SMART FOOD PROJECT
INTERREG VI- A ITALIA MALTA

Priorità del Programma Programme Priority	1 - A smarter cooperation area to promote research and innovation and the development of skills for smart specialisation
Obiettivo specifico della Priorità Specific objective pertaining to the priority	1.1 - Developing and enhancing research and innovation capacities and the uptake of advanced technologies in the cross-border area (RSO1.1)
SMART FOOD Project code C1-1.1-68 CUP G73B24000020007 Approved by DRA No. 976/A7 DRP of 31/12/2024 of the PLANNING DEPARTMENT OF THE SICILIAN REGION AREA 7 Management of Programmes for European Territorial Cooperation and Supranational Cooperation	

CNA SERVIZI E IMPRESE SICILIA, with registered office in PALERMO, via Francesco Crispi no. 72; VAT No.: 06830070824, represented by its Sole Director Dr Pietro Giglione, as Partner 3 of the SMART FOOD project approved under the INTERREG VI-A Italia-Malta Cooperation Programme, publishes the following

PUBLIC NOTICE No. 8

For the selection of an economic operator to be entrusted with the service of design, organisation and delivery of the Italian final conference of the SMART FOOD – ITALIA MALTA project CUP G73B24000020007

Art. 1 – Background and references

CNA Sicilia Servizi e Imprese S.r.l., as partner PP3 of the SMART FOOD project, funded under the INTERREG VI-A Italia–Malta 2021–2027 Programme, code C1-1.1-68, intends to select an economic operator to be awarded the integrated service of design, organisation and delivery of the project's Italian final conference.

The initiative falls within the activities of WP2 – Communication, Activity A.2.2 – Conferences, meetings, workshops, Deliverable D.2.2.3 – Final conferences, of the project Application Form.

The procedure is launched in compliance with:

- Regulations (EU) 2021/1060, 2021/1059 and 2021/1058;
- Regulation (EU, Euratom) 2024/2509, with particular reference to the prevention of conflicts of interest;

- the grant agreement of the SMART FOOD project and the provisions applicable to private beneficiaries;
- the Manual on expenditure reporting procedures and management verifications of the INTERREG VI-A Italia–Malta Programme, May 2026 version;
- the principles of transparency, publicity, competition, equal treatment, proportionality, impartiality and cost-effectiveness.

The initiative is covered by the beneficiary's financial plan, as resulting from the budget reallocation approved in accordance with the project procedures.

This selection is aimed at identifying the operator submitting the technical proposal that is, overall, best suited to the objectives of the initiative, against a predetermined fee.

Art. 2 – Subject of the contract

The contract concerns a single, integrated service of detailed design, organisation, coordination and delivery of the Italian final conference of the SMART FOOD project, to be held in Enna on 17 and 18 December 2026, without prejudice to the provisions of Article 5 regarding any change of dates.

The event will be structured over two functionally linked days, aimed at disseminating the project results and engaging the local area.

The service includes all the activities and services necessary to deliver the event, in accordance with the objectives, characteristics and conditions set out in this notice and in the technical offer of the selected operator.

The contract constitutes a single contractual service, to be performed on a lump-sum basis and under the organisational responsibility of the selected operator.

No breakdown of the fee among individual days, activities or supplies is envisaged, without prejudice to the need to ensure full performance of the required services.

Art. 3 – Purpose and content of the initiative

The Italian final conference is an occasion for presenting, disseminating and promoting the results of the SMART FOOD project.

The initiative aims to foster dialogue among businesses, experts, institutions, economic organisations, the research community and citizens on the development prospects of the agri-food sector, with particular reference to technological innovation, artificial intelligence, traceability, sustainability and the enhancement of production chains.

The event shall be structured according to the following guidelines.

First day – 17 December 2026: engaging the local area

The first day will be devoted to outreach, participation and awareness of the opportunities offered by innovation in the agri-food sector.

The operator shall propose a programme capable of engaging different categories of target groups, through activities such as meetings, workshops, demonstrations, participatory experiences and other innovative forms of outreach.

Particular attention shall be paid to engaging agri-food businesses, schools, associations, professionals and citizens.

The activities shall foster an understanding of the practical applications of artificial intelligence and digital technologies, highlighting the relationship between innovation and agri-food production.

Second day – 18 December 2026: final conference

The second day will be devoted to the closing conference of the SMART FOOD project.

