# ***SMART FOOD PROJECT***
# *INTERREG VI-A ITALY–MALTA*

| | |
|---|---|
| *Programme Priority* | *1 – A smarter cooperation area promoting research and innovation and developing skills for smart specialisation* |
| *Specific Objective under the Priority* | *1.1 – Developing and enhancing research and innovation capacities and the uptake of advanced technologies in the cross-border area (RSO1.1)* |

**PUBLIC NOTICE NO. 10**

**Selection of an economic operator for the delivery of two local workshops under WP2 – Communication of the SMART FOOD project – C1-1.1-68 – CUP G73B24000010007**

## HAVING REGARD TO THE FOLLOWING LEGAL FRAMEWORK

- Regulations (EU) 2021/1060, (EU) 2021/1059 and (EU) 2021/1058;
- Regulation (EU, Euratom) 2024/2509 and the European provisions on conflicts of interest;
- Commission Decision C(2022) 9624 of 13 December 2022 approving the INTERREG VI-A Italy–Malta Programme 2021–2027;
- Sicilian Regional Government Resolution No. 170 of 26 April 2023 and D.R.A. No. 976/A7 DRP of 31 December 2024 approving the SMART FOOD project;
- Legislative Decree No. 36 of 31 March 2023, where applicable, and Presidential Decree No. 66 of 10 March 2025;
- the Programme Manual on expenditure reporting and management verifications, May 2026 version;
- the approved Application Form, the Subsidy Contract and the provisions on financial reallocations in Article 11;
- the project financial reallocation instruments, which must have become effective before the contract is awarded.

CNA Servizi Enna S.r.l., with registered office at Via Emilia Romagna 3, Enna, VAT No. 01015070863, acting as Lead Partner of the SMART FOOD project, hereby launches a public comparative selection procedure for the award of a single contract for the services described in this Notice.

## ARTICLE 1 – BACKGROUND AND PURPOSE

SMART FOOD seeks to strengthen the competitiveness of the Sicilian and Maltese agri-food sector through innovative digital services, including artificial intelligence applications and blockchain-based traceability tools. Under WP2 – Communication, the project envisages information, local outreach and engagement activities for agri-food stakeholders. The two additional workshops aim to reach new businesses, demonstrate the practical use of the platform's services and encourage participation in the project.

## ARTICLE 2 – SUBJECT OF THE SERVICES

One economic operator will be entrusted with the detailed planning, promotion, organisation, delivery and documentation of two workshops, each expected to last half a day (3–4 hours):

| Workshop | Geographical area | Main topics |
|---|---|---|
| 1 | Municipality of Enna | Presentation of results and practical demonstrations of SMART FOOD services. |
| 2 | Northern area of the Province of Enna; municipality to be proposed in the offer | Engagement of additional businesses and practical demonstrations of the platform and the technologies involved. |

The venue for each event shall be identified and provided by the contractor, subject to approval by CNA Servizi Enna. Both workshops shall be open to agri-food sector stakeholders and organised in coordination with the project partners.

## ARTICLE 3 – REQUIRED SERVICES

- prepare an operational plan and agenda for each workshop, specifying sessions, demonstration formats, timetable, responsibilities and speaker profiles;

- identify accessible, properly equipped venues with audio/video systems, internet connectivity and reception and catering areas;
- engage and coordinate speakers and moderators with relevant expertise in the agri-food sector, digital innovation and traceability, while incorporating presentations by project partners;
- promote the events through targeted invitations to businesses and organisations, digital channels, registration management and documented follow-up contacts;
- produce agendas, invitations, information materials and communication assets compliant with the project and Programme visual identity;
- provide event administration, reception, attendance registration, technical equipment and on-site assistance;
- provide a coffee break or light catering for each workshop, favouring local products and waste-reduction solutions;
- deliver, for each event, evidence of invitations and promotional actions, the final agenda, attendance registers, usable photographic documentation, materials produced and an implementation report.

