



SPECIFICATIONS ATTACHED TO THE INVITATION TO TENDER

Call for tender n° EAHC/2010/Health/01 for concluding Multiple Framework Contracts with reopening of competition to support the Health Information Strategy

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1. Title of Framework Contract

Multiple Framework Contracts with reopening of competition to support the Health Information Strategy

2. Purpose and context of contract

The European Union is committed by the Treaty on the Functioning of the European Union (as lately amended by the Lisbon Treaty) to ensure a high level of human health protection in the definition and implementation of all Union policies and activities¹.

More specifically, the European Commission adopted in 2007 a Health Strategy² covering the period 2008-2013, whose three main objectives are fostering good health in an ageing Europe, protecting citizens from health threats, and supporting dynamic health systems and new technologies. The financial instrument to support the implementation of the strategy is the second Health Programme³, which covers the same period. One of the three objectives of the Health Programme is to generate and disseminate health information and knowledge.

The Health Programme explicitly lists the actions to be implemented to achieve this objective. In particular, action 3.2.2 consists in *“develop mechanisms for analysis and dissemination, including Community health reports, [...] provide information to citizens, stakeholders and policy makers, [...] establish regular reports on health status in the European Union based on all data and indicators and including a qualitative and quantitative analysis.”*

Moreover, the Health Information Strategy⁴ states that: *“Effective knowledge management for health information requires more than generating information, such as data or indicators at European level. It also requires mechanisms for providing analysis and highlighting possible areas for action, exchanging and disseminating information in an appropriate way to people who can make use of it; and then supporting and monitoring the application of information in practice. A great deal has already been done with regard to generating information at Community level, and this should be brought together in an overall map of progress so far. Though more will be needed, it should also now be complemented by a greater focus on analysis, dissemination and application of European health information.”*

The objective of this call for tender is the conclusion of Framework Contracts with tenderers that are able to assist the Executive Agency for Health and Consumers (hereafter referred to as ‘EAHC’ or ‘Executive Agency’) and the Directorate-General for Health and Consumers of the European Commission (hereafter referred to as the ‘Commission’ or ‘DG SANCO’) in carrying out their activities related to health information, as detailed above.

In particular, contractors will be asked to provide:

¹ Treaty on the Functioning of the European Union, Art. 168,

² COM(2007) 630 final: http://ec.europa.eu/health/ph_overview/Documents/strategy_wp_en.pdf

³ Decision No 1350/2007/EC establishing a second programme of Community action in the field of health: <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2007:301:0003:0013:EN:PDF>

⁴ http://ec.europa.eu/health/strategy/docs/ev_20090428_rd01_en.pdf

A) **Health reports** – they will cover topics included in the Health Strategy and pointed out by the Commission, and give relevant and well structured information based on best available evidence and solid data and indicators.

B) **Health and economic analysis** – producing evidence on the numerous relationships between health parameters and socio-economic variables.

3. Subject of the Framework Contracts

The contractors of the Framework Contracts will be asked to submit specific offer(s) to provide technical and scientific support in the two above specified areas, which correspond to the 2 lots of this call for tenders:

Lot 1 – Health reports

Lot 2 – Health and economic analysis

Tenderers can submit tenders for one or both lots. Each lot has to be the subject of a separate tender mentioning the title and the number of the lot clearly. The submission of an offer covering only one part of one lot is not accepted and will lead to the exclusion of the offer.

3.1 Lot 1: Health Reports

This lot concerns the production of health reports on topics where there is a need to gather and disseminate information and data. These reports will contain clearly structured information, based on best available evidence and solid data and indicators, to be collected through a thorough analysis of available scientific literature as well as current health surveys, studies and reports, brochures, books, magazines, EU funded projects and other sources. All the literature used in the report must be presented with a grading system accepted by the scientific community (for example, please see methodology from Cochrane).

The key reference documents for carrying out the actions funded under this lot are the EU Health Strategy and the Health Information Strategy, as well as the overarching European strategy documents.

Objective of lot 1: to produce well structured and informative reports on health topics, selected by EAHC / the Commission as important for the public, stakeholders and policy-makers.

Ideally, for health-related information to be of use at European level, it should be available on a harmonised basis including all countries covered by the report. The contractor will therefore provide the Commission with a report covering, as a default, all 27 Member States of the EU, EFTA countries, and the candidate countries. In very specific cases the Commission may ask for a deeper analysis of a limited number of Member States. These cases will be detailed in the requests for specific services.

The topic will be given by EAHC / the Commission in the request for specific services. In the specific offer the contractors need to provide information how they would prepare the report. EAHC/Commission will agree with the awarded contractor on the very details of the report during the kick-off-meeting. Unless otherwise indicated in the request for specific services, the

outcome and structure of the report shall be presented in the inception report which has to be delivered 2 weeks after the kick-off-meeting, and have to be accepted by EAHC / the Commission.

The contractor shall make use of EUROSTAT data as a preferred information source, whenever they are available – unless the contract specifically requires investigating only scientific literature or existing knowledge. However, other information sources which are more limited geographically or less harmonised may nevertheless still be included, where particularly relevant, sufficiently robust to draw conclusions and address important issues. In any case, an accurate overview of the existing data and information in the different countries on prevention, health enhancement and research should be provided.

Each report must be written in English and presented in a clear and easily understandable layout aimed at the level of an interested layperson. Quantitative data must be presented using graphs and maps, with tables in annexes. The document should offer well structured information and be drafted in clear language, allowing to draw conclusions easily. Furthermore, the document shall be produced in a master version for further publication.

All copyrights shall belong to the European Union.

The report will have to be delivered in a hardcopy published version and in softcopy electronic form in a format to be agreed with EAHC / the Commission. In special cases, if indicated and detailed in the Request for specific services, EAHC / the Commission may also ask the Contractors to print also the definitive reports for distribution and dissemination.

Different types of the health reports: According to the topic, the policy needs, and the information priorities, the contractor can be asked to produce a report having one of the following dimensions: small, medium or large. The table below summarises the main characteristics of each dimension. The values in the table are purely indicative, and EAHC / the Commission may ask to change some parameters when asking for a specific service.

