



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/2003/42 - 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 purpose of this call for tenders is to select the consultancy organisation that will assist the Commission and the Member States in carrying a mutual voluntary learning process on the base of systematic exchange of experiences and evaluation of policies, actions, programmes, measures or institutional arrangements presented in the various NAP s/inclusion as best practices through a peer review methodology.

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, the review and the transferability of good practices.

The selection of the policy measures or actions to be reviewed will be of the responsibility of the Member States, which are invited to take into account the following criteria:

- Policy relevance for the common objectives agreed for the social inclusion process and comprehensive coverage of such objectives;
- The availability of evaluation results or, at least, of substantive early monitoring data, providing sufficient material evidence for the examination;
- The willingness and/or capability of the host countries to provide the information material required for the peer reviews, as well as to organise local visits or meetings;
- The interest expressed by other countries in each of the policies.

The policy measures to be reviewed will be identified by Member States themselves on the basis of a process coordinated by the Commission, and run under the auspices of the Programme Committee. Throughout such process, the members of the Programme Committee are invited to establish appropriate contacts at national level with the members of the Social Protection Committee. The selection process will be run according to the following steps:

- Member States will be asked to identify which policies they would be willing to present as host countries among those mentioned as good practices in their NAPs/inclusion of 2003. Each Member State should indicate no more than three policies.
- On the basis of the replies to this first query, a list of potential peer review policies will be compiled.
- Each Member State will be asked to state four preferences for peer participation in the review teams on the basis of the list of potential peer review policies.
- The most frequently preferred policies will be selected for the peer review exercise. Member States with a preference for such policies will be included in the respective teams. If a Member State has a preference for non-selected policies, it could be reallocated among the selected policies taking into account the balanced participation of all Member States. If possible a good geographical balance, the participation of at least one acceding country, a good transferability perspective, a balance across subject areas will be taken into account in the selection process.

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 <i>(when applicable)</i>		
Main object	74.14.11.00-□	□□□□-□	□□□□-□	□□□□-□
Additional objects	□□.□□.□□.□□-□	□□□□-□	□□□□-□	□□□□-□
	□□.□□.□□.□□-□	□□□□-□	□□□□-□	□□□□-□
	□□.□□.□□.□□-□	□□□□-□	□□□□-□	□□□□-□
	□□.□□.□□.□□-□	□□□□-□	□□□□-□	□□□□-□

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 3,600,000 (4 * 900 000) which corresponds to the amount of the first year and three possible annual renewals.

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 **48** 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 30 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)

If a partnership or consortium is envisaged, its composition should be specified and the criteria listed under point 10 should be detailed to individual members of the partnership. In addition, one of the consortium members must be designated as lead Contractor, and must ensure full responsibility towards the Commission as regards both the tender and the future contract – if awarded to them.

The execution of the service is not reserved by law or regulation or administrative provision to a specific profession. Tenders should conform to the requirements of the general conditions. 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) CONDITIONS FOR PARTICIPATION

* Field not indispensable for publication

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

III.2.1.1) Legal position – means of proof required

Article 93 taken from 'Council Regulation 1605/2002 of 25 June 2002 on the Financial Regulation applicable to the general budget of the European Communities' (Official Journal L 248, 16.09.02) establishes that:

"1. Candidates or tenderers shall be excluded from participation in a procurement procedure if:

(a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;

(b) they have been convicted of an offence concerning their professional conduct by a judgement which has the force of *res judicata*;

(c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;

(d) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;

(e) they have been the subject of a judgement which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities,' financial interests;

(f) following another procurement procedure or grant award procedure financed by the Community budget, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations.

2. Candidates or tenderers must certify that they are not in one of the situations listed in paragraph 1."

In order to certify that candidates are not in one of the situations listed above, we follow Art. 134 of the Commission Regulation No 2342/2002 laying down the *detailed rules for the implementation* of Council Regulation No 1605/2002:

Article 134

Evidence

(Article 96 of the Financial Regulation)

1. The contracting authority shall accept, as satisfactory evidence that the candidate or tenderer is not in one of the situations described in point (a), (b) or (e) of Article 93(1) of the Financial Regulation, production of a recent extract from the judicial record or, failing that, a recent equivalent document issued by a judicial or administrative authority in the country of origin or provenance showing that those requirements are satisfied.

2. The contracting authority shall accept, as satisfactory evidence that the candidate or tenderer is not in the situation described in point (d) of Article 93(1) of the Financial Regulation, a recent certificate issued by the competent authority of the State concerned.

Where no such certificate is issued in the country concerned, it may be replaced by a sworn or, failing that, a solemn statement made by the interested party before a judicial or administrative authority, a notary or a qualified professional body in his country of origin or provenance.

3. Depending on the national legislation of the country in which the tenderer or candidate is established, the documents referred to in paragraphs 1 and 2 shall relate to legal persons and/or natural persons including, where considered

necessary by the contracting authority, company directors or any person with powers of representation, decision-making or control in relation to the candidate or tenderer.

Article 94 taken from 'Council Regulation 1605/2002 of 25 June 2002 on the Financial Regulation applicable to the general budget of the European Communities' (Official Journal L 248, 16.09.02) establishes that:

"Contracts may not be awarded to candidates or tenderers who, during the procurement procedure:

(a) are subject to a conflict of interest;

(b) are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the contract procedure or fail to supply this information."

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

Sound financial and economic 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. Experience or sound understanding of the EU social inclusion process. Links with NGO's, national, regional and local authorities.

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 transnational projects and with good organisational and coordination skills.

The consultant should have no conflict of interest and be completely independent. A statement of independence should be included in the offer

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

** Field not indispensable for publication*

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 **2003/S 52 – 044699** of **14/03/2003** *(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/2003/42

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 the date of publication of the present 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. If this day is a Saturday, Sunday or public holiday, the following working day will be considered.

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: (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/2003/42
Address Archives DG Employment and Social Affairs J 37 00/20	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