The programme shall cover four main thematic areas:

1. SMART FOOD: presentation of the project, the activities carried out and the results achieved.
2. Agri-food: evolution of production chains, enhancement of local products, competitiveness and innovation.
3. Artificial intelligence: technological progress, applications and opportunities for business and society.
4. Future cooperation prospects: continuity of the project results and opportunities for collaboration between Sicily and Malta.

The organisation of the conference shall favour qualified contributions, exchanges between different experiences and formats capable of encouraging active participation.

The final programme, the speakers and the institutional addresses will be agreed with CNA Sicilia Servizi e Imprese SRL and with the coordination of the SMART FOOD project.

Art. 4 – Services required

The selected operator shall ensure the overall design and delivery of the event. The service includes, by way of example and without limitation:

A. Design and coordination

- drafting of the detailed project of the event;
- definition of the programme for the two days;
- preparation of the organisational timetable;
- operational coordination of activities and suppliers;
- appointment of a single contact person for relations with the contracting entity.

B. Organisation and logistics

- identification, availability and set-up of venues suitable for the activities;
- preparation of spaces for meetings, conferences, workshops and participatory activities;
- provision of the necessary technical, audiovisual and multimedia services;

- management of reception, registration and assistance to participants;
- provision of the organisational and logistical services necessary for the smooth running of the event.

C. Content and participation

- support in identifying and engaging qualified experts and speakers;
- organisation of the outreach and participatory activities of the first day;
- support in defining the content of the closing conference;
- promotion of participation by businesses, schools, organisations and other interested parties;
- management of organisational contacts with guests and participants.

D. Communication and documentation

- preparation of information and promotional materials for the event;
- implementation of the communication activities needed to promote participation;
- photographic and audiovisual documentation of the initiatives;
- preparation of the final programmes and of materials supporting the presentations;
- collection and organisation of attendance lists;
- drafting of a final report on the activities carried out;
- delivery of the materials needed for the dissemination of results and for project reporting.

All activities shall be carried out in compliance with the provisions of the INTERREG VI-A Italia–Malta Programme on information, communication and visibility.

This notice sets out the essential services and the expected results. The technical offer template is provided in Annex B.

The operator remains free to define the organisational and technical solutions proposed, provided they are consistent with the purposes of the contract.

Art. 5 – Place and period of performance

The event will take place in Enna on 17 and 18 December 2026.

Upon a reasoned request from the contracting entity, the dates of the event may be changed only with the express written acceptance of the awarded operator. The change shall be formalised in writing, without modifying the contract fee and in compliance with the eligibility and completion deadlines of the SMART FOOD project.

The operator shall identify venues suited to the type of activities, the expected attendance and the technical and organisational requirements.

The proposed venues shall ensure compliance with the applicable provisions on safety, accessibility and capacity.

The availability of the venues shall be documented as provided for in this notice and confirmed before the approval of the detailed programme.

Preparatory activities will start from the formalisation of the contract.

The operator shall complete the delivery of the final documentation by 28 December 2026, unless a different deadline is agreed in writing in the event of a change to the event dates, in any case compatible with the verification of the services, invoicing and payment before the end of the project.

Art. 6 – Value of the service

The total fee for the full performance of the service is set at:

€ 25,700.00 (twenty-five thousand seven hundred/00), plus VAT at the statutory rate.

The amount is fixed and not subject to any discount.

The procedure aims to select the qualitatively best technical proposal within the predetermined fee.

The price includes all costs necessary for the complete performance of the service, including the activities of design, organisation, coordination, implementation, documentation and delivery of the expected results.

No additional fees will be paid for activities included in the subject of the contract, except for any contractual amendments that are lawfully authorised and compatible with the funding.

Submitting an offer implies acceptance of the predetermined total amount.

Art. 7 – Eligible parties and participation requirements

Economic operators, whether individual or organised in the forms permitted by the applicable legislation, carrying out activities compatible with the subject of the contract may take part in the procedure.

Operators must meet the following requirements:

a) proper incorporation and entry in the registers required by applicable law, where required;

b) legal capacity to contract and absence of grounds precluding the award;

c) compliance with the applicable tax, social security and contribution obligations;

d) absence of conflicts of interest with the beneficiary and the parties involved in the procedure;

e) documented experience in organising events, conferences, conventions, public events or similar activities;

f) availability of the skills and organisational resources needed to perform the service.

Operators in situations incompatible with the principles and obligations of the Programme are excluded.