	Small	Medium	Large
Nr of pages	20 to 50	60 to 100	150 to 200
Delivery time *	2 months	6 months	12 months
Sources of information	Scientific literature **, previous project, policy papers, descriptive summary of data from EUROSTAT, if applicable	Scientific literature **, previous project, policy papers, secondary analysis on existing data (EUROSTAT, OECD, WHO, etc.)	Scientific literature **, previous project, policy papers, secondary analysis on existing data (EUROSTAT, OECD, WHO, etc.), new data collection (interviews, surveys, registries, etc.)
Geographical coverage	Member States, EFTA Countries, Candidate Countries (or subsets of them)	Member States, EFTA Countries, Candidate Countries	Member States, EFTA Countries, Candidate Countries. The analysis shall be in principle

			carried out at NUTS2 level. ⁵
Breakdown by target groups	Gender, age groups	Gender, age groups, educational attainment,	Gender, age groups, educational attainment, income, ethnicity
Type of review	none	Scientific peers	Scientific peers, stakeholders

* from the kick-off meeting

** at least from three scientific databases

Tenderers should detail in their proposal how do they plan to carry out a scientific peer review, as well as a stakeholder review. They shall specify the details of the organisation of the review, the methodology to select reviewers and stakeholders, as well as cost estimation. It shall be clear whether these costs are included in the proposed unit rate fees, or if they will be covered by specific budget lines.

In presenting their bids for lot 1 of the Framework Contract, contractors shall always refer to the most comprehensive option for each category. For instance, in presenting the bid for a small report, the tenderer shall consider 50 pages; analysis of all scientific literature, previous projects, policy papers; coverage of all Member States, Candidate and EFTA countries; breakdown by gender and age groups.

Each report, regardless of its dimension, shall consist of the following sections:

- introduction (describing the topic of the report),
- background and context (at least social, political, demographic and institutional),
- methodology (motivating its adoption),
- findings (showing quantitative figures, and using as much as possible also graphical representation),
- conclusions and recommendations (clear, concise, and keeping in mind the policy-oriented attitude of the Commission and DG SANCO in particular and Member States' public health stakeholders),
- references and annexes.

Together with each report, the contractor shall also present:

1. The comprehensive list of data used for the analysis, at the maximum available level of detail – which shall be the same used to carry out the analysis.
2. The electronic version of the above mentioned report and data set.

3.2 Lot 2: Health and economics

This lot concerns the production of evidence on the relationship between health and wealth, or, more generally, between health parameters and socio-economic variables. Although this relationship is clearly bi-directional, the services provided under this lot will focus mainly, but not exclusively, on the analysis of the effects of health on the economy. Health will be

⁵ For the definition, please see:

http://europa.eu/legislation_summaries/regional_policy/management/g24218_en.htm

investigated mostly in its productive side, considering it as an investment that bring economic return, and not merely as a cost.

The key reference documents for providing services under this lot are the EU Health Strategy⁶, the Health Information Strategy, the EC Impact Assessment Guidelines⁷, as well as the overarching European strategy documents.

Objective of lot 2: to provide an economic analysis of health and health-related phenomena in order to establish sound evidence for policy making.

The analysis will mainly focus on the study of the impact of health and non-health policies⁸ on the health status, and the impact of the latter on health variables such as, for instance, growth, productivity, competitiveness, etc. Any other interaction between health and economic variables may be object of the analysis, as well as their dynamic and the comparison between them.

Depending on the specific issue to be investigated the analysis may be on a longitudinal scale – time series analysis – as well as cross-sectional.

The analyses shall be focused on the overall health status, as well as on social determinants of health and health inequities/inequalities, both on territorial basis and per socio-economic status.

Deliverables: within the specific contract, the tenderer can be asked to provide one or more of the following reports:

- Review of existing scientific literature on health economics related to a specific health issue. The contractor shall provide a deep and comprehensive review of the scientific literature on an issue specified by EAHC /the Commission, clearly identifying the state of the art. The review will highlight the experiences directly affecting EU and its Member States, or applicable to them. The contractor shall comment critically the review, and extrapolate useful conclusions at policy-making level.
As a general rule, the delivery time shall be short, e.g. 1 to 2 months from the kick-off meeting, unless otherwise indicated by the request of specific services, according to the complexity of the topic, the wideness of the literature, and the depth of the analysis requested.
The review of existing literature includes the review of English scientific literature; furthermore the contractor can be also asked to review to, at least, French and German scientific publications.
- Statistical and econometric analysis on existing data. The contractor shall provide an analysis using techniques as linear or nonlinear regression, correlation, etc, on data already available (e.g. from EUROSTAT, OECD, WHO, etc.). The analysis may focus on a single Member State or on several of them; in specific cases it may be asked to the contractor to extend the analysis also to third countries (Candidate Countries, EFTA, EEA, others). EAHC / the Commission will be in charge of clearly indicating the variables to be taken into consideration for the analysis.

⁶ http://ec.europa.eu/health-eu/doc/whitepaper_en.pdf

⁷ http://ec.europa.eu/governance/impact/commission_guidelines/docs/iag_2009_en.pdf

⁸ For instance policies on Urban Transport, Energy, Environment, etc. having a direct or indirect impact on health.

As a general rule, the delivery time shall be short, e.g. 1 to 2 months from the kick-off meeting, unless otherwise indicated by the request of specific services, according to the level of complexity of the analysis (e.g. involving analysis of inequalities or not).

Tenderers shall propose in their bid the price for analysis on a single Member State, and the supplement for each additional Member State or Country investigated.

- Statistical and econometric analysis on a specific issue. In this case EAHC / the Commission will not indicate the variables to utilise, but rather present a specific issue (e.g. impact of health policies on work leaves, or impact of mental health on productivity) and let the contractor the responsibility of looking for the best data to analyse. Also in this case the analysis may focus on one or more Member States.

As a general rule, the delivery time shall be short, e.g. 1 to 3 months from the kick-off meeting, unless otherwise indicated in the request for specific services, according to the time needed for gathering the data.

Contractors may be requested to prepare an analysis on a single or on more Member States, Tenderers shall also be asked to gather information through interviews or surveys, using as unit a sample of 10 interviews per Member States.

For each of the above mentioned deliverable, in urgent cases the tenderer may be asked to respect a shorter deadline. EAHC / the Commission will always specify their timing requests in the technical specifications of each specific contract.

In presenting their bids for lot 2 of the Framework Contract, contractors shall always refer to an analysis covering 15 Member States, with the longest foreseen delivery time. In case of statistical and econometric analysis on a specific issue, a sample of 10 interviews per Member States shall be taken into consideration for bidding purposes.