Speakers, moderators and suppliers may be appointed by name after the contract award: the tender need only specify verifiable professional profiles, required expertise and engagement arrangements. Software development and routine Help Desk activities covered by separate contracts are excluded. The number of businesses invited must be stated, and outreach activities will be verified; the contractor is not required to guarantee actual attendance.

## ARTICLE 4 – DURATION AND IMPLEMENTATION TIMETABLE

Both workshops must take place by 31 December 2026, on dates to be agreed with CNA Servizi Enna. The contractor shall submit the detailed implementation plan within three working days of signing the contract. Supporting evidence for each workshop shall be delivered within three working days of the event and, in any event, before the end of project activities. For duly justified organisational reasons, CNA Servizi Enna may request a change of dates, subject to the contractor's agreement and the project deadlines.

## ARTICLE 5 – CONTRACT VALUE AND PAYMENT

The total contract value is EUR 6,734.16 (six thousand seven hundred and thirty-four euros and sixteen cents), plus VAT where applicable, inclusive of all charges and implementation costs. The contractor will be selected on the quality of the technical offer. Payment arrangements will be laid down in the contract; an advance payment of up to 40% may be provided, with the balance payable after satisfactory performance, delivery of the supporting documentation and issue of a valid invoice, in compliance with expenditure eligibility deadlines.

## ARTICLE 6 – ELIGIBILITY REQUIREMENTS

Economic operators legally entitled to provide event organisation, communication and promotional services may apply, provided that they meet the following requirements by the application deadline:

- registration with the Chamber of Commerce for an activity relevant to the service, or equivalent registration for entities not subject to that requirement;

- absence of applicable exclusion grounds and conflicts of interest incompatible with the award;
- compliance with tax and social security obligations, where applicable;
- organisation of at least one event, conference or workshop during the three years preceding publication of this Notice, documented by client, date, location and services provided;
- commitment to ensure an operational presence in both workshop areas and to provide all required services within the set deadlines.

A registered or operational office in Sicily is not an eligibility requirement. Applicants shall declare compliance with the requirements in Annex 1, without prejudice to the Contracting Entity's right to verify their accuracy and continued fulfilment.

## ARTICLE 7 – APPLICATIONS AND SUPPORTING DOCUMENTS

Applications must be submitted exclusively by certified email (PEC) to cnaservizienna@cert.cna.it by 12:00 noon on 3 December 2026. The email subject line must read: "SMART FOOD – Notice 10 – Two workshops".

Applications must include: (1) Annex 1 – application form and declarations in lieu of certification; (2) Annex 2 – technical offer; (3) a concise company profile listing relevant events and assignments; and (4) the signatory's identity document, where necessary. Evidence supporting award of points must be clearly stated and verifiable. Clarifications may be requested in accordance with equal treatment, without substantive amendment of the offers after the deadline.

## ARTICLE 8 – EXCLUSION GROUNDS AND EVALUATION COMMITTEE

Subject to applicable rules and the possibility of remedying non-essential formal defects, applicants will be excluded if they lack the minimum eligibility requirements, submit after the deadline, omit an essential signature or the technical offer, or provide false declarations. Evaluation will be carried out by a Committee appointed after the application deadline. The contract may be awarded even where only one admissible offer is received, provided it is suitable and adequate.

## ARTICLE 9 – AWARD CRITERIA

The Evaluation Committee will award a maximum of 100 points according to the table below. Criteria A and D provide for predetermined scores based on verifiable declarations; criteria B and C will be assessed on the basis of the technical information included in the proposal.

