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**Belgium-Brussels: Design, plan and conduct an evaluation for the Union civil protection modules exercises, technical assistance and support teams and European Union civil protection teams  
2015/S 095-171728**

**Contract notice**

**Services**

Directive 2004/18/EC

**Section I: Contracting authority**

**I.1) Name, addresses and contact point(s)**

European Commission, Directorate-General for Humanitarian Aid and Civil Protection (ECHO)  
L-86  
1049 Brussels  
BELGIUM

E-mail: [echo-civil-protection-tenders@ec.europa.eu](mailto:echo-civil-protection-tenders@ec.europa.eu)

**Internet address(es):**

General address of the contracting authority: <http://ec.europa.eu/echo/en/funding-evaluations/public-procurement/negotiated-procedures>

**Further information can be obtained from:** The above mentioned contact point(s)

**Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from:** The above mentioned contact point(s)

**Tenders or requests to participate must be sent to:** The above mentioned contact point(s)

**I.2) Type of the contracting authority**

European institution/agency or international organisation

**I.3) Main activity**

Other: Civil protection.

**I.4) Contract award on behalf of other contracting authorities**

The contracting authority is purchasing on behalf of other contracting authorities: no

**Section II: Object of the contract**

**II.1) Description**

**II.1.1) Title attributed to the contract by the contracting authority:**

Design, plan and conduct an evaluation for the Union civil protection modules exercises, technical assistance and support teams and European Union civil protection teams.

**II.1.2) Type of contract and location of works, place of delivery or of performance**

Services

Service category No 27: Other services

NUTS code

**II.1.3) Information about a public contract, a framework agreement or a dynamic purchasing system (DPS)**

The notice involves a public contract

**II.1.4) Information on framework agreement**

**II.1.5) Short description of the contract or purchase(s)**

The contractor shall design an evaluation process for table-top and field exercises and then participate in and evaluate 14 exercises (5 table-top exercises and 9 field exercises) on this basis. The minimum amount of the evaluators is 2 for table-top exercises and 4 for field exercises. The exercises shall be conducted during the period of September 2015 to June 2016.

II.1.6) **Common procurement vocabulary (CPV)**  
80560000

II.1.7) **Information about Government Procurement Agreement (GPA)**  
The contract is covered by the Government Procurement Agreement (GPA): yes

II.1.8) **Lots**  
This contract is divided into lots: no

II.1.9) **Information about variants**  
Variants will be accepted: no

II.2) **Quantity or scope of the contract**

II.2.1) **Total quantity or scope:**  
The contract duration is 15 months and is non-renewable. The maximum allocated budget is 220 000 EUR.  
Estimated value excluding VAT: 220 000 EUR

II.2.2) **Information about options**  
Options: no

II.2.3) **Information about renewals**  
This contract is subject to renewal: no

II.3) **Duration of the contract or time limit for completion**  
Duration in months: 15 (from the award of the contract)

**Section III: Legal, economic, financial and technical information**

III.1) **Conditions relating to the contract**

III.1.1) **Deposits and guarantees required:**  
The contractor may be required to provide a guarantee for the amount of the pre-financing equivalent to 30 % of the amount specified under I.3.1 of the contract, in compliance with Article I.4 of the draft contract. The Commission reserves the right to cancel the pre-financing foreseen, according to its management risk analysis or in the case that the awarded tenderer refuses such a pre-financing guarantee, and to modify the final version of the contract accordingly.

III.1.2) **Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them:**

The payment scheme will consist of:  
— pre-financing of 30 % of the total amount of the contract,  
— 1 interim payment of 40 % of the total amount of the contract,  
— a final payment of 30 % of the total amount of the contract.

III.1.3) **Legal form to be taken by the group of economic operators to whom the contract is to be awarded:**  
Consortia of economic operators are explicitly authorised to submit tenders. The Commission will not demand that the consortia take a given legal form in order to be allowed to submit a tender or request to take part, but the consortium may be required to adopt a given legal form after it has been awarded the contract, if this change is necessary for the proper performance of the contract.