Each deliverable shall consist of:

1. A brief report, in English, consisting of the following section:
 - introduction (stating the objective of the study),
 - background and context (listing and commenting the sources of information and the problems encountered),
 - methodology (motivating its adoption),
 - results (showing quantitative figures, and using as much as possible also graphical representation),
 - conclusions and recommendations (clear, concise, and keeping in mind the policy-oriented attitude of the Commission and DG SANCO in particular and Member States' public health stakeholders),
 - references and annexes.
2. Comprehensive list of data used for the analysis, at the maximum available level of detail – which shall be the same used to carry out the analysis.
3. The electronic version of the above mentioned report and data set.

3.3 Procedural questions related to the Multiple Framework Contracts and the specific contracts

The contract follows the **Multiple Framework Contract with reopening of competition system**, since the exact nature, quantities, subject and the precise timing of delivery or execution of the services cannot be specified in advance. The purpose of this system is to put contractors of the Framework Contracts into competition at later stages. The Framework Contracts, as the result of the present public procurement procedure – if successful –, will be awarded without any declared or effective priority or ranking amongst them.

The EAHC, as the contracting authority, will conclude Framework Contracts for each lot with a maximum of 5 contractors each. The terms of the Framework Contracts will be the same for each contractor of one lot; they will state the general contractual rules, including technical, administrative and financial. Framework Contracts place reciprocal obligations on the parties with regard to those elements which are unalterably and unequivocally established when the Contract is concluded, such as price, subject, basic performance conditions and duration to be checked.

The draft Framework Contract (including a model specific contract), which will apply to this call for tender, is provided in Annex VI. When preparing the offers tenderers must take it into consideration the conditions laid down in the draft Framework Contract and its annexes, submitting an offer means that tenderers accept them.

The tenderers shall note that the aim of the public procurement procedure is to ensure the provision of services for the Commission.

The Executive Agency, in accordance with its mandate and acting on behalf of the European Commission, may sign specific contracts and will be managing in particular the administrative, financial part of the contracts.

The Commission is also entitled to use the Framework Contract for signing specific contracts for covering its own needs. In this case, as a general rule, references to the ‘Executive Agency’ in the Framework Contract and the specific contract should be interpreted as the ‘Commission’.

Procedure for specific contracts

The present tender specifications for awarding Framework Contracts set out a general description of the tasks. According to the detailed needs, when EAHC or the Commission would like to contract specific services, they will specify the type of services needed, the timetable and send a written request to the contractors of the Framework Contracts to submit an offer. More particularly, this request for specific offer will set out:

- the deadline for submitting a specific offer,
- the terms of reference for the service to be provided,
- the deliverables to be provided,
- the duration of the service and the performance deadlines,
- the number of meetings between the Contracting Authority and the contractor (if applicable),
- the exact form of reporting (if applicable),
- payment instalments and invoicing address (if applicable).

Within 3 days, the contractors of the Framework Contract shall acknowledge the receipt of the request for specific services. The contractors are obliged to respond in writing to each request received from EAHC/Commission depending on who will be the contracting authority for the specific contract. Within the deadline specified in the request for offers, the contractors will provide EAHC/Commission with a written specific offer for the provision of the required services. If the contractor is not in the position to make a specific offer, a written justification must be provided by the deadline for submission of the offer at the latest.

EAHC/Commission will examine the specific offers received. Evaluation of the award criteria in the course of the award of the Framework Contract, and of the specific offers will be independent from each other, for the two assessments two different sets of award criteria will be used, as indicated in point 18. The specific contract will be awarded on the basis of the award criteria established in point 18.2.

4. Participation in the tendering procedure

Participation in tendering procedures is open on equal terms to all natural and legal persons coming within the scope of the Treaties and to all natural and legal persons in a third country which has a special agreement with the European Union in the field of public procurement on the conditions laid down in that agreement.

4.1. Consortia

Groups of economic operators (consortia) are authorised to submit tenders (joint offers). In this case, each member of the consortium shall fulfil the requirements and accept the terms and conditions set out in the tender specifications, the contract as well as in all the relevant Annexes.

The offer must identify the consortium members by filling in the relevant points of Annex Ia. The tenderer shall clearly specify the role and tasks of each member of the consortium. The members of the consortium shall designate one member as consortium leader with full authority to bind the consortium and each of its members. Each consortium partner shall fill in, date and co-sign with the consortium leader a mandate letter (Annex Ib). The consortium leader shall act as a single point of contact with the contracting authority in connection with the present public procurement procedure.

In case the awarded tender is submitted by a consortium, all members of the consortium will be jointly and severally liable towards the contracting authority for the performance of the contract.

The contracting authority may not demand that consortia must have a given legal form in order to be allowed to submit a tender. However, the consortium awarded to sign a contract may be required to adopt a given legal form after it has been awarded the contract and before the contract is signed, if this change is necessary to the proper performance of the contract.

The tenderer shall note that:

- The **exclusion criteria** as indicated in point 16.1 of the tender specifications will be applicable to each member of the consortium, therefore the ‘Declaration of honour’ (Annex IV) must be supplied in the offer by each member.

During the evaluation or before the signature of the contract, the contracting authority may request valid documentary evidence demonstrating that the exclusion criteria are met by the consortium partners in accordance with Annex IV.

The leader and the members of the *awarded consortium* will be obliged to submit the exclusion criteria evidence before the signature of the contract, except if they are public bodies.

- The consortium leader shall provide **evidence of access to contracts (proof of eligibility)** as stated in point 17.1 by filling in
 - Annex Ia (Tender submission form),
 - Annex Ib (Mandate letter filled in and dated by the consortium partner and co-signed by the consortium leader),
 - Annex IIa / IIb / IIc (Legal entity form) and
 - Annex III (Financial identification form).
- During the evaluation, the **selection criteria for economic and financial capacity** of the consortium members will be – partly individually and partly in a consolidated way – assessed therefore the offers must include evidence on this regarding each consortium member. Each consortium member shall fill in and sign Annex VII.
- During the evaluation, the **selection criteria for technical and professional capacity** will be assessed in relation to the combined capacities of all members of the consortium, as a whole; therefore the offers must include evidence on this.

4.2. Subcontracting

Subcontracting is allowed. However, the contracting authority may demand information from the tenderer on any part of the contract that the tenderer may intend to subcontract to third parties and on the identity of any subcontractor. The contracting authority reserves the right to validate the proposed subcontractor(s).

