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# smart<sub>met</sub>

SMART.MET tendering process Administrative  
Evaluation Committee Open Session  
Draft minutes  
Viveracqua, Vicenza  
September 24-25, 2018

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## Agenda

September 24, 2018 - noon	
12:30	Constitution of the Administrative Evaluation Committee
12:30	Opening and review of tender offer envelopes and administrative tenders
14:00	AEC Meeting suspended
16:00	AEC Meeting reconvenes
16:30	AEC Meeting suspended
September 25, 2018 - noon	
12:30	AEC Meeting reconvenes
12:45	AEC Administration documents evaluation meeting concludes
12:45	AEC opening of technical tenders starts
13:30	AEC meeting concludes

## List of Participants

### Administrative Evaluation Committee members:

Diego Macchiella, Viveracqua  
Alessia Duso, Viveracqua  
Zinaida Gavrilita, Viacqua

Nuria Hernández-Mora, FNCA, Secretary

### Vendors

Mr. Joachim Janssen, IAP Solutions



## Minutes of the open session

On September 24th, 2018, in Vicenza, in the headquarters of Viacqua SpA, Viale dell'Industria n. 23, part of the Viveracqua scarl consortium.

### Background:

- The aim of the SMART.MET project is to drive the development of new technologies to deal with the collection and management of smart metering data, through a joint Pre-Commercial Procurement (PCP).
- The SMART.MET project is led by a group of seven water utilities including Viveracqua (lead procurer) (Italy), Compagnie Intercommunale Liegeoise des eaux (CILE) (Belgium), Consorcio para la gestion de servicios medioambientales de la provincia de Badajoz (Promedio) (Badajoz, Spain), Eau de Paris (France), Fővárosi Vízművek Zrt. (Budapest Waterworks plc.) (Hungary), Syndicat des eaux et de l'assainissement Alsace Moselle (SDEA) (France) and Vivaqua (Brussels, Belgium).
- PCP is a competitive multiple-sourcing procedure for procuring research and development services. It involves different suppliers competing in parallel through different phases of development. PCP enables the public demand side to identify the best solutions to address a specific need, by making use of competitive development in phases, risk-benefit sharing under market conditions and a clear separation with possible subsequent market stages.
- The procurement will take the form of a Pre-commercial procurement (PCP) under which R&D service contracts will be awarded to a number of R&D providers in parallel in a phased approach. This will make it possible to compare competing alternative solutions. Each selected operator will be awarded a framework agreement that covers three R&D phases. The 3 phases are:
  - R&D up to solution design,
  - R&D up to a prototype,
  - R&D up to original development, validation and testing of a limited set of first products or services.
- The procurement will be developed under Italian public procurement law.
- The contract notice (2018/S 123-280648) was published on the TED (Tenders electronic daily) of the European Commission on June 29, 2018 (notice sent on June 27, 2018)
- The estimated total value of the procurement process (excluding VAT) 3 240 000.00 EUR
- The deadline for the submission of tenders was September 20, 2018.





The Administrative Evaluation Committee (AEC) of the SMART.MET public procurement process, which is made up of Diego Macchiella (Viveracqua), President of the AEC, Alessia Duso of Viveracqua and Zinaida Gavrilita of Viacqua SpA, members of the AEC, and Nuria Hernández-Mora, of the Fundación Nueva Cultura del Agua, Secretary to the AEC, met on Monday September 24, 2018, at 12:30 pm in Viacqua's headquarters in Vicenza.

From 12:30 pm Mr. Joachim Janssen, CEO of the Spanish company IAP Solutions (Dynamic Consulting International Telecommunications Spain S.L.) was present in the proceedings.

Mr. Joachim Janssen communicated his presence on 21/09/2018 by e-mail indicated in the Contract notice (art. 3.6 of Call for Tender).

