

**Invitation to Tender**  
**Datrix S.p.A.**  
**Tender for the provision of Legal Services**

**Deadline for receipt of bids: 23:59pm on 24th March 2024**

**Objective**

Datrix S.p.a. (DATRIX) is looking to appoint a suitably qualified provider of multi jurisdictional legal advisory services.

We are looking for a supplier who can work with the DATRIX to offer multi jurisdictional legal advisory services and associated services to a high standard.

Our aim is to appoint a supplier to provide multi jurisdictional legal advisory service to DATRIX for an initial term of duration of the Project as defined below.

The main contact at DATRIX for this procurement is Maria Buonanno (riferimenti email).

## Background

DATRIX (formerly 3rdPlace) is an Italian SME headquartered in Milan (Italy). It was founded in 2010 by former Google managers and today focuses on artificial intelligence and software development.

Our main area of expertise are:

- Machine and Deep Learning approaches for:
  - Prediction and sentiment analysis
  - Classification and object detection
  - Segmentation and clustering
  - Forecasting
  - Image and Video Processing
- Cloud & On-Prem infrastructures for:
  - Data Collection of heterogeneous data (text, images, tables, videos, social media, etc.)
  - Advanced Data Storage including Data Lake and Data Catalogue
  - Data pre-processing for cleaning and quality assurance
  - Big Data streaming & GPU processing
- Development of web and smartphone apps for:
  - Data Collection
  - User Engagement
  - Data Distribution
  - Service Delivery

In the last 7 years we have been active in several EU funded projects including H2020, Horizon Europe, and FET-Open.

In this regard, DATRIX has participated (as Coordinator of the Project) in the HORIZON-HLTH-2023-TOOL-05-04 Call, submitting, with a Consortium composed of n.15 Partners, coming from all around Europe and from non EU countries, the

proposal “Better integration and use of health-related real-world and research data, including genomics, for improved clinical outcomes” (i.e. Proposal n. 101136262; here in after, only the “**Proposal**”).

For further information regarding the Proposal, please refer to the following link: <https://cordis.europa.eu/project/id/101136262> (the “**Project**”).

On August 4th, 2023, the Proposal was found eligible for funding and, in compliance with the project plan and the project activities indicated in the Proposal, DATRIX needs to find a supplier in order to subcontract the multi jurisdictional legal advisory service needed for the execution of the Project.

### Specification of services required (this will form part of the Contract)

- Manage any problem and/or issues arising from the Consortium Agreement application.
- Legal consultancy on data management in compliance with GDPR regulation, with specific focus on clinical data, tools and platforms.
- Review of legal documents related to BETTER project adopted in order to be compliant with the GDPR regulation; \_Legal support in managing and exploiting intellectual property rights generated within the BETTER project.
- Meeting with the personnel appointed for the execution of the Project; .Available to answer queries raised by DATRIX, Consortium Partners, European and/or national public authorities.
- Participate in audit meetings if required.

### Deliverables

Deliverables
Jurisprudential research on specific topics (hereinafter " <b>Simple Request</b> ")
Response to operational questions for internal use, proposal to reformulate contractual clauses, legal documents, etc. (hereinafter " <b>Complex Request</b> ")
Structured legal opinions of even "external" relevance (hereinafter " <b>Very Complex Request</b> ")

### Awarded supplier obligations

Please note that all the information given by the bidders can be verified by DATRiX by asking the bidder to provide documents proving the information indicated in the Questionnaire here below indicated.

The execution of the Agreement is subject to the verification of the information deemed essential by DATRIX and given by the awarded supplier.

The awarded supplier shall file all the documents requested within 7 days from the date of receipt of the request for the document easily to get, such as (i) chamber of commerce registration document; (ii) document attesting the compliance with the social contribution payment; (iii) copy of the last turnover document; (iv) copy of the professional insurance with a deductible of at least 1 million euros; (v) copy of n. 1 contracts already successfully executed having, as object, the same service object of the present Tender.

### Contract term

- Starting from the date of signing the Contract until 31 May 2027.

### Budget

DATRIX has allocated a specific amount of the Project budget for this services and that budget amounts to Euro 30.000 VAT included, for the entire period of execution of the Project and thus of the Contract.

Bids above the amount indicated will not be considered.

### Timeline

<i>Deadline For Questions</i>	<i>14 March 2024</i>
<i>Deadline for Submissions</i>	<i>24 March 2024</i>
<i>Submission reviewed and scored</i>	<i>27 March 2024</i>
<i>Shortlisted supplier interviews</i>	<i>29 March 2024</i>
<i>Decision Made on Appointment and Communication to Supplier</i>	<i>4 April 2024</i>
<i>Contract finalised</i>	<i>8 April 2024</i>

### Bid evaluation

Bid will be evaluated according to the following criteria:

Evaluation	Criteria	Weight
Qualitative	Method statement	60%
Commercial	Price	40%

A qualitative assessment will be made by reviewing the method statements provided by the bidders and applying the scoring guide below:

Score	Acceptability	Description
0	Unacceptable	Information is omitted/ no details provided
1	Poor	Evaluator is not confident that the bidder understands the contract requirements and/or will be able to satisfactorily meet the criterion requirements.
2	Fair	The Evaluator has some reservations that the applicant understands the contract requirements and/or will be able to satisfactorily meet the criterion requirements.
3	Satisfactory	The Evaluator is reasonably confident that the applicant understands the contract requirements and/or will be able to satisfactorily complete the contract requirements covered by this criterion to a reasonable standard.
4	Good	The Evaluator is confident that the applicant understands the contract requirements and/or will be able to satisfactorily complete the contract requirements covered by this criterion to a high standard.
5	Excellent	The Evaluator is completely confident that the applicant will provide a comprehensive managed service to a very high standard.