The offer must clearly identify the subcontractor(s) by filling in the relevant points of Annexes Ia of these tender specifications and prove their willingness to accept tasks proposed to them by the tenderer (e. g. by way of enclosing a written commitment of the subcontractors(s)). Moreover, by filling in Annex Ia, the tenderer shall provide information as to what proportion of the contract the tenderer intends to subcontract in total and also by each subcontractor, in case there are more subcontractors identified. In addition to this, the offer shall describe which main task(s) will be subcontracted.

Once the contract has entered into force, the contractor shall retain full liability towards the contracting authority for the performance of the contract as a whole. The Executive Agency will not have any direct legal commitment with the subcontractor(s).

The tenderer shall note that:

- As a general rule, the **exclusion criteria** as stated in point 16.1 of the tender specifications will be applicable to the tenderer and each its subcontractor, therefore the ‘Declaration of honour’ (Annex IV) must be supplied in the offer by them.

During the evaluation or before the signature of the contract, the contracting authority may request valid documentary evidence demonstrating that the exclusion criteria are met by the subcontractor(s) in accordance with Annex IV.

Before the signature of the contract, the *awarded tenderer including the subcontractor(s)* will be asked to submit the exclusion criteria evidence. As an exception,

- that/those subcontractor(s) of the awarded tenderer who will be subcontracted for a value less than € 60 000 of the total amount of the contract,
- and the tenderer and/or the subcontractor(s) being a public body will not be obliged to submit such evidence.

- Only the tenderer shall provide **evidence of access to contracts (proof of eligibility)** as stated in point 17.1. by filling in
 - Annex Ia (Tender submission form),
 - Annex IIa / IIb / IIc (Legal entity form) and
 - Annex III (Financial identification form).
- When a subcontractor will be subcontracted for a value of more than € 60 000, the tenderer shall submit information and evidence on the **selection criteria for the economic and financial capacity** of the identified subcontractor by filling in Annex VII and enclosing the evidence as indicated in point 17.2.
- The **selection criteria for technical and professional capacity** will be applied to the combined capacities of the tenderer and the subcontractors identified whether in the tender or during the implementation of the contract –, to the latter in respect of the part of the work that they will perform, therefore the offers must include evidence on this.

Instructions on how to fill in the Annexes of these tender specifications in case of joint offers and/or subcontracting are available in Annex VIII (Checklist).

5. Documentation for tenderers

The following set of documents is provided to the tenderers:

- Invitation to tenderers
- Annex Ia: Tender submission form
- Annex Ib: Letter of mandate
- Annex IIa: Legal entity form for public entities
- Annex IIb: Legal entity form for private entities
- Annex IIc: Legal entity form for individuals
- Annex III: Financial identification form

- Annex IV: Declaration of honour
- Annex V: Financial offer form
- Annex VI: Framework Contract and annexes (including the specific contract)
- Annex VII: Economic and financial capacity overview
- Annex VIII: Checklist

6. Meetings with contractors for the administrative and contractual aspects of contracts (Framework contracts & Specific contracts)

Meetings with contractors of the Framework Contracts

Meetings shall take place in the offices of Unit C2 (Health Information), Directorate-General for Health and Consumer Protection (Luxembourg, rue Eugene Ruppert 11) or at the Health Unit, Executive Agency for Health and Consumers (Luxembourg, Rue Guillaume Kroll 12).

Generally one inception meeting (kick-off meeting) with contractors is planned after the signature of the Framework Contract. Afterwards the meetings will be called depending on the EAHC/Commission's needs.

In the Annex V the tenderers are requested to indicate separately the total cost for the visits. This total amount must include the travel costs and the subsistence allowances for one representative for one day in Luxembourg (one day per visit). The maximum daily subsistence allowance to take into account in this amount is set to 237,00 € for visit to Luxembourg. This allowance is deemed to cover accommodation, breakfast and main meals, local travel (including taxi) and sundries.

Reimbursement will be made on presentation of original supporting documents of reimbursable expenses according to the Framework Contract, and after their approval.

Meetings with contractors of the specific contracts

Meetings shall take place in the offices of Unit C2 (Health Information), Directorate-General for Health and Consumers (Luxembourg, rue Eugene Ruppert 11) or at the Health Unit, Executive Agency for Health and Consumers (Luxembourg, Rue Guillaume Kroll 12).

They will be held according to the information provided during the procedure for concluding specific contracts (e.g. in the Request for specific services).

At this stage it is not required to indicate the costs of the visits.

7. Variants

Variants will not be accepted.

8. Volume and duration of Framework Contracts

The maximum indicative amount of the services which may be ordered over a **four-year period** covered by the Framework Contracts could amount to **4 000 000 €**

The 4 000 000 € is divided in the 2 lots as follows:

–Lot 1: 2 500 000 €

–Lot 2: 1 500 000 €

The Framework Contracts will be concluded for a period of **36 months** from the date of signature. The Framework Contracts may be renewed once for a consecutive period of 12 months.

Specific contracts will be signed for the value and duration indicated in them. The specific contracts shall be signed within the duration of the Framework Contract.

The Framework Contract shall continue to apply to specific contracts executed after the Framework Contract expires. The service under such specific contracts shall be provided at latest within 12 months after the expiry of the Framework Contract, the duration of the specific contract can in no way be more than 14 months after the expiry of the Framework Contract.

The awarding of the Framework Contract does not oblige the EAHC/Commission to award specific contracts. Furthermore, it is impossible to anticipate and quantify the specific needs for which specific contracts will be awarded under the Framework Contract.

9. Price

- Prices must be quoted in Euro using, if necessary, the conversion rates published in the C series of the Official Journal of the European Union on the day when the contract notice was published (if no notice was published, on the day when the invitation to tender was sent out).
- Prices must be fixed amounts in Euro.
- Estimated travel and subsistence expenses must be indicated separately.

This estimate should be based on Article I.3.3 of the contract annexed to these specifications and include any travel required to meet representatives of the Executive Agency. In any event, it should represent the maximum amount of travel and subsistence expenses payable for all the services provided.

Prices should be quoted free of all duties, taxes and other charges, including VAT, as the Communities are exempt from such charges under Articles 3 and 4 of the Protocol on the privileges and immunities of the European Communities; the amount of VAT should be shown separately.

