



**European Lighting
Cluster Alliance**
for Internationalisation



ELCA4i (GA 951185 - COS-CLUSINT-2019-3-01 – EU COSME Programme) – WP2 TASK 2.1 MARKET ENTRY RESEARCH

CALL FOR EXPERT: DESIGN AND ELABORATION OF A MARKET STUDY FOCUSED ON THE LIGHTING SECTOR IN JAPAN

March 10th 2021

To whom it may concerns

- Given that Rete di Imprese Luce in Veneto is partner of the project «*ELCA4i - European Lighting Cluster Alliance For Internationalisation*» co-funded by the EU COSME Programme under the Clusters Go International COS-CLUSINT-2019-3-01 Call – GA951185, aimed at intensifying cluster collaboration across borders and at supporting the establishment of the European Strategic Cluster Partnership to jointly lead international cluster cooperation in fields of strategic interest of lighting companies towards third countries beyond Europe
- Given that the above project involves a Consortium of three lighting European clusters: Rete di Imprese Luce in Veneto (leader) from Italy; Cluster D'iluminacio de Catalunya - CICAT from Spain and Cluster Lumière from France.

Rete di Imprese Luce in Veneto, on behalf of the ELCA-4i Consortium, launches a **CALL FOR EXPERTS ON DESIGN AND ELABORATION OF A MARKET STUDY FOCUSED ON THE LIGHTING SECTOR IN JAPAN**.

The market study shall be delivered to Rete di Imprese Luce in Veneto (hereinafter referred to as the Contracting authority) according with the rules and timing described below.

The study must be written in **English** and delivered in **Microsoft Word document version**.

Mandatory information and documents to be submitted following the templates provided by the Contracting authority. Offer document, stating:

- costs of the market study (all concept included: design, research, editing...)
- the approximate length of the study (at least, minimum 50 pages in Calibri 10 format)
- the delivery date
- methodology applied
- short description (2/3 lines) of the proposed content for each paragraph of the table of contents
- possible additions to the attached mandatory table of contents
- list of similar studies produced in the past. Submitting a short extract is a plus
- short CV of the expert team mobilized on the study and references
- self-declaration exclusion criteria

SELECTION CRITERIA

The following aspects will be taken into consideration:

- CV and reference (40%)
- Methodology (20%)
- Proposed content for each paragraph of the table of contents (20%)
- cost of the market study (20%)

Each criterion will receive a score from 1 to 5. The total score will be calculated as a weighted average based on the above percentage of incidence.



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BUDGET AND TERMS OF PAYMENT

The **maximum budget for the market study is 6.000,00 € without VAT**. This budget cannot be surpassed. The budget will be paid: 30% in advance and 70% on balance upon delivery of the final document.

OWNERSHIP

The ownership of the study delivered will be assigned to the Contracting authority Rete di Imprese Luce in Veneto for unlimited use and dissemination amongst ELCA-4i consortium partners and their members.

SUBMISSION OF OFFERS

The deadline for submitting your offer including all requested documents ends on: **April 12nd 2021**. Incomplete offers or those submitted after this date cannot be considered. By April 16th 2021 bidders will be informed in a written form about the results of this Call for experts.

The deadline for the delivery of the Study market to the Contracting Authority is: **June 30th 2021**.

All offer documents must be delivered electronically to: antonella.venza@luceinveneto.com

All the applicants are asked to contact Mrs Antonella Venza in order to receive the **Application pack** including all the necessary information and application templates

1. Application form
2. Declaration on honour on exclusion criteria and selection criteria
3. Table of contents proposed by the Call with a short description (2/3 lines) of the proposed content for each paragraph

CONTACTS

For any questions regarding the requested documents or the tender process, please contact:

Antonella VENZA – Cluster Manager

Rete di Imprese Luce in Veneto via dei Marcello 13/11 35017 Piombino Dese PD

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