



EUROPEAN UNION  
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## CONTRACT NOTICE

Works   
 Supplies   
 Services

Reserved for the Publication Office
Date of receipt of the notice _____
Identifier _____

Is this contract covered by the Government Procurement Agreement (GPA)? NO  YES

### SECTION I: CONTRACTING AUTHORITY

#### I.1) OFFICIAL NAME AND ADDRESS OF THE CONTRACTING AUTHORITY

Organisation European Commission. DG Employment and Social Affairs.	For the attention of Unit E2: Call for Tenders VT/2002/54 - Info
Address J 27 1/33	Postal code B - 1049
Town Brussels	Country Belgium
Telephone	Fax 00 32 2 295 65 61
Electronic mail (e-mail) Empl-e2@cec.eu.int	Internet address (URL) www.europa.eu.int/comm/employment_social

#### I.2) ADDRESS FROM WHICH FURTHER INFORMATION CAN BE OBTAINED:

As in I.1  *If different, see Annex A*

#### I.3) ADDRESS FROM WHICH DOCUMENTATION MAY BE OBTAINED:

As in I.1  *If different, see Annex A*

#### I.4) ADDRESS TO WHICH TENDERS/REQUESTS TO PARTICIPATE MUST BE SENT:

As in I.1  *If different, see Annex A*

#### I.5) TYPE OF CONTRACTING AUTHORITY\*

Central level  EU Institution  Other   
 Regional/local level  Body governed by public law

\* Field not indispensable for publication

## SECTION II: OBJECT OF THE CONTRACT

### II.1) DESCRIPTION

#### II.1.1) Type of works contract (in case of works contract)

Execution  Design and execution  Execution, by whatever means of a work,   
corresponding to the requirements  
specified by the contracting authority

#### II.1.2) Type of supplies contract (in case of supplies contract)

Purchase  Rent  Lease  Hire-purchase  A combination of these

#### II.1.3) Type of service contract (in case of service contract)

Service category **11**

II.1.4) Is it a framework agreement ? \* NO  YES

#### II.1.5) Title attributed to the contract by the contracting authority \*

#### II.1.6) Description/object of the contract (use continuation sheet if necessary)

The aim of the peer reviews will be to assess the effectiveness of particular policies or programmes, to contribute to their further improvement and to promote their dissemination across Member States. Emphasis will be given to the examination of the transferability of examples of good practice to other Member States. An important objective of the peer review exercise will be to develop and propose a list of methodology criteria for the selection and review of good practices.

The expected output consists of assistance to the Commission services and to the Member states to carry out the various elements of the work programme of the reviews. Such elements include logistical support, setting up and co-ordination of the teams responsible for the development of the proposed programme of the reviews, as well as the organisation of various initiatives taken by the programme. The consultant selected through this call will:

- provide the necessary assistance for the organisation and conduct of the reviews
- undertake all administrative tasks and contracting the 'peer' and 'host' countries national experts
- propose to the Commission, in relation to the themes of each review, a 'thematic' expert and contracting with him/her.

#### II.1.7) Site or location of works, place of delivery or performance

European Union

NUTS code \*

#### II.1.8) Nomenclature

##### II.1.8.1) Common Procurement Vocabulary (CPV) \*

	Main vocabulary	Supplementary vocabulary (when applicable)		
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\* Field not indispensable for publication

**II.1.8.2) Other relevant nomenclature (CPA / NACE / CPC)**  
**CPC: 865**

**II.1.9) Division into lots** (for details about lots use Annex B as many times as needed)

NO  YES

Tenders may be submitted for: one lot  several lots  all lots

**II.1.10) Will variants be accepted** (where applicable)

NO  YES

**II.2) QUANTITY OR SCOPE OF THE CONTRACT**

**II.2.1) Total quantity or scope** (including all lots and options, if applicable)

As an indication, total price may be around EUR 5,000,000 which corresponds to the amount of the first year and four possible annual renewals.

**II.2.2) Options** (if applicable). Description and time when they may be exercised (if possible)

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**II.3) DURATION OF THE CONTRACT OR TIME LIMIT FOR COMPLETION**

Either: Period in month/s **60** and/or days  (from the award of the contract)

Or: Starting  and/or ending  (dd/mm/yyyy)

**SECTION III: LEGAL, ECONOMIC, FINANCIAL AND TECHNICAL INFORMATION**

**III.1) CONDITIONS RELATING TO THE CONTRACT**

**III.1.1) Deposits and guarantees required** (if applicable)

If the advance payment exceeds EUR 150 000 a bank guarantee may be required

**III.1.2) Main terms of financing and payment and/or reference to the relevant provisions** (if applicable)

Terms of payment are as follows: -30% within 60 days after the signing of the contract; - 40% after the submission and acceptance of the interim report; and the rest after the Commission's acceptance of both the final report and final invoice.