Partner organisations of the SMART FOOD project may not be awarded the service, in accordance with the provisions of the Manual on costs between beneficiaries of the same operation.

Possession of the requirements shall be declared using the attached form and may be verified by the beneficiary before the contract is signed.

Art. 8 – Application procedure

Interested operators must submit their application no later than **12:00 on 24 November 2026**.

The documentation must be sent exclusively by certified email (PEC) to the following address: cnasiciliasrl@pec.it

The subject line of the message must read: "SMART FOOD – CUP G73B24000020007 – Application for the organisation of the Italian final conference".

The application must include:

- Annex A – Application form and declaration of possession of the requirements and absence of incompatibility, signed by the legal representative, accepting the fixed fee and the conditions of the notice.
- Annex B – Technical offer drawn up according to the attached template, including the organisational project, the presentation of the operator, the relevant experience and information on the working team.
- Annex C – Privacy notice on the processing of personal data, made available to participants.

The technical offer (Annex B) shall be structured so as to allow a detailed evaluation of the elements set out in Article 10.

The application and declarations in Annex A and the technical offer in Annex B must be digitally signed by the legal representative or by a person with appropriate powers.

Applications received after the deadline will not be accepted, without prejudice to the possibility of requesting clarifications or additions within the limits compatible with the equal treatment of participants, without substantially modifying or supplementing the technical offer.

Art. 9 – Content of the technical offer

The technical proposal shall describe clearly and concretely how the operator intends to carry out the initiative. It shall set out:

a) the overall concept of the event and its consistency with the objectives of SMART FOOD;

b) the proposed programme for the first day, indicating the activities, the target groups and the engagement methods;

c) the structure of the closing conference, including the types of speakers and the presentation and discussion formats;

d) the planned venues and logistical and technical solutions;

e) the communication strategy and the promotion of participation;

f) the coordination model, the working team and the relevant professional experience;

g) the implementation timetable and the methods for documenting the results.

The proposal shall contain verifiable organisational commitments.

Any improvements will be assessed only if relevant to the purposes of the initiative and realistically achievable within the set amount and timeframe.

Art. 10 – Evaluation criteria

The selection will be made through a comparative evaluation of the technical offers only, up to a maximum of 100 points. The fee of € 25,700.00 plus VAT is fixed, not subject to discount and does not constitute an evaluation element. Points are allocated as follows: supplier experience and organisational capacity (15 points); quality of the technical offer (50 points); team quality and operational presence in the area (15 points); environmental sustainability and DNSH principle (20 points).

INDICATOR	MAX SCORE	EVALUATION ELEMENT	POINTS AWARDED
A. Supplier experience and organisational capacity	15	A1. Similar services performed and documented (8)	0: no documented experience; 3: one event/conference organised and completed in the last five years; 5: two events/conferences; 8: at least three events/conferences, at least one of which with multiple sessions or different target groups. For each, state client, year, subject and role performed.
		A2. Planning and coordination capacity (7)	0: no organisational methodology described; 2: contact person only; 4: contact person, operational phases and timetable; 7: contact person, detailed timetable, supplier coordination, operational responsibilities and measures for contingencies and deadlines.
B. Quality of the technical offer	50	B1. Concept and consistency with SMART FOOD (12)	0: concept missing or not relevant; 4: general reference to the project themes; 8: explicit link between SMART FOOD results, agri-food chains and AI, with objectives for the two days; 12: specific link to the platform, digital services, traceability and Sicily-Malta cooperation, with verifiable content and expected results.
		B2. First-day programme and participation (14)	0: activities not described; 5: one outreach activity with generic target groups and methods; 9: at least two differentiated activities and an engagement plan for at least two categories among schools, businesses, associations and citizens; 12: differentiated activities, schedule and targeted contacts for at least three categories; 14: as for 12 points, plus delivery methods, resources, spaces and expected results for each activity.