| Code | Assessment criterion / scoring method | Max |
|---|---|---|
| A | SUPPLIER EXPERIENCE | 15 |
| A1 | Comparable events, conferences or workshops organised in the last 3 years: 2 points per documented event, up to a maximum of 5 events. | 10 |
| A2 | Assignments carried out in the agri-food sector in the last 3 years: 2.5 points per documented assignment, up to a maximum of 2 assignments. | 5 |
| B | QUALITY OF THE TECHNICAL OFFER | 50 |
| B1 | Separate agendas for both workshops: aims, sessions, duration and relevance to SMART FOOD (0–15). | 15 |
| B2 | Speaker and moderator profiles: relevance and coverage of the required expertise (0–10). | 10 |

| | | |
|---|---|---|
| B3 | Venues and equipment: suitability of premises, accessibility, facilities and connectivity (0–10). | 10 |
| B4 | Promotion plan: target audiences, businesses to be invited, channels, registration and follow-up (0–10). | 10 |
| B5 | Timeline, supplier coordination, supporting evidence and reporting plan (0–5). | 5 |
| C | TEAM AND LOCAL OPERATIONAL CAPACITY | 15 |
| C1 | Documented experience of the proposed event-management lead profile (0–5). | 5 |
| C2 | Completeness of the professional profiles proposed for management, moderation, reception and technical support (0–5). | 5 |
| C3 | Arrangements for operational presence in both geographical areas and coordination with CNA Servizi Enna (0–5). | 5 |
| D | SUSTAINABILITY AND DNSH | 20 |
| D1 | Certified environmental management system (ISO 14001/EMAS) or a published and verifiable company sustainability plan: 5 points. | 5 |
| D2 | Commitment to predominantly using local products for catering, specifying selection criteria: 5 points. | 5 |
| D3 | Commitment to using reusable or compostable/recyclable tableware, specifying materials: 5 points. | 5 |
| D4 | Verifiable plan to eliminate unnecessary printing and disposable promotional items and to encourage separate waste collection: 5 points. | 5 |
| | TOTAL | 100 |

For qualitative sub-criteria B and C, the Committee shall apply reasoned coefficients: 0 = absent/not assessable; 0.25 = inadequate; 0.50 = satisfactory; 0.75 = good; 1.00 = excellent. For each sub-criterion, the score equals the coefficient multiplied by the maximum points available. Automatic points will only be awarded for specific, verifiable declarations. Environmental commitments will be binding on the contractor and checked during implementation.

The minimum qualifying score is 60/100. In the event of a tie, the higher score under criterion B shall prevail, followed by criterion A and, finally, a documented drawing of lots. The Contracting Entity reserves the right, with reasons, not to award the contract.

## ARTICLE 10 – REPORTING, INTERREG OBLIGATIONS AND DNSH

The contractor must comply with Programme rules on visibility and visual identity, applicable financial traceability requirements, the absence of conflicts of interest and the Do No Significant Harm (DNSH) principle. It must retain and deliver evidence of performance, including agendas, invitations, records of promotional activities, attendance registers, photographs, communication materials, catering details and final reports, and cooperate with management verifications and project audits.

## ARTICLE 11 – PUBLICATION AND DATA PROTECTION

This Notice will be published through CNA Servizi Enna channels and forwarded to the Joint Secretariat for publication on the INTERREG VI-A Italy–Malta Programme website. Personal data collected will be processed exclusively for the purposes of the selection procedure and subsequent related obligations, in accordance with Regulation (EU) 2016/679 and applicable national provisions.

## ARTICLE 12 – FINAL PROVISIONS

The award will be formalised by a subsequent written contract, following verification of eligibility requirements and availability of funds. Participation does not confer any right to a contract award. For matters not expressly covered herein, the Programme rules, Subsidy Contract and applicable legislation shall apply. Annex 1 (Application Form and Declarations) and Annex 2 (Technical Offer) form part of this procedure.

Enna, 25/11/2026

CNA Servizi Enna S.r.l.