**III.1.3) Legal form to be taken by the grouping of suppliers, contractors or service providers to whom the contract is awarded** (if applicable)

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**III.2) CONDITIONS FOR PARTICIPATION**

**III.2.1) Information concerning the personal situation of the contractor, supplier or service provider and information and formalities necessary for the evaluation of the minimum economic, financial and technical capacity required**

Details of educational and professional qualifications of the persons providing the services: curriculum vitae of project director and main assessors; the project director should be a senior consultant with a minimum of five years experience in managing similar transitional projects and with good organisational and co-ordination skills. Consultant should have no conflict of interest and be completely independent.

Sound financial and economic position of the consultant: balance sheet and profit and loss account and the annual budget for the last two years (in case of a semi-public organisation) to be provided.



**III.2.1.1) Legal position – means of proof required**

The execution of the service is not reserved by law or regulation or administrative provision to a specific profession. Tenders from *consortia* of firms or groups of service providers, contractors or suppliers must specify the role, qualifications and experience of each member of group. Tenders must be signed by the legal representative of the consultant. Also tenders must specify the name of the person authorised to sign the proposed contract.

**III.2.1.2) Economic and financial capacity – means of proof required**

Sound financial position of the consultant. Full set of audited financial statements and accounts -balance sheet and profit and loss account for the past three years. Annual budget of the last two years for a semi-public or non-profit organisation.

**III.2.1.3) Technical capacity – means of proof required**

A minimum experience and expertise of three years in the fields of policy analysis and assessment, working with European and National authorities and relevant experts -demonstrate this by providing a list of main related projects.

**III.3) CONDITIONS SPECIFIC TO SERVICES CONTRACTS**

**III.3.1) Is provision of the service reserved to a specific profession?**

NO  YES

*If yes, reference of the relevant law, regulation or administrative provision*

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**III.3.2) Will legal entities be required to state the names and professional qualifications of the personnel responsible for execution of the contract?**

NO  YES

**SECTION IV: PROCEDURE**

**IV.1) TYPE OF PROCEDURE**

Open  Accelerated restricted   
Restricted  Accelerated negotiated   
Negotiated

**IV.1.1) Have candidates already been selected? (for negotiated procedure only and if applicable)**

NO  YES  *If yes, provide details under Other information (section VI)*

**IV.1.2) Justification for the choice of accelerated procedure (if applicable)**

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**IV.1.3) Previous publication concerning the same contract (if applicable)**

**IV.1.3.1) Prior information notice concerning the same contract (if applicable)**

Notice number in **2002/S 69 - 053471** of **09/04/2002** (dd/mm/yyyy)  
OJ content list

\* Field not indispensable for publication



**IV.1.3.2) Other previous publications**

Notice number in OJ content list /S  of / (dd/mm/yyyy)

**IV.1.4) Envisaged number of suppliers which will be invited to tender (when applicable)**

Number  or: Minimum  / Maximum

**IV.2) AWARD CRITERIA**

A) Lowest price

or

B) The most economically advantageous tender in terms of: **X**

B1) criteria as stated below (in descending order of priority where possible)

In descending order of priority : NO  YES

or:

B2) criteria as stated in contract documents **X**

**IV.3) ADMINISTRATIVE INFORMATION**

**IV.3.1) Reference number attributed to the file by the contracting authority \***

VT/2002/54

**IV.3.2) Conditions for obtaining contract document and additional documents**

Obtainable until: The Commission will consider only the requests for documents received not later than **40** calendar days after the date of publication of the present notice.