INDICATOR	MAX SCORE	EVALUATION ELEMENT	POINTS AWARDED
		B3. Final conference: content, speakers and discussion (14)	0: no proposal; 5: generic programme addressing only some of the four themes; 9: all four thematic areas, with sessions and relevant speaker profiles; 12: detailed sessions, profiles, engagement methods and moments of discussion with the audience; 14: as for 12 points, with a time schedule, moderation and explicit integration of the SMART FOOD results and the Sicily-Malta prospects.
		B4. Venues, logistics, communication and documentation (10)	0: elements missing; 3: generic information on venue or equipment; 6: venue in Enna identified or proposed with reasons, set-up, audio/video, reception and communication described; 8: as for 6 points, plus promotion plan, attendance collection and photo/video materials; 10: full operational plan with accessibility, technical support, persons in charge, timing, dissemination and final file of reportable evidence.
C. Team quality and operational presence in the area	15	C1. Composition and skills of the working team (10)	0: working team not indicated; 3: contact person named only; 6: contact person and at least two operational roles described, with relevant skills; 8: distinct roles and responsibilities for design, logistics and content/communication, with documented profiles; 10: as for 8 points, plus coordination during the two days, substitutions and continuity of on-site presence.
		C2. Operational presence in Enna and local cooperation (5)	0: no presence or liaison planned; 2: generic availability to operate in Enna; 3: operational contact person and preparatory meetings, also remote, with local stakeholders; 5: documented on-site presence for preparation and the event, a liaison plan with businesses/schools/institutions and defined response times. The operator's registered office is not relevant.
D. Environmental sustainability and DNSH principle	20	D1. Low-impact communication and materials (5)	0: no specific measures; 2: mainly digital communications and materials; 3: as for 2 points, with limited printing and recycled or certified paper; 5: as for 3 points, plus exclusion of unnecessary single-use gadgets, reuse of set-ups and documented measures to reduce waste.
		D2. Sustainable management practices and systems (5)	0: no evidence; 2: written company procedures for purchasing, energy or waste management; 3: procedures applied to previous events, with evidence; 5: relevant valid certification (e.g. ISO 20121, ISO 14001, EMAS) or equivalent documented measures, with responsibilities, monitoring and evidence of implementation.
		D3. Venue, energy and waste management (5)	0: no measures; 2: separate waste collection planned; 3: as for 2 points, plus reduced energy consumption and use of reusable materials; 5: as for 3 points, plus verifiable commitments by the venue to reduce waste, low-impact cleaning and sustainable management of equipment.
		D4. Accessibility and sustainable mobility (5)	0: no measures; 2: information on available public transport options; 3: as for 2 points, plus guidance on car pooling and accessibility; 5: as for 3 points, plus a concrete plan to reduce guest travel and make content available remotely, where technically appropriate.
TOTAL	**100**	**12 evaluation elements**	**Sum of the scores awarded**

For each element, the committee awards only one of the scores expressly provided for in the «POINTS AWARDED» column, based on the commitments and evidence contained in the application. Intermediate scores or the sum of alternative levels within the same element are not allowed. Higher levels apply only when all the conditions indicated are met.

Each committee member independently evaluates the individual elements, giving reasons for the level chosen. Where there are several members, the final score for each element is the arithmetic mean of the scores awarded by the members, rounded to the second decimal place.

The overall score is the sum of the twelve elements, up to 100 points. The committee records in the minutes the evidence used and the reasons for the scores awarded. For the DNSH indicator, specific, documentable improvement measures proportionate to the event are rewarded; compliance with mandatory environmental requirements remains due even where no points are awarded.

Offers achieving an overall score of not less than 60/100 will be considered eligible.

The contract will be proposed for award to the operator that has obtained the highest score.

In the event of a tie in the overall score, the offer with the highest score in indicator B (quality of the technical offer) prevails. In case of a further tie, indicators A and D will be considered, in that order.

Should the tie persist, a drawing of lots will be held and recorded in the minutes.

Art. 11 – Evaluation committee

Applications will be examined by a committee specifically appointed after the deadline for the submission of offers.

The committee will verify the administrative documentation and evaluate the technical offers.

The proceedings will be documented in specific minutes.

Before the evaluations begin, the committee members must sign a declaration of absence of conflicts of interest, in accordance with the provisions of Regulation (EU, Euratom) 2024/2509 and the guidance of the Programme.

The committee will draw up a final ranking and a reasoned proposal identifying the operator.

Art. 12 – Outcome of the selection and award

CNA Sicilia Servizi e Imprese S.r.l. will select the operator on the basis of the ranking drawn up by the committee.

The company reserves the right to proceed even if only one valid application is received, provided that the proposal is deemed appropriate, of adequate quality and above the minimum threshold.

The beneficiary also reserves the right, by reasoned decision, not to proceed with the award if no offer is found to be suitable or if there are objective reasons preventing the implementation of the initiative.