Chief Executive Officer

Stefano Rizzo



SMART FOOD | Interreg Italia - Malta | Cofinanziato dall'Unione Europea Co-funded by the European Union | COESIONE ITALIA 21-27 SICILIA | FONDI.eu

# ANNEX 1 – APPLICATION AND DECLARATIONS

**Public Notice No. 10 – SMART FOOD project – INTERREG VI-A Italy–Malta**

**Cod. C1-1.1-68 | CUP G73B24000010007**

To: CNA Servizi Enna S.r.l. – Certified e-mail (PEC): cnaservizienna@cert.cna.it

I, the undersigned _____, born in _____ on _____, tax ID _____, acting as legal representative / authorised signatory of the following economic operator:

| Economic operator details | To be completed |
|---|---|
| Legal name | _____ |
| Legal form | _____ |
| Registered office and address | _____ |
| VAT / tax identification number | _____ |
| Business Register / equivalent registration | _____ |
| Relevant business activity | _____ |
| Certified e-mail / e-mail / telephone | _____ |
| Contact person | _____ |

## HEREBY APPLY

to participate in the selection under Public Notice No. 10 for the organisation of two SMART FOOD local workshops, one in Enna and one in the northern area of the Province of Enna.

## AND DECLARE

☐ that I have read and accept all provisions, deadlines and conditions of the Notice, including the total remuneration set out therein;

☐ that the operator is registered with the Chamber of Commerce / equivalent register for activities consistent with the service, or is lawfully exempt from registration and authorised to perform it;

☐ that no applicable grounds for exclusion exist, with reference to Legislative Decree 36/2023 where applicable, and that tax and social security obligations are fulfilled where required;

☐ that no actual or potential conflict of interest incompatible with the award exists and that any subsequently arising conflict will be promptly reported;

☐ that the operator has organised at least one event, workshop or conference during the three years preceding publication of the Notice, as listed below;

☐ that the operator can ensure operational coverage in both workshop areas and deliver the full service by 31 December 2026;

☐ that the operator will comply with the INTERREG VI-A Italy–Malta Programme rules on publicity, communication, documentary traceability and personal data protection;

☐ that the operator will comply with the DNSH principle and the environmental commitments made in the technical proposal, retaining verifiable evidence;

☐ that the operator will provide all evidence required for each workshop and cooperate with first-level checks and other Programme audits;

☐ that I am aware of the legal consequences of false statements under Italian Presidential Decree 445/2000 where applicable, and acknowledge the processing of personal data necessary for the procedure under Regulation (EU) 2016/679.

## MINIMUM RELEVANT EXPERIENCE (at least one event in the last three years)

| Year / date | Client | Event title and location | Services actually performed |
|---|---|---|---|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

## ENCLOSURES

☐ Annex 2 – signed technical proposal

☐ Brief operator profile / CV including the declared relevant experience

☐ Signatory's identity document, where necessary

Place and date _____

Signature of legal representative / authorised signatory

_____

SMART FOOD | Interreg Italia - Malta | Cofinanziato dall'Unione Europea Co-funded by the European Union | COESIONE ITALIA 21-27 SICILIA | FONDI.eu

# ANNEX 2 – TECHNICAL PROPOSAL

**Public Notice No. 10 – SMART FOOD project – INTERREG VI-A Italy–Malta**

**Cod. C1-1.1-68 | CUP G73B24000010007**

Economic operator: _____ VAT / tax ID: _____

Complete all sections with specific, verifiable information aligned with Article 9 of the Notice. The successful tenderer will be bound by the commitments made. Speakers and suppliers need not be named at this stage: provide their professional profiles and intended selection/engagement methods.

