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**Belgium-Brussels: Development of a programme for peer reviews in the framework of EU cooperation on civil protection and disaster risk management  
2014/S 117-205793**

**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-a3-secretariat@ec.europa.eu](mailto:echo-a3-secretariat@ec.europa.eu)

**Internet address(es):**

General address of the contracting authority: [http://ec.europa.eu/echo/funding/opportunities/tender\\_en.htm](http://ec.europa.eu/echo/funding/opportunities/tender_en.htm)

**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 and disaster risk management.

**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:**

Development of a programme for peer reviews in the framework of EU cooperation on civil protection and disaster risk management.

**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 objective of this call for tender is to develop and implement a programme for peer reviews of 6 volunteer countries to be reviewed in disaster risk management/civil protection (4 participating States to the mechanism and either 1 or 2 enlargement countries not participating in the mechanism or 1 or 2 European Neighbourhood Policy countries) for a period of 24 months with a possible renewal for additional peer reviews.

The programme should allow for general peer reviews of disaster risk management policies as well as thematic peer reviews of specific EU disaster risk management/civil protection priorities.

In accordance with guidelines to be provided by the Commission on the reviewing process, the contractor shall develop and implement the peer review programme under the close supervision of the Commission and carry out the following tasks:

- development of common reviewing frameworks and questionnaires for peer reviews,
- provision of support for the initiation of the peer review process,
- preparation for the peer reviews,
- on-site missions in the reviewed countries,
- preparation of and consultation on the peer review reports,
- publication and publicity of the peer review reports,
- support for policy dialogue, lessons learnt and follow-up to the reviews,
- provision of logistical support.

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

75200000

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 has an initial duration of 24 months with 1 possible renewal for a period of 18 months. The budget estimation is 650 000 EUR split as follows: 150 000 EUR to cover costs for 2 peer reviews of the eligible third countries and 500 000 EUR to cover all other costs (see Section 4.2.5 of the tender specifications).

Estimated value excluding VAT: 650 000 EUR

II.2.2) **Information about options**

Options: no

II.2.3) **Information about renewals**

This contract is subject to renewal: yes

Number of possible renewals: 1

In the case of renewable supplies or service contracts, estimated timeframe for subsequent contracts:  
in months: 18 (from the award of the contract)

II.3) **Duration of the contract or time limit for completion**

Duration in months: 24 (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 20 % of the amount specified under I.3.1 of the contract, in compliance with Article I.4. 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 to provide 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:

- a pre-financing payment of 20 % of the contract amount may be requested by the contractor after the entry into force of the contract,
- a first interim payment of 30 % of the contract amount upon acceptance by the European Commission of the 1st interim report submitted after 11 months in accordance with Appendix 7.2,
- a second interim payment of 30 % of the contract amount upon acceptance by the European Commission of the 2nd interim report submitted after 18 months in accordance with Appendix 7.2 and the relevant proof of peer reviews having taken place,
- the payment of the balance upon acceptance by the Commission of the final report.

**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 require the consortia to 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: See tender specifications.

**III.2.3) Technical capacity**

Information and formalities necessary for evaluating if the requirements are met:  
See 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**

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- IV.1) **Type of procedure**
- IV.1.1) **Type of procedure**  
Open
- 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**  
An electronic auction will be used: no
- IV.3) **Administrative information**
- IV.3.1) **File reference number attributed by the contracting authority:**  
ECHO/A3/SER/2014/02.
- IV.3.2) **Previous publication(s) concerning the same contract**  
**Prior information notice**  
Notice number in the OJEU: [2014/S 38-061902](#) of 22.2.2014
- 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: 5.8.2014  
Payable documents: no
- IV.3.4) **Time limit for receipt of tenders or requests to participate**  
11.8.2014 - 17:00
- 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**  
Duration in months: 6 (from the date stated for receipt of tender)
- IV.3.8) **Conditions for opening of tenders**  
Date: 18.8.2014 - 10:00  
Place:  
rue de la Loi 86, 1040 Brussels, BELGIUM.  
Persons authorised to be present at the opening of tenders: yes  
Additional information about authorised persons and opening procedure: Not more than 1 representative per tenderer (with proof of identity). The name of the representative must be communicated to the contact point by e-mail no later than 2 working days before the opening session.  
No expenses reimbursed.

**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

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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**

VI.4) **Procedures for appeal**

VI.4.1) **Body responsible for appeal procedures**

General Court of the European Union  
rue du Fort Niedergrünwald  
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

VI.5) **Date of dispatch of this notice:**

10.6.2014