The President declared the session open and the AEC constituted with the presence of all its members. The President acknowledges that four bids were received within the timeframe and conditions stipulated:

- Hydroko, Ng (Belgium), Protocol Number: 248/18. Received On 18.09.2018.
- A Temporary Association of Companies made up of Dynamic Consulting, Abering Contadores de Agua, Gomez Group Metering (Spain), Protocol: 249/18. Received: 19.09.2018.
- Fast S.P.A (Italy), Protocol: 250/18. Received: 19.09.2018.
- Telereading S.R.L. (Italy). Protocol: 251/18. Received: 19.09.2018.

After attesting that there were no incompatibilities according to Italian law requirements (art. 77, paragraphs 4, 5, 6 and 9 of Legislative Decree no. 50/2016 and s.m.i., as well as art. 35-bis, paragraph 1, lett. C), of Legislative Decree n.165 / 2001, introduced by art. 46, paragraph 1, of Law n. 190/2012 as well as art. 51 of the R.D. 28 October 1940, n. 1443 Code of Civil Procedure), the AEC proceeded to the material opening of the envelopes in the order they were received.

In each case the envelope was opened, stamped and signed by the member of the AEC. The AEC then proceeded to verify that each envelope contained three separate envelopes—which were also stamped and signed by the AEC members—, corresponding to:

- A: Administrative documents
- B: Technical offer
- C: Economic offer

The AEC then proceeded to open the administrative documents. The AEC verified that:

- **HYDROKO, Ng** (Belgium). Three clarifications are required and are requested from the vendor:
  - Copy of ID document of legal representative.
  - Clarification regarding the following answers in Annex 4:
    - There are two copies of the annex. The first five pages are repeated but in the first copy page 6 is missing, that is included in the second copy.
    - In page 12 of ANNEX 4 the vendor answered NO to the following question:

*The economic operator can confirm that:*

*a) it is not seriously guilty of misrepresentation in providing the information required to verify the absence of grounds for exclusion or compliance with the selection criteria,*



*b) it has not hidden this information?*

- In page 12, ANNEX 4, the vendor answered NO to the following question:

*Can the economic operator confirm that:*

- a) It has not been guilty of serious **misrepresentation** in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria,*
- b) It has not **withheld** such information?*
- c) It has been able, without delay, to submit the supporting documents required by the Lead procurer, and*
- d) It has not undertaken to unduly influence the decision making process of the Lead procurer, to obtain confidential information that may confer upon it undue*

Otherwise the administrative documentation provided is complete and conforms to the requirements.

- **DYNAMIC CONSULTING, ABERING CONTADORES DE AGUA, GOMEZ GROUP METERING** (Spain). Three clarifications are required and are requested from the vendor:

- Copy of ID document of legal representative.
- Clarification regarding the following answers in Annex 4:
  - In page 11 of ANNEX 4 the vendor answered NO to the following question:

*The economic operator can confirm that:*

- a) it is **not** seriously guilty of **misrepresentation** in providing the information required to verify the absence of grounds for exclusion or compliance with the selection criteria,*
- b) it has not hidden this information?*

- In page 12 of ANNEX 4 the vendor answered NO to the following question:

*The economic operator can confirm that:*

- a) it is **not** seriously guilty of **misrepresentation** in providing the information required to verify the absence of grounds for exclusion or compliance with the selection criteria,*
- b) it has not hidden this information?*

Mr. Jenssen who is present in the proceedings in representation of the consortium confirms they meant to say YES in all of them. DM and Mr. Jenssen proceed to correct the answer and sign it on ANNEX 4 documents.

Otherwise the administrative documentation provided is complete and conforms to the requirements.

- **FAST S.P.A** (Italy). Three clarifications are required and are requested from the vendor:

- Copy of ID document of legal representative.
- Clarification regarding the following answers in Annex 4:
  - In page 10 of ANNEX 4 the vendor did not provide answer to the following question:

- b) **Subject to insolvency** or winding-up proceedings, or*
- c) **In an arrangement with creditors**, or*
- d) **Its assets are being administered by a liquidator or by the court**, or*
- e) **is admitted to the agreement with continuity of the company as established pursuant to Article 186-bis of the Bankruptcy Law**, or*

*f) Its business activities are suspended?*

Otherwise the administrative documentation provided is complete and conforms to the requirements.