Participation in the procedure does not confer any right to the award or to reimbursement of the costs incurred for the application.

The award will be formalised by means of a written contract signed by the parties.

The effectiveness of the award will be subject to verification of the declared requirements and to compliance with any applicable provisions.

Art. 13 – Obligations of the contractor

The selected operator shall:

- perform all the services provided for in the technical offer, in this notice and in the contract;
- maintain constant liaison with the person in charge appointed by the beneficiary;
- submit the detailed programme, the venues and the communication materials for prior approval;
- meet the agreed deadlines;
- ensure compliance with the provisions on safety and with the other regulations applicable to the activities carried out;
- ensure the organisational and documentary traceability of the activities;
- comply with the obligations of the Programme on communication, visibility and protection of personal data;
- ensure the delivery of the products and documentation required;
- allow checks on the performance of the service.

The operator will be responsible for the correct performance of the services awarded and for the obligations arising from its relationships with its own suppliers, collaborators and service providers.

Art. 14 – Final documentation and verification of services

At the end of the initiative, the contractor shall deliver a documentation file including at least:

- Final programme of the two days.
- Final report describing the activities carried out and the results achieved.
- Attendance registers or lists, broken down by activity where relevant.
- Photographic documentation of the initiatives.
- Audiovisual materials produced as part of the service.
- Information, promotional and outreach materials produced.
- Evidence of communication and dissemination activities.
- List of speakers, presentations and any other parties involved.
- Any further evidence needed to prove the actual performance of the contractual services.

Materials shall be provided in digital format, in ways agreed with the contracting entity, and be usable for the communication and reporting activities envisaged by the project.

The documentation shall make it possible to verify the correspondence between the contractually required services, the offer submitted and the activities actually carried out.

CNA Sicilia Servizi e Imprese will verify the performance of the service and formalise the outcome.

Art. 15 – Fee and payment terms

The contract fee is set at € 25,700.00 plus VAT, if due. The fee will be paid in two instalments: an advance of 40% of the contract amount, corresponding to € 10,280.00 plus VAT if due, upon award of the assignment, following formalisation of the contract and receipt of a valid invoice; the balance of 60%, equal to € 15,420.00 plus VAT if due, following full performance of the service, delivery of the final documentation, positive verification of the services and receipt of the related invoice. The advance will be offset against the total fee and, in the event of non-performance or partial performance, will be subject to adjustment or repayment in accordance with the contract.

The invoice must be made out to:

CNA Sicilia Servizi e Imprese S.r.l. – Via Francesco Crispi n. 72 – 90139 Palermo – VAT No. 06830070824

and must state the reference to the INTERREG VI-A Italia–Malta Programme, the SMART FOOD project and CUP G73B24000020007.

Payment will be made by bank transfer to the account held by the contractor, in compliance with the applicable traceability rules.

Payment must be compatible with the expenditure eligibility deadlines set out in the grant agreement.

Any non-performance or partial performance of the services will entail the application of the remedies and consequences provided for in the contract.

Art. 16 – Communication and visibility

All communication materials and activities must comply with the requirements of the INTERREG VI-A Italia–Malta Programme, with particular reference to visual identity, logos and mandatory wording.

The operator shall coordinate with the beneficiary and with the communication contacts of the SMART FOOD project.

Materials intended for public dissemination must be submitted in advance for approval by the contracting entity.

The audiovisual documentation and the materials produced must be made available to the beneficiary for the purposes of reporting, communication, dissemination and promotion of the project results, in compliance with third-party rights and the applicable legislation.

Art. 17 – Publicity of the notice and clarifications

This notice and its annexes will be published on the institutional website of the INTERREG VI-A Italia–Malta Programme and on any other channels chosen by the beneficiary, under the applicable rules.

Publication page: http://www.cnasiciliaservizieimprese.it/

http://www.italiamalta.eu/ (Official website of the Italia-Malta programme)

Any answers of general interest will be made available through the publication channels, ensuring equal access to information for all potential participants.

Operators are required to check for the publication of any communications, clarifications or corrections.

Art. 18 – Processing of personal data

Personal data acquired in the course of this procedure will be processed exclusively for purposes related to the selection, any award, the performance of the contract and the obligations laid down by the INTERREG VI-A Italia–Malta Programme.

Processing will comply with Regulation (EU) 2016/679 and the applicable national legislation.

The data controller is CNA Sicilia Servizi e Imprese S.r.l.

