



EUROPEAN COMMISSION  
DIRECTORATE-GENERAL  
REGIONAL POLICY  
Policy development  
Evaluation

Brussels, 19.08.2010\*007473  
REGIO.C.4./DM D(2010) 680253

Dear Sir/Madam,

**Subject: Call for tenders by open procedure n° 2010.CE.16.B.AT.043 – Counterfactual impact evaluation of Cohesion Policy, work package 2: examples from support to innovation and R&D**

1. I enclose the call for tenders relating to the above mentioned contract.
2. If you are interested in this contract, you should submit a tender in triplicate in one of the official languages of the European Union.
3. Bids must be submitted
  - a) either by post or by courier not later than **04/10/2010**, in which case the evidence of the date of dispatch shall be constituted by the postmark or the date of the deposit slip, to the following address:

European Commission  
Directorate-General for Regional Policy,  
Evaluation Unit,  
CSM 1 – 4/123  
B – 1049 Brussels

- b) or delivered by hand to the following address:

European Commission  
Directorate-General for Regional Policy,  
Evaluation Unit,  
CSM 1 – 4/123

**Exact address :**  
avenue du Bourget, 1  
B-1140 Brussels (Evere)  
Belgium

not later than the end of working hours on **04/10/2010**. In this case, a receipt must be obtained as proof of submission, signed and dated by the official in the Commission's central mail department who took delivery. The department is open from 08.00 to 17.00 Monday to Thursday, and from 8.00 to 16.00 on Fridays. It is closed on Saturdays, Sundays and Commission holidays.

4. Tenders must be placed inside two sealed envelopes. The inner envelope, addressed to the department indicated in the invitation to tender, should be marked as follows: **"Invitation to tender n° 2010.CE.16.B.AT.043 - not to be opened by the internal mail department"**. If self-adhesive envelopes are used, they must be sealed with adhesive tape and the sender must sign across this tape.

The inner envelope must also contain two sealed envelopes, one containing the technical specifications (*on paper plus a CD or DVD with a copy of those documents in electronic format -word or pdf-format*) and the other the financial bid. Each of these envelopes must clearly indicate the content ("Technical" and "Financial").

5. The specification, listing all the documents that must be produced in order to tender, including supporting evidence of economic, financial, technical and professional capacity and the draft contract are attached.
6. Tenders must be:
  - signed by the tenderer or his duly authorised representative;
  - perfectly legible so that there can be no doubt as to words and figures.
7. Period of validity of the tender, during which the tenderer may not modify the terms of his tender in any respect: 6 months from the date it was submitted.
8. Submission of a tender implies acceptance of all the terms and conditions set out in this invitation to tender, in the specification and in the draft contract and, where appropriate, waiver of the tenderer's own general or specific terms and conditions. It is binding on the tenderer to whom the contract is awarded for the duration of the contract.
9. Contacts between the contracting department and tenderers are prohibited throughout the procedure save in exceptional circumstances and under the following conditions only:

Before the final date for submission of tenders:

At the request of the tenderer, the contracting department may provide additional information solely for the purpose of clarifying the nature of the contract.

Any requests for additional information must be made in writing only to the attention of the Evaluation Unit, Regio-Directeur-C@ec.europa.eu.

Requests for additional information received less than five working days before the closing date for submission of tenders will not be processed.

The Commission may, on its own initiative, inform interested parties of any error, inaccuracy, omission or any other clerical error in the text of the call for tenders.

Any additional information including that referred to above will be sent simultaneously to all tenderers who have requested the specification and will be published at the internet address below.

Tendering documents are available on the website of Directorate General for Regional Policy at the following address:

[http://ec.europa.eu/regional\\_policy/tender/tender\\_en.htm](http://ec.europa.eu/regional_policy/tender/tender_en.htm) (including any additional information referred to above).

**Potential tenderers are requested to regularly verify the internet website.**

After the opening of tenders

If clarification is required or if obvious clerical errors in the tender need to be corrected, the contracting department may contact the tenderer provided the terms of the tender are not modified as a result.