- Prices should be quoted free of all duties, taxes and other charges, including VAT, as the Communities are exempt from such charges under Articles 3 and 4 of the Protocol on the

privileges and immunities of the European Communities; the amount of VAT should be shown separately.

- Prices are firm and not subject to revision.

10. Terms of payment

10.1 Pre-financing

Following the signature of the specific contract by the last contracting party within 45 days of the latest of the following dates:

- the receipt of a relevant invoice indicating the reference number of the Contract and the specific contract to which it refers;
- the receipt of the inception report (if foreseen by the contract)
- [the receipt by the Executive Agency of a duly constituted financial guarantee equal to at least [complete] % of the total value of the order or specific contract (if foreseen by the contract)]

a pre-financing payment of EUR [complete amount in figures and in words] equal to 30 % of the total amount referred to in Article I.3.1 of the specific contract (see Annex III) shall be made.

10.2 Interim payment

Requests for interim payment by the Contractor shall be admissible if accompanied by:

- an interim technical report in accordance with the instructions laid down in Annex I
- the relevant invoice(s), indicating the reference number of the Contract and of the order or specific contract to which they refer,
- [statements of reimbursable expenses (travel and subsistence allowances) for the reported period in accordance with Article II.7].

The Executive Agency shall have 45 days from receipt to approve or reject the report, and the Contractor shall have 20 days in which to submit additional information or a new report.

Within 45 days of the date on which the report is approved by the Executive Agency an interim payment corresponding to [the relevant invoices] [equal to 30 % of the total amount referred to in Article I.3.1 of the specific contract] shall be made, increased by the amount of approved reimbursable expenses.

10.3 Payment of the balance

The request for payment of the balance of the Contractor shall be admissible if accompanied by

- the final technical report in accordance with the instructions laid down in Annex I
- the relevant invoice(s), indicating the reference number of the Contract and of the order or specific contract to which they refer,

- [statements of reimbursable expenses (travel and subsistence allowances) for the reported period in accordance with Article II.7].

The Executive Agency shall have 45 days from receipt to approve or reject the report, and the Contractor shall have 20 days in which to submit additional information or a new report.

Within 45 days of the date on which the report is approved by the Executive Agency, payment of the balance corresponding to [the relevant invoices] [equal to 40 % of the total amount referred to in Article I.3.1 of the specific contract] shall be made, increased by the amount of approved reimbursable expenses.

10.4 Reimbursement of travel and subsistence expenses (for interim & balance payments)

Reimbursement will be made on presentation of statements of reimbursable expenses according to Article II.7 of the contract, and after their approval.

11. Reports and documents to be submitted

Reporting requirements, including delivery deadlines and schedules of the meetings, will be defined in the frame of each specific contract. The reports or documents will describe the work carried out and the results obtained during each period or phase.

The following lists which reports would normally be required by the contracting authority during the course of the work carried out in performing a specific contract. This list may be changed and adapted according to the specific needs of each request for service:

- An inception report delivered in a short time (to be defined in the specific contract) after the signature of the specific contract;
- One or two interim reports, depending on the subject of the service to be provided;
- A final report, which may include conclusions and recommendations depending on the subject of the specific service.

Each report provided by the Contractor shall be in English, both in hard copies and in electronic format and in as many copies as indicated in the specific request.

12. Contractual terms and guarantees

In drawing up his bid, the tenderer should bear in mind the provisions of the standard Framework Contract (with its annexes) attached to this call for tender (Annex VI).

Submission of a tender implies acceptance of all the terms specified in the present specifications and in particular in the attached standard Framework Contract including the general conditions applicable to contracts and the model specific contract (Annex VI).

All documents presented by the tenderer become the property of the European Union and are deemed confidential.

The Executive Agency will not reimburse expenses incurred in preparing and submitting offers.

13. No obligation to award the Framework Contract

Completing the adjudication or the procedure of the call for tenders in no way imposes on the Executive Agency an obligation to award the Framework Contract or at a later stage the specific contract.

The Executive Agency shall not be liable for any compensation with respect to tenderers whose tenders have not been accepted, nor shall it be liable when deciding not to award the Framework Contract or at a later stage when deciding not to award a specific contract.

14. Administrative and financial penalties

1. Without prejudice to the application of penalties laid down in the Framework Contract, candidates or tenderers and contractors who have been guilty of making false declarations or have been found to have seriously failed to meet their contractual obligations in an earlier procurement procedure shall be excluded from all contracts and grants financed by the European Union budget for a maximum of two years from the time when the infringement is established, as confirmed after an adversarial procedure with the contractor.

That period may be extended to three years in the event of a repeat offence within five years of the first infringement.

Tenderers or candidates who have been guilty of making false declarations shall also receive financial penalties representing 2 % to 10 % of the total value of the contract being awarded.

Contractors who have been found to have seriously failed to meet their contractual obligations shall receive financial penalties representing 2 % to 10 % of the total value of the contract in question.

That rate may be increased to 4 % to 20 % in the event of a repeat offence within five years of the first infringement.

2. In the cases referred to in paragraph 16.1 points (a), (c) and (d) of these specifications, the candidates or tenderers shall be excluded from all contracts and grants for a maximum of two years from the time when the infringement is established, as confirmed after an adversarial procedure with the contractor.

In the cases referred to in paragraph 16.1 points (b) and (e) of these specifications, the candidates or tenderers shall be excluded from all contracts and grants for a minimum of one year and a maximum of four years from the date of notification of the judgment.

Those periods may be extended to five years in the event of a repeat offence within five years of the first infringement or the first judgment.

3. The cases referred to in paragraph 16.1 point (e) of these specifications shall be the following:

(a) cases of fraud as referred to in Article 1 of the Convention on the protection of the European Communities' financial interests drawn up by the Council Act of 26 July 1995⁹;

(b) cases of corruption as referred to in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union, drawn up by the Council Act of 26 May 1997¹⁰;

(c) cases of participation in a criminal organisation, as defined in Article 2(1) of Joint Action 98/733/JHA of the Council¹¹;

(d) cases of money laundering as defined in Article 1 of Council Directive 91/308/EEC¹².

15. Requirement as to the tender

The tender must include:

- (a) an administrative part including all the information and documents required by the Contracting Authority for the appraisal of tenders on the basis of the exclusion and selection criteria set out under paragraphs 16 and 17 respectively of these tender specifications;
- (b) a technical part including all the information and documents required by the Contracting Authority for the appraisal of tenders on the basis of the award criteria set out under paragraph 18 of these tender specifications;
- (c) a financial part setting out prices in accordance with paragraph 19 of these tender specifications.

