



INCUBATOR TENDER NOTICE

**"PTS Life Sciences Pavia" FOR NEW
BUSINESSES**

AN INVITATION TO PRESENT PROPOSALS FOR PROJECTS
TO START UP AND DEVELOP NEW BUSINESSES THROUGH
A TRADITIONAL AND VIRTUAL INCUBATION PROCESS

ARTICLE 1: OBJECTIVE

Parco Tecnico Scientifico di Pavia, a limited liability consortium company - from here on referred to as P.T.S. Pavia – that is the authority managing the PTS Life Sciences Pavia Accelerator, promotes a tender process in order to collect, according to the following criteria, new business ideas and new businesses that intend to follow an acceleration process. The selected business initiatives will be given organisational and/or structural support starting from the conception of the idea.

The tender process makes it possible to enter the incubator by two types of incubation:

1. traditional incubation in the head offices in via Taramelli or in Piazza Petrarca
2. virtual incubation

More specifically, traditional incubation includes:

- The assignment of a place inside the incubator in via Taramelli or a place inside the incubator in Piazza Petrarca. This space, available at a special fee, is furnished and equipped with telephone and internet connections.
- The provision of accompanying services (training activities, seminars and networking with established businesses, etc.)
- the chance to make use of common areas (meeting rooms, training rooms)
- the supply of services at a special rate (article 8 "paid services")

Virtual incubation includes:

- The supply of accompanying services (training activities, seminars and networking with established businesses, etc.) without the use of a physical space within the facilities.
- access to the common areas of the structure in agreement with the secretary's office
- the supply of services at a special rate (article 8 "paid services")

ARTICLE 2:

BENEFICIARIES OF THE

TENDER NOTICE

The following subjects with a need to buy laboratory equipment for the development of their businesses may present their request for admission to the accelerator:

- subjects with an innovative service or product idea, who intend to build a new business;
- university spin-offs or company spin-offs;
- Established businesses.

The ideas, spin-off companies and new businesses must be relevant to the theme of the tender notice (see article 4).

ARTICLE 3

ADMISSIBLE SUBJECTS

Admitted businesses will deal mainly with activities linked with research and development.

1) Innovative businesses that are already active and realise the importance of incubation services for their development, mainly in the research and development sector.

2) Hi-tech business plans and/or business plans based on highly

specialised knowledge, promoted by:

a) University students and/or recent graduates;

b) Teacher and non-teacher personnel from Universities and other research centres (such as academic spin-off promoters);

c) Young company technicians and/or people with experience (for example company spin-off promoters);

d) Employed and unemployed people without age limits.

Admitted business plans must be turned into businesses within 6 months of notification of the positive outcome of the selection process and admission to the incubator.

EXCLUDED SUBJECTS

The following businesses and subjects are excluded from this tender notice:

- those who have bankruptcy procedures or proceedings in process;

- those against whom a judge has passed a sentence, or issued an irrevocable decree of penal condemnation, or judgement imposing the requested sanctions, in compliance with article 444 of the penal procedure code, for serious crimes against the State or the Community that effect professional morality;

- those against whom a procedure is pending for the application of one of the preventive measures or one of the obstructive cases indicated in article 6 and article 67 of Legislative Decree n° 159/2011;

- those who, organised as a capital stock company, have registered losses during the last business years in excess of one third of the company capital and have not managed to recover that loss;

- those who are not up to date on the payment of their taxes, in compliance with current laws and regulations;

- those who have committed serious violations - duly verified - in relation to social security and benefit contributions, in compliance with current regulations;

- those who have committed serious infractions - duly verified - in relation to workplace safety standards;
- Those who have been subjected to sanctions causing their incapability to do business with public administration.

ARTICLE 4:

BUSINESS SECTORS

In particular, in order to respond to the territory's demand and in order to achieve results in terms of the territory's competitiveness, businesses operating in the following sectors are permitted to participate in the tender process:

- biotechnologies, biomedical sector, pharmaceuticals and projects concerning health issues
- information and communication technology (ICT), energy, the environment and related services;
- outsourcing industrial research activities and transferring technology from universities and from businesses;
- consulting and planning services offered on research themes that apply to the territory's interests;
- Socially oriented businesses for the development of entrepreneurship.

Furthermore, we may assess and admit to the tender process any innovative business projects with high development potential even if they do not fall into one of the aforementioned sectors, it being understood that assessment of businesses that fall under one of the categories in the list will be given priority.