- **TELEREADING S.R.L.**, (Italy). The administrative documentation provided is complete and conforms to the requirements. The following items are noted:
  - Annex 4 is OK and complete
  - Annex 9 includes two annexes:
    - Question 1 of p. 3: they attached a copy of the register.
    - Question 2 of p. 5: they sent additional information.
  - Annex 10: Declaration of the form of participation and subcontracting is missing. The AEC will consult with vendor whether they intend to present Annex 10 or work without contractors.

Otherwise the administrative documentation provided is complete and conforms to the requirements.

The AEC decide to communicate via e-mail with vendors to request the missing documents and necessary clarifications before Tuesday September 25<sup>th</sup> at noon. An attempt will be made to contact the vendors by phone before that time.

It should be noted that any additional information/documents not requested by the tender documents and inserted and/or attached by the competitors in the administrative envelope will not be taken into consideration by the commission.

At 14:00 the President suspends the session and announces it will reconvene at 16:00. The envelopes containing the technical offers and the economic offers of the four companies are placed in a folder folded with adhesive tape and countersigned on the flaps by the components of the tender commission which will be kept at the "Centrale Unica di Committenza", of the Consortium Viveracqua S.c.a.r.l.

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At 16:00 the President reopens the session. The AEC was able to contact all vendors by phone but was not able to receive clarification from one of the vendors. Therefore the proceedings are suspended and will reconvene the following day (September 25, 2018) when clarifications and missing documentation is received from vendors.

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On September 25, 2018 at 12:30 pm the AEC reconvenes and the meeting starts.

From 12:30 pm Mr. Joachim Janssen, CEO of the Spanish company IAP Solutions (Dynamic Consulting International Telecommunications Spain S.L.) was present in the proceedings.

The President reviews the situation of the clarifications.

- **HYDROKO, Ng** has provided the missing ID for the legal representative and clarified that the answers and they confirmed that the correct answers to the Annex 4 questions are YES. We accept the clarification.



- **DYNAMIC CONSULTING, ABERING CONTADORES DE AGUA, GOMEZ GROUP METERING** (Spain): provided the missing ID for the legal representatives from Abering Contadores and Gómez Group.
- **FAST** (Italy): provided the answer to the missing question in Annex 4.
- **TELEREADING** (Italy): confirmed they will not work with subcontractors and therefore do not need to submit Annex 10.

The President of the AEC declares the proceedings completed. All tenders have submitted the necessary Administrative documents and these are correct.

The proceedings are thus closed and all four tenders are accepted.

The Presidents informs that the AEC will proceed to open the technical tenders. He confirms they have received all four technical offers. He proceeds to open them in the order they were received.

- **HYDROKO**: President proceeds to open the envelope. AEC proceed to stamp and sign each of the documents. The document includes:
  - Annex 3
  - Annex 5, which in turn refers to two attached documents:
    - o Technical specifications to the patented HydroKonekt Smart valve system
    - o Brochure that presents the patented HydroKonekt Smart valve system
  - Excel sheet with the countries where the company works.
  - Technical Plan

The Technical tender complies with all requirements

- **DYNAMIC CONSULTING, ABERING CONTADORES DE AGUA, GOMEZ GROUP METERING.** President proceeds to open the envelope. AEC proceed to stamp and sign each of the documents. The documents included are:
  - Annex 5 with the following annexes
    - o Annex 5.1: Photos and graphics
    - o Annex 5.2: Requirements coverage
    - o Annex 5.3: Planning
  - Annex 3

The Technical tender complies with all requirements

- **FAST S.P.A** (Italy). President proceeds to open the envelope. AEC proceed to stamp and sign the document. The documents included is Annex 5. The Technical tender is ok and complies with all requirements.
- **TELEREADING S.R.L.** (Italy) President proceeds to open the envelope. AEC proceed to stamp and sign the document. The documents included is Annex 5. The Technical tender is ok and complies with all requirements.