ADMINISTRATIVE PART

The evaluation will be made in three stages: exclusion, selection and award. Only the offers which fulfil the criteria detailed below will be selected for the award stage.

16. Exclusion criteria

16.1. Candidates or tenderers shall be excluded from participation in a procurement procedure if:

- (a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;

⁹ Official Journal of the European Communities, C 316, 27.11.1995, p. 48.

¹⁰ Official Journal of the European Communities, C 195, 25.06.1997, p. 1.

¹¹ Official Journal of the European Communities, L 351, 29.12.1998, p. 1.

¹² Official Journal of the European Communities, L 166, 28.06.1991, p. 77.

- (b) they have been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata;
- (c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- (d) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- (e) they have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the European Union's financial interests;
- (f) they are currently subject to an administrative penalty referred to in Article 96 (1) of the Financial Regulation (The Contracting Authority may impose administrative or financial penalties on the following: (a) candidates or tenderers in the cases referred to in point (b) of Article 94, (b) contractors who have been declared to be in serious breach of their obligations under contracts covered by the budget. In all cases, however, the Contracting Authority must first give the person concerned an opportunity to present his observations.)

Candidates or tenderers must certify that they are not in one of the situations listed above by completing and signing the form in 'Declaration of honour' (Annex IV).

As a general rule, the successful tenderer will be requested, after the award and before the signature of the contract, to also provide evidence that it is not in any of the situations described in points (a), (b), (d) and (e) above, within the time limit stipulated by the contracting authority. In case the successful tender was submitted by a consortium and/or subcontractors are identified, the exclusion criteria evidence shall be submitted in accordance with point 4 of the tender specifications.

This evidence must be in one of the forms described in paragraph 16.2 below.

16.2 Evidence

- (a) The Contracting Authority shall accept as satisfactory evidence that the candidate or tenderer to whom the Framework Contract is to be awarded is not in one of the situations described in point (a), (b) or (e) of paragraph 16.1, a recent extract from the judicial record or, failing that, an equivalent document recently issued by a judicial or administrative authority in the country of origin or provenance showing that those requirements are satisfied.
- (b) The Contracting Authority shall accept, as satisfactory evidence that the candidate or tenderer is not in the situation described in point (d) of paragraph 16.1, a recent certificate issued by the competent authority of the State concerned. Where the document or certificate referred to in paragraph 1 is not issued in the country concerned and for the other cases of exclusion referred to in paragraph 16.1, it may be replaced by a sworn or, failing that, a solemn statement made by the interested party before a judicial or administrative authority, a notary or a qualified professional body in his country of origin or provenance.

- (c) Depending on the national legislation of the country in which the candidate or tenderer is established, the documents referred to in paragraph 16.2 shall relate to legal persons and/or natural persons including, where considered necessary by the Contracting Authority, company directors or any person with powers of representation, decision-making or control in relation to the candidate or tenderer.

16.3 Contracts may not be awarded to candidates or tenderers who, during the procurement procedure:

- (a) are subject to a conflict of interest;
- (b) are guilty of misrepresentation in supplying the information required by the Contracting Authority as a condition of participation in the contract procedure or fail to supply this information;
- (c) find themselves in one of the situations of exclusion, referred to in paragraph 16.1, for this procurement procedure.

Candidates or tenderers must certify that they are not in the situation in point (a) by completing and signing the form in Annex IV ('Declaration of honour').

17. Selection criteria

Tenderers must demonstrate that they have the economic and financial, and technical and professional capacity necessary to provide the services required. Only those tenders fulfilling all the selection criteria will be examined in the light of the award criteria.

The tenderers' capacity will be assessed on the basis of the following:

17.1 Evidence of access to contracts (proof of eligibility)

The tenderer (in case of a consortium, the consortium leader) shall provide evidence of access to contracts (eligibility) according to the followings:

- a) the tenderer indicates in which State it has its headquarters or domicile (Annex Ia) and presents the supporting evidence normally acceptable under its own law.
- b) it indicates its VAT number (Annex IIa/IIb);
- c) it indicates the name and position of the person authorised to sign the contract (Annex Ia);
- d) it indicates its bank account number and bank address (R.I.B. or standard form in Annex III);
- e) if the tenderer is a natural person, it shall complete the standard form in Annex IIc.
- f) In case of a consortium, the consortium leader shall submit the Mandate letters (Annex Ib) signed and dated by the consortium members and co-signed by the consortium leader; in case

of subcontracting the tenderer shall submit the written commitment proving the willingness of the subcontractor(s) to accept the task proposed to it / them by tenderer.

17.2 Economic and financial capacity

17.2.1. Purpose

Tenderers are required to provide sufficient information of their financial standing and more particularly proof that they have the necessary resources and financial means to carry out the work that is the subject of the tender.

The Executive Agency shall have sole discretion in judging the adequacy of tenderers' economic and financial capacity with regard to the provision of the requested services and, where it considers this insufficient, the right to reject any offer, to accept an offer subject to any advance or stage payments being deferred until the work has been completed or to ask the tenderers to provide a guarantee or performance guarantee as referred to elsewhere.

Submission of a tender implies acceptance that the Executive Agency will not enter into discussion on its final decision.

17.2.2. Economic and financial capacity check

For any tenderer participating in the call, verification of the organisation's economic and financial capacity is mandatory.

In order to be economically and financially viable, a tenderer must demonstrate:

- **Liquidity:** capable of covering its short-term commitments;
- **Solvency:** capable of covering its medium and long-term commitments;
- **Profitability:** generating profits, or at least with a self-financing capacity.

As a consequence, the liquidity, the solvency and the profitability of the tenderer shall be assessed by the Executive Agency.

Proof of its economic and financial capacity shall be furnished by the tenderer by the presentation of balance sheets or extracts from balance sheets and profit and loss accounts for at least the last two years for which accounts have been closed, where publication of the balance sheet is required under the company law of the country in which the economic operator is established.

Tenderers (and in case of a consortium, the consortium leader and the consortium members) are also requested to fill in the form 'Economic and Financial Capacity Overview' in Annex VII.

If, for some exceptional reason that the Executive Agency considers justified, the tenderer is unable to provide the references requested by the Executive Agency, he may prove his economic and financial capacity by any other means that the Executive Agency considers

appropriate. In case of public bodies, other documents, in particular the body's budget for the current year could be considered as appropriate.