ARTICLE 5:

PROCEDURES AND TERMS OF PRESENTATION OF THE ADMISSION REQUEST

Those who are interested may present their request for admission to the incubator (admission request form, Attachment A), together with the obligatory documents listed in it, and that is to say:

- 1) Curriculum/a Vitae of the applicants
- 2) Deed of incorporation and articles of association (if the company has already been formed);
- 3) Business Plan (reference plan, Attachment B)
- 4) Photocopy of the identity document.

If it is already a working company:

- 5) A copy of the last approved profit and loss statement;
- 6) A certificate of enrolment in the Business Register no older than 3 months and including the declaration of validity and anti-mafia indications.

The tender notice and the forms can be downloaded from the website (www.polotecpv.it).

The tender process will be open until 10/06/2015. Applications, together with all the required documents, must be sent by email to the address: info@polotecpv.it or by

PEC (registered email) to the address: polotecnologicoservizi@legalmail.it. For further information or assistance in presenting the application it is possible to talk to the person responsible for the procedure, president and professor Antonio Majocchi, by appointment, at the incubator's head offices.

Each application received by the aforementioned deadline will be answered within 30 days of closing the tender process.

ARTICLE 6:

SELECTION AND CRITERIA FOR EVALUATING THE APPLICATIONS

The selection process will be made up of the following phases:

1. Administrative phase: completion of the obligatory documents is checked.
2. A phase for the evaluation of the project's documents and the idea to be incubated.

The business plan to be incubated is assessed on the basis of the following evaluation criteria:

Evaluation criteria	Maximum score	Evaluation parameters	Score
Consistency of the project with the sectors in article 4 of the tender notice	Maximum 20 points	Consistent	From 0 to 20 points.
		Partially consistent	From 0 to 10 points.
		Not consistent	0 points.
Level of innovation of the business's activity	Maximum 25 points	Type of services offered	From 0 to 15 points.
		Service supply methods	From 0 to 7 points
		Tools and equipment used	From 0 to 3 points
Impact on the territory and social impact	Maximum 15 points	Project with social impact	From 0 to 10 points.
		Territorial development and promotion project	From 0 to 10 points.
Technical validity of the initiative	Maximum 20 points	Quality of the methods in the work plan and in organising the project.	From 0 to 10 points.
		Expert qualification	From 0 to 5 points
		Degree of clarity of the proposal	From 0 to 5 points
Economic and financial sustainability of the	Maximum 20 points	Pertinence and coherence of the	From 0 to 8 points

		Pertinence and coherence of the expected expenses	From 0 to 8 points
		Supplementary financial participation of the applicant	From 0 to 4 points

The maximum ascribable score is equal to 100 points.

Projects that score of less than 60 points will not be admitted.

The scores will be given by giving a motivated assessment for each of the aforementioned criteria.

The assessment will be carried out by the "Life Science and Tech technical scientific park" Aster project, with the support of external experts.

In the case of equal scores, priority will be given to the project with the highest score in innovation.

Settling in the Incubator's facilities and in the co-working spaces is closely linked with the available space.

Furthermore, space in piazza Petrarca is reserved for foreign companies taking part in the "Soft Land in Lombardy" project.

The result of the assessment will be notified by PEC (registered email) or fax to all participants.

ARTICLE 7:

BENEFICIARIES' OBLIGATIONS

Admitted applicants will be obliged, on penalty of exclusion from the rankings, to sign a service contract with P.T.S. Pavia within 30 days of notification of the positive assessment of their application and they agree to accept what is indicated in the regulations for access to the incubator.

The contracts commit the businesses to use the spaces and services in compliance with current laws and with the internal regulation that will be signed by both parties, exclusively to carry out the activities declared in the application and within the opening hours of the incubator's activities, set between 08.00 and 20.00, from Monday to Friday. Access to the facilities outside of these times may be granted in written form.

The business responds entirely for their own activities and therefore P.T.S. Pavia is relieved of any responsibility concerning the consequences of improper or unlawful use of the supplied spaces and services.

The business is also responsible for looking after and maintaining the rooms, spaces, furniture and equipment supplied exclusively, in common with others or shared.

P.T.S. Pavia reserves the right to unilaterally rescind the contract and suspend use of the facilities and supply of services if the contract is violated.

ARTICLE 8:

AVAILABLE SERVICES

The promoters of the selected projects will use the spaces mentioned below and may use the services included in the basic enrolment fee, plus other services on payment. Physical spaces will not be available to the companies in the virtual incubation project.