The vendor asks if the responses could be longer than the space provided. AEC clarifies that no space limit was established and therefore it could be extended. Some vendors have chosen to extend the space others to use attachments.

The President informs the procedure from now on:

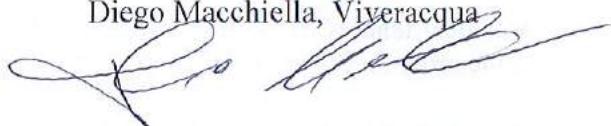
- AEC will inform all vendors that their offers have been opened (administrative and technical) and the Administrative documents comply with requirements.

- After the Technical Evaluation Committee (TEC) has finished its work, they will inform vendors of the resulting ranking and they will inform the time and place where the economic offers will open, probably in mid-october.

The envelopes containing the economic offers of the four companies are placed in a folder folded with adhesive tape and countersigned on the flaps by the components of the tender commission which will be kept at the "Centrale Unica di Committenza", of the Consortium Viveracqua S.c.a.r.l.

The President declares the AEC meeting closed.

Diego Macchiella, Viveracqua



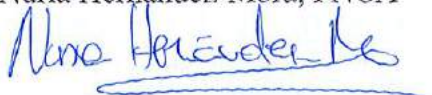
Alessia Duso, Viveracqua



Zinaida Gavrilita, Viacqua



Nuria Hernandez-Mora, FNCA



Annex 1: summary of administrative evaluation committee results on September 24

Annex 2: summary of administrative evaluation committee results on September 25



N.	Identification		Protocol Number	VAT-number, if applicable	Exclusion criteria	Statement of joint and several liability	Selection criteria	Declaration on the form of participation and on subcontractors
					art. 3 of Call for Tender			
					Annex 4	Annex 7	Annex 9	Annex 10
1	HYDROKO NV	Belgium	248/18 received on 18/09/2018	BE 0425052218	OK - missing ID; question p.12	-	OK	OK
2	DYNAMIC CONSULTING INTERNATIONAL TELECOMMUNICATIONS SPAIN S.L. (IAP Solutions)	Spain	249/18 received on 19/09/2018	ESB81785842	OK	OK	OK	OK
		Spain		ESB80853237	OK - missing ID		OK	OK
		Spain		ESB85901650	OK - missing ID		OK	OK
3	FAST S.P.A	Italy	250/18 received on 19/09/2018	IT 1306000355	OK - missing answers to Annex 4	-	OK	OK
4	TELEREADING S.R.L.	Italy	251/18 received on 19/09/2018	IT 04476400876	OK	-	OK	Not submitted

*Handwritten signature and date: 24/09/2018*

N.	Identification		Protocol Number	VAT-number, if applicable	art. 3 of Call for Tender				Selection criteria	Declaration on the form of participation and on subcontractors
					Exclusion criteria	Statement of joint and several liability				
				Annex 4	Annex 7	Annex 9	Annex 10			
1	HYDROKO NV	Belgium	248/18 received on 18/09/2018	BE 0425052218	OK	-	OK	OK		
2	DYNAMIC CONSULTING INTERNATIONAL TELECOMMUNICATIONS SPAIN S.L. (IAP Solutions)	Spain	249/18 received on 19/09/2018	ESB81785842	OK	OK	OK	OK		
		Spain		ESB80853237	OK		OK	OK		
		Spain		ESB85901650	OK		OK	OK		
3	FAST S.P.A	Italy	250/18 received on 19/09/2018	IT 1306000355	OK	-	OK	OK		
4	TELEREADING S.R.L.	Italy	251/18 received on 19/09/2018	IT 04476400876	OK	-	OK	-		