17.2.2.1. Used ratios and noteworthy value

The tenderer's economic and financial capacity check is based on three financial ratios defined as follows:

Purpose	Indicators	Ratios
Liquidity	Current Ratio ¹³	$\frac{\text{Current Assets (3)}^{14}}{\text{Trade and Other Debts (6)}}$
Profitability	Profitability Ratio ¹⁵	$\frac{\text{Gross Operating Profit (14)}}{\text{Turnover (7)}}$
Solvency	Financial Autonomy Ratio ¹⁶	$\frac{\text{Capital and Reserves (4)}}{\text{Total Liabilities (4 + 5 + 6)}}$

In addition, noteworthy values are used as complementary data (Flag).

Purpose	Indicators	Ratios
Financial Capacity	Turnover Flag	The average Turnover (7) of the last 2 accounting years minus $\frac{\text{Estimated Maximum Amount of the Services}}{\text{Duration of the provided service in years}}$
	Equity Flag	Capital and Reserves (4) minus Paid-up Capital (4.1)

17.2.2.2. Thresholds

According to the results obtained for each of the abovementioned ratios, the following quotes are given:

Purpose	Indicators	Weak	Acceptable	Good
		0	1	2
Liquidity	Current Ratio	$i < 1$	$1,00 \leq i \leq 1,25$	$i > 1,25$
Profitability	Profitability Ratio	$i < 0,05$	$0,05 \leq i \leq 0,15$	$i > 0,15$
Solvency	Financial Autonomy Ratio	$i < 0,20$	$0,20 \leq i \leq 0,33$	$i > 0,33$

¹³ For the last year for which accounts have been closed.

¹⁴ The figures mentioned between brackets refer to the respective accounts listed in Annex VII.

¹⁵ For the best of the last two years for which accounts have been closed.

¹⁶ For the last year for which accounts have been closed.

Flags are assessed according the following criteria:

Purpose	Indicators	Weak	Good
Financial Viability and Capacity	Turnover Flag	$i < 0$	$i \geq 0$
	Equity Flag	$i < 0$	$i \geq 0$

17.2.3 Conclusion of the economic and financial capacity checks

The financial assessment on the basis of the above mentioned ratios results in scores of "Good", "Acceptable" or "Weak" for the liquidity, profitability and solvency aspects of the tenderer.

A tenderer subject to a verification of its economic and financial capacity who obtains an overall score of less than 3 points as a result of the above ratios will be considered to have a "Weak" economic and financial capacity.

Moreover, despite an overall score of 3 points or more under the abovementioned ratio analysis, the economic and financial capacity of a tenderer will be considered as "Weak", if both the noteworthy values, knowing the Turnover Flag and the Equity Flag, are considered "Weak".

17.3 Technical and professional capacity

Technical and professional capacity of the tenderer shall be evaluated and verified in accordance with point 17.3.1 and 17.3.2 as follows:

17.3.1. Requirements

The tenderer must meet the following criteria:

Lot 1: Health Reports

SELECTION CRITERIA	CRITERIA	DETAILS OF THE CRITERIA
Criterion 1	To have expertise and experience in writing health reports.	<p>A team with members of at least 5 years combined experience in each of the following areas:</p> <ul style="list-style-type: none"> - health statistics and health data management, - epidemiology, - health reporting, - health inequalities, - secretarial support. <p>One team leader with at least 8 years of professional experience in health reporting.</p>

Criterion 2	To have excellent knowledge of the research area of public health and organisational structures and competencies of the European Commission in order to be able to get relevant information from other DG's which are involved in health too.	One team member (at least) with at least 5 years of experience in managing projects funded by the Commission.
Criterion 3	To have expertise and experience in presentations and conferences as speaker and expert in public health	One team member with at least 8 years of professional experience in scientific dissemination, showing sound experiences as speaker / facilitator / moderator in international events (as detailed in the CV).
Criterion 4	To have expertise and experience in presentations of health reports concerning the layout and catching attraction for the reader	One team member with at least 3 years of professional experience in graphic design. One team member with at least 3 years of professional experience in journalism / communication.

Team members having the requested experience regarding more than one criterion may be accepted.

Lot 2: Health & Economics

SELECTION CRITERIA	CRITERIA	DETAILS OF THE CRITERIA
Criterion 1	To have expertise and experience in the field of health economics.	A team with members of at least 5 years combined experience in each of the following areas: <ul style="list-style-type: none"> - economic analysis, - health statistics and health data management, - econometrics, - health reporting, - health inequalities, - secretarial support. One team leader with at least 8 years of professional experience in health economics.
Criterion 2	To have relevant analysis and research capacities	Team members with solid (at least 20 peer reviewed publications over the last 5 years for the team members combined) records of scientific publications in health economics, at international level (list of

		publications).
Criterion 3	Excellent knowledge of strategies and actions of the European Commission in health and economics, in order to carry out pertinent analyses.	One team member (at least) with at least 5 years of experience in working in projects funded by the European Commission.
Criterion 4	To have expertise and experience in the field of communication	One team member with at least 8 years of professional experience in scientific dissemination, showing sound experiences as speaker / facilitator / moderator in international events as detailed in the CV. One team member with at least 3 years of professional experience in graphic design. One team member with at least 3 years of professional experience in journalism / communication.

Team members having the requested experience regarding more than one criterion may be accepted.

17.3.2. Evidence

Evidence on the technical and professional capacity of the tenderers may be furnished on the basis of the following documents (for each lot):

- 1) A list of the principal works/services carried out during the last three years by the tenderer, indicating the amount, the date and the recipient (public or private) of each one of these services.
- 2) Curriculum vitae of the management/supervisory staff and other members of the team. This should include a list of scientific publications.
- 3) In the case of a consortium, or subcontracting, a statement specifying the function, the qualifications and the experience of each member of the consortium or each subcontractor. Moreover, the tenderer has to indicate clearly which are the roles and the contribution of each one.

TECHNICAL PART

The technical part must describe in detail how the services, indicated to be asked under a Request for specific service would be provided by the tenderer.

Tenders must be clear and concise, with continuous page numbering, and assembled in a coherent fashion (e.g. bound or stapled, etc.). Since tenderers will be judged on the content of their written offers, these must make it clear that they are able to meet the requirements of the Tender Specifications.