SERVICES INCLUDED IN THE BASIC FEE

In the incubator, the following is available:

TARAMELLI PREMISES

Two office spaces, one 25 m² and the other 18 m² (for the characteristics and terms of use, please refer to the "Internal Regulation"), respectively made up of:

S size office space (about 25 m²): furniture (details in the application form) and one telephone with a personal phone number;

XS size office space (about 18 m²): furniture (details in the application form) and one telephone with a personal phone number;

PIAZZA PETRARCA PREMISES:

The information concerning these spaces will be made available by July 2015.

For all selected businesses, the following services will be available:

- Accompanied tutoring throughout the life cycle of the business: a basic information, orientation and training service for aspiring entrepreneurs and neo-entrepreneurs, personalised assistance service in writing up the Business Plan (with request selection), ImpresAttiva listening and orientation service (on financing measures and on services supporting business competitiveness), accompaniment services (training and coaching) for the creation of Business Networks (SpRI), workshops on subjects that concern the business and training and awareness services on the theme of Social Responsibility in Business.
- Access to a broadband internet connection.
- A web space on the Park's institutional website.
- Shared use of the fax machine/scanner (including paper and toner consumption).
- Shared use of the printer (not including consumables).
- Light, heating and cleaning of the spaces.

- Shared use of the meeting rooms and didactic halls.
- Reception service and general secretary's office.
- Networking with other businesses in the Incubator.
- Unguarded outdoor parking space.
- Cleaning service in the common areas.
- Disposal of paper, toners and cartridges.
- Information and promotion of the services offered by the incubated business in the pole and with businesses partaking in the pole in the event of individual and common meetings.
- Collective promotional actions for the businesses in the incubator with workshops and seminars.

PAID SERVICES (to be activated on request):

- Telephone contract
- Training services
- Specific consultancy
- Coordinated promotion and marketing action, including the collective promotion of businesses in the incubator through workshops.
- Assistance in presenting financing projects (coordination and management of application presentations).
- Market pre-analysis service (mapping competition and sector performance).
- Company check-up service to identify areas that need to be improved in order to develop the company's competitiveness.

ARTICLE 9:

FEEES AND CONTRACTUAL OBLIGATIONS FOR

INCUBATION SPACES IN VIA TARAMELLI:

Office	Fee 1st year	Fee 2nd year	Fee 3rd year
Size S (about 25 m2)	€3900.00	€4100.00	€4300.00
Size XS (about 18 m2)	€2800.00	€3000.00	€3200.00

INCUBATION SPACES IN PIAZZA PETRARCA

The information concerning these spaces will be made available by September 2015.

VIRTUAL INCUBATION

The basic monthly fee required from businesses is 40 Euro.

Previously indicated fees are to be considered in reference to standard spaces and services (in compliance with what is indicated in article 8). The offices requested by the applicant will be assigned on the basis of their availability. The costs start from the date in which the Service Contract is signed, regardless of when the business actually moves in.

ARTICLE 10:

DURATION

Hosted businesses may use the incubation services until 30/09/2018, starting from the date of stipulation of the Service Contract.

ARTICLE 11: FINAL

INSTRUCTIONS

The ranking is drafted at the end of the assessment process and will be valid until 30/04/2016. This means that, wherever the incubation period ends before the indicated expiry date, the manager reserves the right to pass on to the following participants, it being understood that service contracts may not exceed the aforementioned time limit. We would also like to point out that the intellectual property, intended in the broadest possible sense (patents, brands, copyright and in general the right to economic fruition of the product/invention/idea) of what is created and produced within the incubation process, will remain exclusive property of the incubated business.

"Information in compliance with article 13 of Legislative Decree n° 196/2003"

In compliance with Legislative Decree n° 196/2003 and subsequent amendments and integrations, we would like to point out that the personal details acquired with this tender process, will be collected at the Parco Tecnico Scientifico a r.l. offices, treated exclusively for the purposes concerning the execution of the tender process and used to continue relations with Parco Tecnico Scientifico a r.l., by suitably designated individuals, with the use of procedures that include computerised systems, by the means and within the limits necessary to achieve these purposes. The transmission of these details is necessary and failure to communicate them may prevent the establishment of relations.

The personal details in question, in compliance with current regulations, may also be subject to access by nominal opponents, as well as judicial and control authorities. In relation to the aforementioned details the person in question, in compliance with article 7 of the aforementioned regulation, has the right to access his/her own details, to ask that they be rectified, updated and cancelled, if incomplete, erroneous or collected unlawfully, as well as to oppose their treatment for legitimate reasons, making the request to Parco Tecnico Scientifico a r.l., owner of the right to treat the details, represented by President Antonio Majocchi.

ANNEXES:

FORM A - Application for Admission to the Incubator FORM B -

Business Plan Layout

Incubator Management Internal Regulation