Detailed information is contained in the privacy notice in Annex C.

Art. 19 – Final provisions

For matters not expressly provided for in this notice, the relevant legal and contractual provisions and the rules of the INTERREG VI-A Italia–Malta Programme shall apply.

This notice and Annexes A, B and C constitute the single set of documents of the procedure.

By submitting an application, the participating operator declares that it fully accepts the conditions laid down.

Annexes:

- Annex A – Application form and declaration of possession of the requirements and absence of incompatibility.
- Annex B – Technical offer template.
- Annex C – Privacy notice on the processing of personal data.

Palermo, **16/11/2026**

The Legal Representative



ANNEX A

APPLICATION FORM AND DECLARATIONS

PUBLIC NOTICE No. 8 | Italian final conference - Enna, 17 and 18 December 2026

To CNA Sicilia Servizi e Imprese S.r.l. - PEC: cnasiciliasrl@pec.it

Subject: application to participate in Public Notice No. 8 for the award of the integrated service of design, organisation and delivery of the SMART FOOD Italian final conference.

DETAILS OF THE DECLARANT AND OF THE ECONOMIC OPERATOR

The undersigned _____

born in _____ on _____

tax code _____ in the capacity of _____

of the economic operator _____

legal form _____ Tax code _____

VAT No. _____ registered office _____

address _____

PEC _____ e-mail _____

telephone _____ Business Register/other registration _____

any RTI/joint form and participating entities _____

REQUESTS

to be admitted to the comparative procedure launched by CNA Sicilia Servizi e Imprese S.r.l. for the award of the service indicated in the subject.

DECLARES

Pursuant to Articles 46 and 47 of Presidential Decree (D.P.R.) 445/2000, insofar as applicable, aware of the consequences provided for by Articles 75 and 76 of the same decree in the event of untruthful declarations, under his/her own responsibility:

that he/she is entitled to represent and bind the economic operator and holds the powers necessary to sign the application;

that the operator is duly incorporated and, where required, registered in the registers provided for by the applicable legislation, with activities compatible with the service;

that the operator has the capacity to contract and is not in conditions precluding the award or in situations of incompatibility with the Programme and the procedure;

that it is compliant with the applicable tax, social security and contribution obligations and undertakes to document this upon request;

that there are no conflicts of interest, direct or indirect, actual or potential, with respect to CNA Sicilia Servizi e Imprese S.r.l., the members of the procedure, the SMART FOOD project or the activities to be awarded; any situations to be reported shall be indicated in the space provided;

that the operator is not a partner of the SMART FOOD project and will not invoice services in breach of the prohibition of costs between beneficiaries of the same project;

that it has documented experience in organising events, conferences, conventions or similar events, as described in Annex B;

that it has the skills and organisational resources necessary to deliver the service, as described in Annex B;

that it has read and fully accepts Notice No. 8, the content of the services required, the timing, the verification methods and the contractual conditions;

that it accepts the fixed fee, not subject to discount, of € 25,700.00 plus VAT if due, inclusive of all costs for full performance, and the payment conditions (40% advance and 60% balance) set out in the Notice;

that it undertakes to comply with the obligations of the INTERREG VI-A Italia-Malta Programme, in particular traceability, CUP, visibility, reporting, retention of documentation and cooperation in audits;

that it undertakes to comply with the DNSH principle (Art. 17 of Reg. (EU) 2020/852) and the applicable environmental rules, as distinct from the improvement measures in the technical offer;

that it undertakes to report immediately any supervening circumstances affecting the requirements, conflicts of interest or the ability to perform the services;

that it is aware that participation does not entail any right to the award or to reimbursement of the costs incurred, and authorises verification of the declarations made;

that it has read the privacy notice on the processing of personal data in Annex C.

Any situations to be reported or clarifications on the declarations:

_____

_____

DOCUMENTATION SUBMITTED

Annex A - this application, completed and digitally signed;

Annex B - technical offer, completed and digitally signed, with the documentation and evidence cited;

any power of attorney or document certifying signing powers, where necessary;

any identity document of the declarant, where required by the signing method;

further documentation supporting the offer: _____

Place and date _____

Digital signature of the legal representative / attorney _____

ANNEX B

TECHNICAL OFFER TEMPLATE

PUBLIC NOTICE No. 8 | Italian final conference - Enna, 17 and 18 December 2026

Economic operator: _____

Legal representative: _____

Operational contact person and contact details: _____

The proposal must be drawn up following sections A1-D4, corresponding to the 12 elements of the evaluation grid in Art. 10 of the Notice. For each element, describe the commitments offered and indicate the verifiable evidence. The amount is fixed: do not include discounts or alternative financial offers.