## A – OPERATOR'S EXPERIENCE (max 15 points; automatic scoring)

A1 – Comparable events, conferences and workshops over the last three years (2 points per documented event, maximum 5 events = 10 points). List distinct events. The event used to demonstrate minimum eligibility may also be included.

| No. | Year / date | Client | Event, location and type | Services actually provided |
|---|---|---|---|---|
| 1 | _____ | _____ | _____ | _____ |
| 2 | _____ | _____ | _____ | _____ |
| 3 | _____ | _____ | _____ | _____ |
| 4 | _____ | _____ | _____ | _____ |
| 5 | _____ | _____ | _____ | _____ |

A2 – Assignments in the agri-food sector over the last three years (2.5 points per documented assignment, maximum 2 = 5 points).

| No. | Year / date | Client | Assignment subject | Activities actually performed |
|---|---|---|---|---|
| 1 | _____ | _____ | _____ | _____ |
| 2 | _____ | _____ | _____ | _____ |

## B – QUALITY OF THE TECHNICAL PROPOSAL (max 50 points; qualitative assessment)

B1 – Programmes for both workshops (max 15). For each: objectives, target audience, 3–4-hour agenda, sessions and practical demonstrations of SMART FOOD services. Clearly distinguish the workshop in Enna from that in northern Enna province.

| Workshop 1 – Enna | Workshop 2 – Northern Enna province |
|---|---|
| Objectives, sessions and timing: | Proposed municipality, objectives, sessions and timing: |

Demonstrations and engagement methods:

Demonstrations and engagement methods:

B2 – Speakers and moderators (max 10). Specify number and professional profiles, required experience, assigned topics and selection/engagement approach; no prior named commitments are required.

| Proposed role | Required expertise / experience | Duties at the workshops |
|---|---|---|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

B3 – Venues and equipment (max 10). For each event provide the proposed venue or verifiable venue requirements, capacity, accessibility, travel arrangements, audio/video equipment, internet, catering area and contingency solution.

| Workshop | Municipality / proposed venue | Capacity and accessibility | Equipment, catering and backup |
|---|---|---|---|
| Enna | _____ | _____ | _____ |
| Northern area | _____ | _____ | _____ |

B4 – Promotion and engagement (max 10). Specify the categories of businesses, indicative number to be invited (not guaranteed attendance), channels, schedule, registration, reminders and evidence of invitations.

| Target audience / planned invitations | Channels, activities, timetable and verification |
|---|---|
| _____ | _____<br>_____ |
| _____ | _____<br>_____ |

B5 – Timetable and evidence (max 5). Explain procurement, venue confirmations, delivery by December 2026, and submission within three working days after each event of attendance sheets, invitations, photos and report.

_____

_____

## C – TEAM AND LOCAL OPERATIONAL COVERAGE (max 15 points; qualitative assessment)

C1 – Event manager (max 5): describe the professional profile, actual experience in comparable events, tasks and responsibilities. The name may be provided after award unless the operator chooses to identify the person now.

_____

_____

C2 – Delivery team (max 5): describe the roles proposed for coordination, moderation, secretariat, reception, technical assistance and reporting, including duties and coverage of both events.

| Function | Required profile and skills | Commitment / responsibility |
|---|---|---|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

C3 – Operational coverage (max 5): explain site visits, on-site staff, liaison with CNA Servizi Enna, supplier coordination and incident handling in both areas.

_____

_____

## D – SUSTAINABILITY AND DNSH (max 20 points; predetermined scores)

Tick the commitments offered and state what evidence will be available. Points are awarded only for specific, verifiable commitments binding during implementation.

| Item | Commitment offered (tick as appropriate) | Verifiable information |
|---|---|---|
| D1 – 5 points | ☐ Valid ISO 14001 / EMAS certification or published corporate sustainability plan | Certificate and validity / public URL: _____ |
| D2 – 5 points | ☐ Predominant use of local products for catering at both workshops | Product types, sourcing criteria and proof: _____ |
| D3 – 5 points | ☐ Reusable or compostable/recyclable tableware | Materials and procurement arrangements: _____ |
| D4 – 5 points | ☐ Plan to reduce printing, avoid single-use promotional items and sort waste | Specific activities and means of verification: _____ |

## FINAL DECLARATION

The operator declares that all details provided are truthful and verifiable, that the proposed services are included in the remuneration stated in the Notice, and that all commitments will be fulfilled during performance.

Place and date _____

Signature of legal representative / authorised signatory

_____