Price (where applicable) free of charge Currency \_\_\_\_\_

Terms and method of payment \_\_\_\_\_

\_\_\_\_\_

**IV.3.3) Time-limit for receipt of tenders or requests to participate (depending whether it is an open, restricted or negotiated procedure)**

// (dd/mm/yyyy) or **52** days from dispatch of notice

Time (when applicable): \_\_\_\_\_

**IV.3.4) Dispatch of invitations to tender to selected candidates (In restricted and negotiated procedure)**

Estimated date : // (dd/mm/yyyy)

\* Field not indispensable for publication



**IV.3.5) Language or languages in which tenders or requests to participate can be drawn up**

ES DA DE EL EN FR IT NL PT FI SV Other (s) – third country  
**X X X X X X X X X X X** \_\_\_\_\_

**IV.3.6) Minimum time frame during which the tenderer must maintain its tender (in case of an open procedure)**

Until / /  (dd/mm/yyyy) or **6** months and/or  days from the deadline stated for receipt of tenders

**IV.3.7) Conditions for opening tenders**

**IV 3.7.1) Persons authorised to be present at the opening of tenders (where applicable)**

One representative of each tenderer, duly mandated in writing by the tenderer

**IV.3.7.2) Date, time and place**

Date: 10 calendar days after the date mentioned in IV.3.3 Time: 10:00 a.m.  
Place J 27 00/18 at rue Joseph II , 27 B-1040 Brussels

**SECTION VI: OTHER INFORMATION**

**VI.1) IS THIS NOTICE A NON-MANDATORY ONE?**

NO **X** YES

**VI.2) IF APPLICABLE, INDICATE WHETHER THIS PROCUREMENT IS A RECURRENT ONE AND THE ESTIMATED TIMING FOR FURTHER NOTICES TO BE PUBLISHED**

\_\_\_\_\_  
\_\_\_\_\_

**VI.3) DOES THE CONTRACT RELATE TO A PROJECT / PROGRAMME FINANCED BY EU-FUNDS?\***

NO  YES **X**

*If yes, indicate the project/programme and any useful reference*

Community Action Programme to Combat Social Exclusion 2002-2006

Decision 50/2002/EC of the European Parliament and of the Council of 7 December 2001

**VI.4) ADDITIONAL INFORMATION (if applicable)**

The Peer Reviews correspond to the strand 2 of the programme: Policy co-operation and exchange of information and best practices (annex programme).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**VI.5) DATE OF DISPATCH OF THIS NOTICE: 05/06/2002 (dd/mm/yyyy)**

\* Field not indispensable for publication

## ANNEX A

### 1.2) ADDRESS FROM WHICH FURTHER INFORMATION CAN BE OBTAINED

Organisation	For the attention of
Address	Postal code
Town	Country
Telephone	Fax
Electronic mail (e-mail)	Internet address (URL)

### 1.3) ADDRESS FROM WHICH DOCUMENTATION MAY BE OBTAINED

Organisation	For the attention of
Address	Postal code
Town	Country
Telephone	Fax
Electronic mail (e-mail)	Internet address (URL)

### 1.4) ADDRESS TO WHICH TENDERS/REQUESTS TO PARTICIPATE MUST BE SENT

Organisation European Commission. DG Employment and Social Affairs	For the attention of Unit E2: Call for Tenders VT/2002/54
Address Archives DG Employment and Social Affairs J 37 00/26	Postal code B - 1049
Town Brussels	Country Belgium
Telephone	Fax
Electronic mail (e-mail) Empl-e2@cec.eu.int	Internet address (URL) www.europa.eu.int/comm/employment_social

**ANNEX B – INFORMATION ABOUT LOTS**

LOT n°  .....

**1) Nomenclature**

**1.1) Common Procurement Vocabulary (CPV) \***

	Main vocabulary	Supplementary vocabulary <i>(when applicable)</i>		
Main object	<input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/> - <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/>
Additional objects	<input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/> - <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/>
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**1.2) Other relevant nomenclature (CPA/NACE/CPC)** \_\_\_\_\_

**2) Short description** \_\_\_\_\_

**3) Scope or quantity** \_\_\_\_\_

**4) Indication about different starting/delivery date *(if applicable)***

Starting // (dd/mm/yyyy) / delivery // (dd/mm/yyyy)

LOT n°  .....

**1) Nomenclature**

**1.1) Common Procurement Vocabulary (CPV) \***

	Main vocabulary	Supplementary vocabulary <i>(when applicable)</i>		
Main object	<input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/> - <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/>
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**1.2) Other relevant nomenclature (CPA/NACE/CPC)** \_\_\_\_\_

**2) Short description** \_\_\_\_\_

\* Field not indispensable for publication

3) Scope or quantity \_\_\_\_\_

4) Indication about different starting/delivery date (if applicable)

Starting / (dd/mm/yyyy) / delivery / (dd/mm/yyyy)

..... (Use present annex as many times as necessary) .....