The conditions indicated in the levels of the grid are cumulative where required. Generic statements without verifiable elements may not contribute to the award of points.

A. SUPPLIER EXPERIENCE AND ORGANISATIONAL CAPACITY - maximum 15 points

A1. Similar services performed and documented - maximum 8 points

For each event indicate: title, client, date, place, type, role performed, main features and any supporting documentation (links, certificates, contracts, public material).

Operator's proposal (describe activities, methods, results and commitments):

_____

_____

_____

Supporting documents, evidence or annexes (title and reference):

_____

A2. Planning and coordination capacity - maximum 7 points

Describe the single contact person, organisational phases, timetable, supplier coordination, responsibilities, monitoring of deadlines and management of contingencies.

Operator's proposal (describe activities, methods, results and commitments):

_____

_____

_____

Supporting documents, evidence or annexes (title and reference):

_____

B. QUALITY OF THE TECHNICAL OFFER - maximum 50 points

B1. Concept and consistency with SMART FOOD - maximum 12 points

Set out the overall concept and the concrete link with SMART FOOD results, agri-food chains, artificial intelligence and Sicily-Malta cooperation.

Operator's proposal (describe activities, methods, results and commitments):

_____

_____

_____

_____

Supporting documents, evidence or annexes (title and reference):

_____

B2. Programme of 17 December and participation - maximum 14 points

Present the activities of the first day, duration, target groups (businesses, schools, citizens and associations), format, engagement methods, any workshops or demonstrations and expected outcomes.

Operator's proposal (describe activities, methods, results and commitments):

_____

_____

_____

_____

Supporting documents, evidence or annexes (title and reference):

_____

B3. Conference of 18 December: content, speakers and discussion - maximum 14 points

Present the running order, sessions on the four mandatory themes, profiles of the speakers proposed or to be involved, coordination with the partnership and tools for audience interaction. Do not declare as confirmed any attendance not yet agreed.

Operator's proposal (describe activities, methods, results and commitments):

_____

_____

_____

_____

Supporting documents, evidence or annexes (title and reference):

_____

B4. Venues, logistics, communication and documentation - maximum 10 points

Indicate the venue or location in Enna, capacity and accessibility, audio/video equipment and set-up, reception and registration, promotional materials, dissemination, photo/video, registers and final report.

Operator's proposal (describe activities, methods, results and commitments):

_____

_____

_____

_____

Supporting documents, evidence or annexes (title and reference):

_____

C. TEAM QUALITY AND OPERATIONAL PRESENCE IN THE AREA - maximum 15 points

C1. Composition and skills of the working team - maximum 10 points

State roles, names if available, qualifications, relevant experience, responsibilities, availability during preparation and the event, and any short CVs.

Operator's proposal (describe activities, methods, results and commitments):

_____

_____

_____

_____

Supporting documents, evidence or annexes (title and reference):

_____

C2. Operational presence in Enna and local cooperation - maximum 5 points

Describe the presence plan in Enna, on-site contact, operational meetings, liaison with local stakeholders and response to problems, without treating the registered office as a preferential requirement.

Operator's proposal (describe activities, methods, results and commitments):

_____

_____

_____

Supporting documents, evidence or annexes (title and reference):

_____

D. ENVIRONMENTAL SUSTAINABILITY AND DNSH PRINCIPLE - maximum 20 points

D1. Low-impact communication and materials - maximum 5 points

Describe paper reduction, digital dissemination, any printing on certified or recycled materials, elimination of single-use materials and verifiable measures.

Operator's proposal (describe activities, methods, results and commitments):

_____

_____

_____

Supporting documents, evidence or annexes (title and reference):

D2. Sustainable management practices and systems - maximum 5 points

Describe company procedures, documented practices or any relevant environmental/sustainability certifications, indicating details and validity, without treating them as mandatory.

Operator's proposal (describe activities, methods, results and commitments):

_____

_____

_____

Supporting documents, evidence or annexes (title and reference):

_____

D3. Venue, energy and waste management - maximum 5 points

Describe separate waste collection, reduced consumption, reusable materials, management of cleaning and waste, and verifiable environmental features of the venue.

