

ANNEX 6: AWARD CRITERIA FOR INDIVIDUAL SPECIFIC CONTRACTS

Since this is a single provider framework contract there is no reopening of competition and the only possibilities from the Commission side is to accept or reject the offer provider by the single provider.

The process for requesting services and submitting offers can be seen beneath

- Request for service: The Commission will specify the aim and scope of the work, the detailed technical specifications, the outputs to be produced, the maximum budget and the overall timeline. When this is received by the contractor a receipt of the reception must be sent to the responsible Commission official.
- Offer from contractor: The contractor will propose a team, a work plan, a final price and specific timetable. The maximum time for submitting an offer in reply to a specific request for service will be determined in the request sent by the contracting authority. In any case the time allowed for may not be less than 15 working days after the Request for service is sent.
- Acceptance or rejection of offer by the Commission: The Commission will respond to the offer accepting or rejecting the offer made by the contractor. (Maximum 10 working days after the Offer from the Contractor is received)
- If the offer is accepted - Task assignment: The Commission and the contractor will sign a specific contract for the specifications of the assignment, proposed team, value, work plan and timetable. The specific contract is drawn up on the basis of the offer from the contractor by the Commission and sent for approval and signature to the contractor.
- If the offer is rejected – The Commission will review the request for service and resend it to the contractor repeating the above mentioned procedure. The Commission is however not obliged to re-run the procedure and is in no way bound by this framework contract to request any services exclusively from the contractor.
- Within 10 working days of the signature of the specific contract a start-up meeting between the Contractor and The Commission must be held (this will be part of the work plan provided by the contractor)
- As previously mentioned in I.5.8 (Timing) no specific contract can run for longer than 10 months.

Admissible offers

Only an admissible offer will be evaluated. The criteria of admissibility of the offers are the following:

- the deadline for the submission of offers has been respected
- when appropriate, the maximum budget has been respected

Financial criteria

The offer must apply the same formula as used for deriving the price in the framework contract stage and must furthermore fully reflect the set unit prices already fixed in the framework contract.

The acceptance or rejection will be done on the basis of the offer being admissible, the financial criteria being met and general compliance with the requirement detailed in the Framework contract.