



EUROPEAN UNION
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CONTRACT NOTICE

Works
 Supplies
 Services **X**

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

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

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/2002/81
Address J27 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 **X**

If different, see Annex A

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

As in I.1 **X**

If different, see Annex A

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

As in I.1 **X**

If different, see Annex A

I.5) TYPE OF CONTRACTING AUTHORITY*

Central level EU Institution **X** 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 this study is to assist the development of more coherent and integrated policies in relation to access to culture as part of the further development of Member States' NAPs/incl.

This study will draw on existing research and data and will compare and contrast policy approaches and outcomes in a representative sample of at least six different Member States in the area of access to culture as well as taking account of international studies and experience in this area and the views of those experiencing poverty and social exclusion.

The study will:

- (i) identify the ways in which poor access to and participation in cultural services and activities can deepen and intensify poverty and social exclusion;
- (ii) identify the different barriers that prevent those at risk of poverty and social exclusion accessing cultural services and opportunities and expressing their own cultural identity;
- (iii) document the contribution that increased access to and participation in cultural activities can make to combating poverty and social exclusion;
- (iv) analyse and draw conclusions as to the different mix of cultural policies and programmes which are necessary to increase equality of access and remove barriers to participation in cultural activities;
- (v) test these conclusions by presenting a draft report at a seminar to be held in the Commission's premises (and making use of the Commission's translation services).

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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II.1.8.2) Other relevant nomenclature (CPA / NACE / CPC) _____

CPC: 86401, 86402

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)

The total price may not exceed EUR 100,000

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 9 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)

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 signing of the contract and on receipt of a written request; an interim payment of 40% within 60 days from receipt and approval by the Commission of an interim activity report; a final payment to cover the balance due under the contract within 60 days from receipt and approval by the Commission of the final report of the study, the final activity report, the financial 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)

* Field not indispensable for publication

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 person(s) undertaking the study: curriculum vitae of project director and any other researchers. The project director will require a deep knowledge of the nature and causes of poverty and exclusion in Member States and of the different policy approaches being adopted, particularly with regard to access to culture; an extensive knowledge of the European and international literature and data on poverty; a proven track record in the field of policy analysis, particularly in relation to poverty and social exclusion.

Consultant or researcher should have no conflict of interest and be completely independent.

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 five years in the fields of policy research and analysis on issues of poverty and social exclusion part of which should have been focused on the issue of participation in and access to culture- demonstrate this by providing a list of relevant policy analysis and research 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

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 OJ content list **2002/S to be inserted** of /2002 (dd/mm/yyyy)

IV.1.3.2) Other previous publications

Notice number in OJ content list /S of /2002 (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)

1 _____ 4 _____ 7 _____
2 _____ 5 _____ 8 _____
3 _____ 6 _____ 9 _____

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/2002/81

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

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)

/2002 (dd/mm/yyyy) or **52** days from dispatch of notice

Time (when applicable): _____

* Field not indispensable for publication

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

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

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: 10:00a.m.
Place J27 00/18 at Rue Joseph II, 27 B-1040 Brussels

SECTION VI: OTHER INFORMATION

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

NO 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

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)*

This study corresponds to strand 1 of the programme: analysis of characteristics, processes, causes and trends in social exclusion (annex programme)

VI.5) DATE OF DISPATCH OF THIS NOTICE: *(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/ 81
Address Archives, DG Employment and Social Affairs J37 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"/> <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"/> <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"/> <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)