



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/2002/64 - 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 *

Evaluation of the Programme of Community Action to encourage cooperation between Member States to Combat Social Exclusion.

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

This contract is for the evaluation of the programme of Community action to encourage cooperation between Member States to combat social exclusion (2002-2006). The evaluation forms part of a series of evaluations of Community action programmes to be conducted according to the same objectives and timetable.

- (1) The programmes fall within the Social Policy Agenda (2001-2005) which is due to be reviewed in 2003. The evaluation of the programmes will form part of the evaluation of "the quality of social policy".
- (2) Evaluation of the programmes must form part of the strategies which the programmes seek to reinforce.
- (3) The objectives of the programmes form the core of the evaluation: the relevance of the objectives, their added value and the extent to which they are complementary are key aspects which must be examined in order to develop analysis elements with regard to the future of the programmes and, in the shorter term, to the uptake of subsidies by new Member States.
- (4) The action financed within the strands and fields of the programme must be evaluated in order to make the most of the results obtained and help improve the effectiveness of Community action.

The evaluation must also cover the 2000 and 2001 preparatory actions, which were intended to improve the formulation and launch of the programme.

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*)

Main object	74.14.11.00-	<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"/> -
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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 1,000,000

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

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

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

Or: Starting 01/01/2003 and ending 01/10/2006 *(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:

10 % of part A (fees and direct cost) payable after signature by both parties of the contract and upon written request (invoice) by the contractor.

5 % after submission of the first report and approval by the Commission, upon written request (invoice) by the contractor.

10 % after submission of the second report and approval by the Commission, upon written request (invoice) by the contractor.

10 % after submission of the third report and approval by the Commission, upon written request (invoice) by the contractor.

20 % after submission of the fourth report (interim evaluation) and approval by the Commission, upon written request (invoice) by the contractor.

20 % after submission of the fifth report and approval by the Commission, upon written request (invoice) by the contractor.

25 % after submission of the sixth report (final evaluation) and approval by the Commission, including task 3 of the terms of reference, upon written request (invoice) by the contractor.

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)

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

(see point 13. Selection criteria in the Terms of Reference)

Details of educational and professional qualifications of the experts providing the services.

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 accounts 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

(see point 13. Selection criteria in the Terms of Reference)

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.

III.2.1.3) Technical capacity – means of proof required

(see point 13. Selection criteria in the Terms of Reference)

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

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)

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 115** of **15/06/2002** (dd/mm/yyyy)
OJ content list

IV.1.3.2) Other previous publications

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

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/2002/64

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

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 _____

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)

VI.5) DATE OF DISPATCH OF THIS NOTICE: (30/07/2002)

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/2002/64
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