the contracting authority. The contracting authority's contractual obligation commences only upon signature of the contract with the successful tenderer.
9. Up to the point of signature, the contracting authority may either abandon the procurement or cancel the award procedure, without the candidates or Tenderers being entitled to claim any compensation. This decision must be substantiated and the candidates or Tenderers notified.
10. Once the contracting authority has opened the tender, it becomes its property and it shall be treated confidentially.
11. You will be informed of the outcome of this procurement procedure by e-mail. It is your responsibility to provide a valid e-mail address together with your contact details in your tender and to check it regularly.
12. If processing your reply to the invitation to tender involves the recording and processing of personal data (such as your name, address and CV), such data will be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.

Yours sincerely,

AEROSPACE VALLEY LEGAL REPRESENTATIVE (signed)

Annexes: Tender specifications

## 19. ANNEX II CONFIDENTIALITY

- I. The contracting authority, the Space2Waves consortium members and the contractor shall treat with confidentiality any information and documents, in any form, disclosed in writing or orally in relation to the performance of the contract and identified in writing as confidential.  
The contractor shall:
  - a. Not use confidential information and documents for any purpose other than fulfilling its obligations under the contract without prior written agreement of the contracting authority;
  - b. Ensure the protection of such confidential information and documents with the same level of protection it uses to protect its own confidential information, but in no case any less than reasonable care;
  - c. Not disclose directly or indirectly confidential information and documents to third parties without prior written agreement of the contracting authority.
- II. The confidentiality obligation set out in Article I shall be binding on the contracting authority and the contractor during the performance of the contract and for 3 years starting from the date of the payment of the balance unless:
  - a. The disclosing party agrees to release the other party from the confidentiality obligation earlier;
  - b. The confidential information becomes public through other means than in breach of the confidentiality obligation, through disclosure by the party bound by that obligation;
  - c. The disclosure of the confidential information is required by law.
- III. The contractor shall obtain from any natural person with the power to represent it or take decisions on its behalf, as well as from third parties involved in the performance of the contract, an undertaking that they will comply with the confidentiality obligation set out in Article I.

## 20. ANNEX III OTHER CONTRACTUAL CONDITIONS

### I. Article I.– Subject matter

- a. The subject matter of the contract is to deliver support for SMEs internationalisation.
- b. The contractor(s) shall execute the tasks assigned to it in accordance with the tender specifications
- c. Aerospace Valley will signed a contract for each lot.

### II. Article II –Price

- a. The maximum total amount to be paid by the contracting authority under this tender shall be EUR 20.000 [TWENTY THOUSAND EUROS] covering all tasks executed.
- b. Price revision  
Not applicable.
- c. Reimbursement of expenses  
Not applicable.

### III. Article III – Payment arrangements

The payment of an invoice shall be executed only if the tenderer(s) have fulfilled all their contractual obligations by the date on which the invoice is submitted and once all outcomes have been delivered. Advance payment is not applicable.

The contractor(s) shall submit an invoice indicating the reference number of the contract for the payment of EUR. The contracting authority (AV) shall make the payment within 60 days from receipt of the invoice. The contractor(s) shall have 30 days in which to submit additional information or corrections if required by the contracting authority.

### IV. Article IV – Applicable law and settlement of disputes

- a. The contract shall be governed by Union law, complemented, where necessary, by the law of the Republic of France.
- b. Any dispute between the parties in relation to the interpretation, application or validity of the contract which cannot be settled amicably shall be brought before the courts of Brussels, Belgium.