## Submitting a bid

A bid is required which should include method statements, but not be limited to:

1. A description of how you would work with us, max 1 page.
2. A description of how you will meet the service specification requirements listed above.
3. A fully costed proposal with costs, including VAT. Where possible this should be broken down into annual or one-off costs. Please use the table below (please copy and paste the table below in your bid).

Professionals	hourly rates VAT included
Partner (more than 15 years of experience)	
Senior Lawyer (at least 10 years of experience)	
Middle Lawyer (at least 5 years of experience)	
Junior Lawyer (less than 5 years of experience)	

Legal documents	Cost VAT included for a single document
Draft of a generic 10 pages legal document	
Draft of Legal opinion privacy matters involving EU, Serbia and Israel regions	
Draft of Legal opinion on IP matters involving EU, Serbia and Israel regions	
Draft of Legal opinion on Consortium and Grant Agreement amendments	

Other Legal Services	Cost VAT included/hourly rate
Attendance meetings (call conference meeting/in person) with Clients and Partners Consortium	
Legal Assistance Audits	

Assistance	
------------	--

#### 4. Completion of the Supplier form.

All bid submissions should be submitted **by 23.59pm on 24 March 2024** to [datatrix@pec.it](mailto:datatrix@pec.it). Submissions submitted to other addresses or beyond this time will not be accepted.

Your bid is to remain open for acceptance for 60 calendar days from the date of submission.

No qualifications are to be made to your bid. Any bid queries are to be raised before dibid submission.

DATRIX does not bind itself to accept the lowest bids, or any bid and will not be liable for any costs incurred by the bidders in preparation of their bid.



## Supplier Questionnaire

To be completed and returned with bid

Name of organisation	
Address for correspondence	
Contact name and position	
Telephone number	
Email address	
Website address	
Address of registered office	
Company Number	
Names and job titles of key points of contact for delivery of the service	
Name of Bank and contact details for bank (financial references may be sought)	
Please attach most recent audited accounts with an explanation of any significant changes since the last year end	
Please provide contact details for two reference organisations	
Please provide information regarding n. 2 contract already executed in the same area of expertise of this Tender	<p>Name of the client: Object of the contract: Duration: Amount:</p> <p>Name of the client: Object of the contract:</p>

	Duration: Amount:
Please confirm to be eligible to work in Italy (if not explain how you will carry out the service)	

## **DATRIX - Supplier Equality and Diversity assessment form**

To be completed and returned with bid

This form will be used to assess your commitment to equality and diversity. Please answer the following questions, providing any necessary documentation.

### **1. Organisation size**

What is the total number of employees/contractors/partners in your organisation?

### **2. Equality and diversity policy**

Does your organisation have an equality and diversity policy, statement or strategy?

**YES / NO**

If YES, please provide a copy.

If NO, are you intending to implement something in the near future, and if so, when?

### **3. Bullying and harassment policy**

Does your organisation have a policy/procedure to handle issues relating to bullying and/or harassment?

**YES / NO**

If YES, please provide a copy.

If NO, are you intending to implement something in the near future, and if so, when?

### **4. Equality and diversity training**

Does your organisation provide equality and diversity training?

**YES, and it's mandatory / YES, and its optional / NO**

If YES, please provide an outline or description of the training, its regularity, and the percentage of your organisation that has completed the training.

If NO, are you intending to implement something in the near future, and if so, when?

## SELF DECLARATION FORM

\_\_\_\_\_ (the “**Company**”) hereby declares to the Datrix S.p.a. (**Datrix**) that:

- a. it is not bankrupt or being wound up, having its affairs administered by the courts, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning the foregoing matters, and is not in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b. it is solvent and in a position to continue doing business for the period stipulated in the contract after contract signature, if awarded a contract by Datrix;
- c. it or persons having powers of representation, decision making or control over the Company have not been convicted of an offence concerning their professional conduct by a final judgment;
- d. it or persons having powers of representation, decision making or control over the Company have not been the subject of a final judgment or of a final administrative decision for fraud, corruption, involvement in a criminal organization, money laundering, terrorist-related offences, child labour, human trafficking or any other illegal activity;
- e. it is in compliance with all its obligations relating to the payment of social security contributions and the payment of taxes in accordance with the national legislation or regulations of the country in which the Company is established;
- f. it is not subject to an administrative penalty for misrepresenting any information required as a condition of participation in a procurement procedure or failing to supply such information;
- g. it has declared to Datrix any circumstances that could give rise to a conflict of interest or potential conflict of interest in relation to the current procurement action;
- h. it has not granted and will not grant, has not sought and will not seek, has not attempted and will not attempt to obtain, and has not accepted and will not accept any direct or indirect benefit (financial or otherwise) arising from a procurement contract or the award thereof;
- i. it has zero tolerance for sexual exploitation and abuse and has appropriate procedures in place to prevent and respond to sexual exploitation and abuse.

The Company understands that a false statement or failure to disclose any relevant information which may impact upon Datrix's decision to award a contract may result in the disqualification of the Company from the bidding exercise and/or the withdrawal of any offer of a contract with Datrix. Furthermore, in case a contract has already been awarded, Datrix shall be entitled to rescind the contract with immediate effect, in addition to any other remedies which Datrix may have by contract or by law.

Entity Name:	
Mailing Address:	
Name and Title of duly authorized representative:	
Date:	
Signature:	