III.1.4) **Other particular conditions**  
The performance of the contract is subject to particular conditions: no

III.2) **Conditions for participation**

III.2.1) **Personal situation of economic operators, including requirements relating to enrolment on professional or trade registers**

Information and formalities necessary for evaluating if the requirements are met: Proof that the tenderers are authorised to perform the contract under national law, as evidenced by inclusion in a professional or trade register or a sworn declaration or certificate, membership of a specific organisation, express authorisation, or entry in the VAT register.

III.2.2) **Economic and financial ability**

Information and formalities necessary for evaluating if the requirements are met: Please refer to tender specifications.

III.2.3) **Technical capacity**

Information and formalities necessary for evaluating if the requirements are met:  
Please refer to tender specifications.

III.2.4) **Information about reserved contracts**

III.3) **Conditions specific to services contracts**

III.3.1) **Information about a particular profession**

Execution of the service is reserved to a particular profession: no

III.3.2) **Staff responsible for the execution of the service**

Legal persons should indicate the names and professional qualifications of the staff responsible for the execution of the service: yes

**Section IV: Procedure**

IV.1) **Type of procedure**

IV.1.1) **Type of procedure**

Negotiated

Some candidates have already been selected (if appropriate under certain types of negotiated procedures)  
no

IV.1.2) **Limitations on the number of operators who will be invited to tender or to participate**

IV.1.3) **Reduction of the number of operators during the negotiation or dialogue**

IV.2) **Award criteria**

IV.2.1) **Award criteria**

The most economically advantageous tender in terms of the criteria stated in the specifications, in the invitation to tender or to negotiate or in the descriptive document

IV.2.2) **Information about electronic auction**

IV.3) **Administrative information**

IV.3.1) **File reference number attributed by the contracting authority:**

ECHO/B1/SER/2015/04.

IV.3.2) **Previous publication(s) concerning the same contract**

**Other previous publications**

Notice number in the OJEU: [2014/S 246-433088](#) of 20.12.2014

IV.3.3) **Conditions for obtaining specifications and additional documents or descriptive document**

Time limit for receipt of requests for documents or for accessing documents: 9.6.2015

Payable documents: no

- IV.3.4) **Time limit for receipt of tenders or requests to participate**  
15.6.2015 - 16:00
- IV.3.5) **Date of dispatch of invitations to tender or to participate to selected candidates**
- IV.3.6) **Language(s) in which tenders or requests to participate may be drawn up**  
Any EU official language
- IV.3.7) **Minimum time frame during which the tenderer must maintain the tender**
- IV.3.8) **Conditions for opening of tenders**

**Section VI: Complementary information**

- VI.1) **Information about recurrence**  
This is a recurrent procurement: no
- VI.2) **Information about European Union funds**  
The contract is related to a project and/or programme financed by European Union funds: yes  
Reference to project(s) and/or programme(s): Decision No 1313/2013/EU of the European Parliament and of the Council of 17.12.2013.
- VI.3) **Additional information**  
Negotiated procedure pursuant to Article 135.1(a) of the rules of application of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25.10.2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) No 1605/2002.
- VI.4) **Procedures for appeal**
- VI.4.1) **Body responsible for appeal procedures**  
General Court of the European Union  
rue du Fort Niedergrünewald  
2925 Luxembourg  
LUXEMBOURG  
E-mail: [generalcourt.registry@curia.europa.eu](mailto:generalcourt.registry@curia.europa.eu)  
Telephone: +352 4303-1  
Internet address: <http://curia.europa.eu>  
Fax: +352 4303-2100
- VI.4.2) **Lodging of appeals**  
Precise information on deadline(s) for lodging appeals: Within 2 months of the notification to the plaintiff, or, in the absence thereof, of the day on which it came to knowledge of the plaintiff. A complaint to the European Ombudsman does not have an effect either to suspend this period or to open a new period for lodging appeals.
- VI.4.3) **Service from which information about the lodging of appeals may be obtained**  
General Court of the European Union  
Luxembourg  
LUXEMBOURG
- VI.5) **Date of dispatch of this notice:**  
7.5.2015