18. Award criteria

18.1 Award criteria for the Framework Contract

a) Qualitative award criteria:

Tenders will be examined from a qualitative point of view in order to allocate to each one a quality score calculated on the basis of 100 points and according to the criteria described below.

N°	Qualitative Award criteria	Details of each criterion (the tenderer will)	Weighting (max. points)
1.	Quality of the offer	<ul style="list-style-type: none"> – Demonstrate the understanding of the tasks and the work to be performed to achieve the objective of the lot the tenderer is bidding for; – Present a detailed description of the different types of reports to be provided, highlighting aspects that will provide additional value; – Discuss different approaches to fulfil the tasks and justifies the chosen approach. 	20
2.	Relevance	<ul style="list-style-type: none"> – Provide an offer specifically addressing the services outlined in the tender specifications. – Present an offer well fitting into the current activities of the European health information system – Take into proper consideration the key reference documents presented in chapter 3 of the tender specifications as well as previous projects and reports on health information at EU level. 	20
3.	Methodology	<ul style="list-style-type: none"> – Present a detailed methodology, clearly describing the structure of proposed analysis, review, and presentation of data; – Describe how the collection of data and information will be carried out, explaining in details how the first hand production of data will be done (interviews, surveys, studies, etc); – Explain how it will guarantee the requested geographical coverage and the breakdown by socio-economic status. 	30
4.	Organisation and management	<ul style="list-style-type: none"> – Explain in details how the team, the work and the resources will be organised to complete the contractual tasks; – Assess potential risks for timely performing of tasks, and present related contingency plans; – Set up an internal monitoring system to control the regular development of planned activities. 	30
Total points			100

The successful tender will need to score a minimum of **60 points** and must get at least **half** of the maximum points available for each criterion. Tenderers falling below these thresholds will be eliminated.

The mere repetition of mandatory requirements set out in these tender specifications, without giving any added value, will only result in a very low score.

b) Price

The price structure must be indicated in the 'Financial offer' form (Annex V). The lowest offer with technical sufficient score (i.e. at least 60 points and at least half of the maximum points for each criterion) receives 100 points. The others are awarded points by means of the following formula:

$$\text{Points} = (\text{price of the lowest bid} / \text{price of the bid in question}) \times 100$$

Overall assessment of the quality and price points

The Framework Contract will be awarded to the tender offering best value for money, taking into account the quality of services by weighing technical quality against price on a 70/30 basis. This is done by multiplying:

- The scores awarded for the technical quality by 0.70
- The scores awarded for the financial bid by 0.30

The technical and financial scores multiplied by the weighting factors are then added together and the Framework Contract will be awarded to the tender achieving the highest score.

The Framework Contracts will be awarded to the maximum of 5 tenderers who will achieve the highest scores.

18.2 Award criteria for the specific contract

The following criteria and procedure will be used in case of awarding the specific contract:

18.1 Admissibility

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

- the deadline for submission of offers has been respected;
- the unit prices indicated in the Framework Contract has been used and respected;
- where applicable, the maximum budget has been respected.

18.2 Quality award criteria

Taking into account the use of Multiple Framework Contracts with reopening of competition, the following award criteria are set to determine the **best value for money offer** to which the specific contract will be awarded.

EAHC/Commission (depending on who makes the reopening of competition and who intends to request specific services) may break down the criteria defined below into sub-criteria adapted to the particular features of the request for specific services and the contract.

Quality criterion 1 (max. 30 points): Understanding of the services and general approach to the work to be performed. Conformity of the CV(s) of the expert(s) proposed to the skills required, as described in the Request for Specific Services

Quality criterion 2 (max 50 points): Proposed methodology and tools

Quality criterion 3 (max 20 points): Approach proposed for the management of the work

18.3 Financial criteria

Each specific offer will be assessed in terms of the total price offered. This price shall take into account the unit prices set in the Framework Contract, broken down by categories of professional profiles and travel and mission expenses.

18.4 Overall assessment of the quality and price of the specific offer

The final score of the contractor will then be will calculated based on the quality points and the price of the specific offer by using the following formula:

Final score = Quality points x (price of the lowest specific offer / price of the specific tender in question)

18.5 Specific contract award

The specific contract will be awarded to the specific offer with the highest score.

FINANCIAL PART

19. Financial part

Prices must be presented in the standard format of Annex V, which needs to be filled by the tenderers. Note that the templates for lot 1 and 2 are different. Please use the one for the lot you are bidding for.

Annex V consists of two parts:

- the first where the unit price indicated will constitute the future contractual basis for the pricing for the specific contract in case of contract award, with regard to unit rate fees of members of personnel as well as for travel costs and subsistence costs.
- The second where the total value of part "C" (total of the cost per type of report) will be taken into account in order to determine the most economically advantageous tender under the Framework Contract

The prices indicated in the two parts of the financial offer of the tenderer must be consistent and reflect the realistic costs (of the service). The tenderer offering abnormally low prices for

the evaluation (Part II) and considerably high unit prices for Part I will be requested to provide clarifications: its acceptability will be decided by the Evaluation Committee in line with the rules of the Financial Regulation.

Tenderers must provide:

Fixed prices for:

- The daily fees for each professional profile as defined in the explanation in Annex V. These personnel fees must be fixed and include all costs (project management, quality control, training of the contractor's staff, support resources, etc.) and all expenditures (secretariat, salaries, social security, administrative costs, etc.) incurred directly and indirectly by the contractor in the performance of the tasks which may be entrusted to him.
- The travel costs and subsistence allowances for services provided in the contractor's premises and in the Commission's and EAHC's offices in Luxembourg.

Indicative prices for evaluation purposes:

- For lot 1:
 - The total numbers of working days for each professional profile planned to produce each of the requested reports or outcomes. The arithmetic multiplication of working days and daily fees for each category will give the total unit price for any kind of report.
 - The price for a peer review and/or stakeholder consultation (as requested for medium and large reports).
- For lot 2:
 - The price per report category, according to the specifications in Annex V.
 - As complementary information the price for reports for single Member States and each additional Member States, plus interviews, where requested, according to the specifications in Annex V.

No other price items beyond those above listed shall be considered in the price offer.

Annex V will be integral part of Annex II (Contractor's Tender) of the Framework Contract. Accordingly, the financial offer must be completed in full and signed by a person able to engage the bidder financially. Any incomplete tender will be excluded from the evaluation procedure.