Operator's proposal (describe activities, methods, results and commitments):

_____

_____

_____

Supporting documents, evidence or annexes (title and reference):

_____

D4. Accessibility and sustainable mobility - maximum 5 points

Describe information on public transport, car pooling and other low-emission options; accessibility for participants and any realistically feasible hybrid/streaming solutions.

Operator's proposal (describe activities, methods, results and commitments):

_____

_____

_____

Supporting documents, evidence or annexes (title and reference):

_____

SUMMARY OF COMMITMENTS

Element	Concrete commitment/result	Contact person or evidence
First day (17/12)	_____	_____
Second day (18/12)	_____	_____
Venue, set-up, logistics	_____	_____

Communication, materials, documentation	_____	_____
Environmental and DNSH measures	_____	_____

Proposed implementation timetable:

_____

_____

_____

The operator declares that the above constitutes a commitment of the technical offer, to be delivered within the fixed fee and the terms of the Notice. Any rescheduling of the dates will follow the conditions set out in the Notice.

Place and date _____ Digital signature of the legal representative

ANNEX C

PRIVACY NOTICE ON THE PROCESSING OF PERSONAL DATA

PUBLIC NOTICE No. 8 | Italian final conference - Enna, 17 and 18 December 2026

Pursuant to Articles 13 and, where applicable, 14 of Regulation (EU) 2016/679 (GDPR), with reference to the procedure under Public Notice No. 8.

1. Data controller

CNA Sicilia Servizi e Imprese S.r.l., Via Francesco Crispi n. 72, 90139 Palermo, VAT No. 06830070824. PEC: cnasiciliasrl@pec.it.

E-mail contact indicated in the project documentation: servizieimprese@cnasicilia.it.

2. Purposes of the processing

Management of applications, verification of requirements, comparative evaluation of offers, preparation and retention of the minutes and of the selection file, possible conclusion and performance of the contract, payments, accounting obligations, audits and reporting of the SMART FOOD project, and obligations relating to transparency, fraud prevention and conflicts of interest.

3. Legal basis

Processing necessary for pre-contractual and contractual activities (Art. 6(1)(b) GDPR), for compliance with applicable legal obligations (point c) and, within the relevant limits, for the legitimate interest of the controller in the proper management, protection and documentation of the procedure (point f). Any data subject to specific rules will be processed only in the cases and within the limits permitted by law.

4. Categories of data processed

Identification and contact data of representatives, attorneys and team members; company, professional, tax and social security data; declarations on requirements and conflicts of interest; documents and information contained in the application and in the technical offer, including CVs and evidence of experience.

5. Methods of processing and nature of the provision of data

Paper and digital processing by authorised personnel, with appropriate security measures. Providing the data requested for participation is necessary: failure to provide them may prevent the evaluation of the application or the conclusion of the contract.

6. Recipients and communications

The data may be processed by authorised persons and by service providers appointed as processors where necessary; they may be disclosed to the bodies of the INTERREG VI-A Italia-Malta Programme, first-level controllers, the competent authorities, audit bodies and parties entitled to carry out checks, within the limits required. Outcomes or data will be published within the limits imposed by the applicable legislation and with minimisation of personal data.

7. Transfers to third countries

Processing is organised within the activities of the beneficiary and of the Programme. Any transfers outside the EEA connected with technology providers may take place only in compliance with the safeguards provided for in Chapter V of the GDPR.

8. Retention

Data will be kept for the time necessary for the purposes of the selection, the contract and the reporting, archiving and audit obligations laid down by the Programme and by law. Project documentation will be subject to the retention periods set out in the grant agreement, in the rules of the Programme and in any longer periods imposed by tax obligations, litigation or State aid rules, where applicable.

9. Rights of data subjects

In the cases and within the limits set by the GDPR, data subjects may exercise the rights of access, rectification, erasure, restriction, objection and portability where applicable. Requests may be sent to the controller. The right to lodge a complaint with the Garante (Italian Data Protection Authority) remains.

10. Automated decisions

The selection and evaluation of offers do not involve decisions based solely on automated processing within the meaning of Art. 22 GDPR.

11. Updates and further contacts

This information may be updated in the event of regulatory or organisational changes. Any further privacy references or details of the data protection officer, if appointed, will be provided by the controller upon request.

Annex C is a notice intended for participants; no declaration of consent is required as a condition of participation. Acknowledgement of it is confirmed in Annex A