10. This invitation to tender is in no way binding on the Commission. The Commission's contractual obligation commences only upon signature of the contract with the successful tenderer.

Up to the point of signature, the contracting authority may either abandon the procurement or cancel the award procedure, without the candidates or tenderers being entitled to claim any compensation. This decision must be substantiated and the candidates or tenderers notified.

11. You will be informed whether or not your tender has been accepted.
12. If your offer includes subcontracting, it is recommended that contractual arrangements with subcontractors include mediation as a method of dispute resolution.
13. If processing your reply to the invitation to tender involves the recording and processing of personal data (such as your name, address and CV), such data will be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Unless indicated otherwise, your replies to the questions and any personal data requested are required to evaluate your tender in accordance with the specifications of the invitation to tender and will be processed solely for that purpose by Ms Veronica Gaffey, Head of Evaluation Unit, Directorate General for Regional Policy, e-mail: [regio-eval@ec.europa.eu](mailto:regio-eval@ec.europa.eu).

Details concerning processing of your personal data are available on the privacy statement at the page

[http://ec.europa.eu/dataprotectionofficer/privacystatement\\_publicprocurement\\_en.pdf](http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf).

14. You are informed that for the purposes of safeguarding the financial interest of the Union, your personal data may be transferred to internal audit services, to the Court of Auditors, to the Financial Irregularities Panel and/or to the European Anti-Fraud Office (OLAF).

Data of economic operators which are in one of the situations referred to in Articles 93, 94, 96(1)(b) and 96(2)(a) of the Financial Regulation<sup>1</sup> may be included in a central database and communicated to the designated persons of the Commission, other institutions, agencies, authorities and bodies mentioned in Article 95(1) and (2) of the Financial Regulation. This refers as well to the persons with powers of representation, decision making or control over the said economic operators. Any party entered into the database has the right to be informed of the data concerning it, up on request to the accounting officer of the Commission.



Natalija Kazlauskienė  
Director

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<sup>1</sup> Council Regulation (EC, Euratom) No 1605/2002 of 25 June 2002 (OJ L 248 of 16.09.2002), as amended by Council Regulation (EC, Euratom) No 1995/2006 of 13 December 2006 (OJ L 390 of 30.12.2006)

# Specifications

## 1 TITLE OF CONTRACT

The full title of the contract is "Counterfactual impact evaluation of Cohesion Policy, work package 2: examples from support to innovation and research".

## 2 OVERALL PURPOSE AND CONTEXT OF THE EVALUATION

There is an increasing interest in clearly identifying the impacts of cohesion policy. This requires an increasing use of rigorous methods – in the field of enterprise support (including support to innovation and research in enterprises) which includes counterfactual impact evaluations.

These evaluations rely on comparison and control groups and are often said to be among the most rigorous of techniques. However, they can be difficult to carry out and rely heavily on the availability of several good sources of data (on beneficiaries, on quantified outcomes).

Work Package 6c of the ex post evaluation of cohesion policy 2000-2006<sup>2</sup> piloted the use of such evaluations. DG Regional Policy of the European Commission would like to extend their coverage as well as encouraging others to use them. The long term goal is to build up a body of evidence on enterprise support (including support for innovation and research) from the European Regional Development Fund (ERDF).

To this end, DG Regional Policy is planning:

- An impact evaluation of ERDF support to enterprise (other than support specifically for innovation and research).
- An impact evaluation of ERDF support specifically for innovation and research in enterprises. This is the current package.

The two evaluations are conceived as complementary and parallel. Nevertheless the second evaluation requires an extra layer of data (on innovation and research outputs). Experience with Work Package 6c of the ex post evaluation suggests that getting this and combining it with the other layers of data may prove challenging. The first evaluation is therefore more ambitious while the second is seen as a pilot (see table).

### A comparison of the 2 studies

Study 1: excludes support specifically for innovation and research	Study 2: focusses on support for innovation and research
Since the relevant datasets exist and can often be matched (with work), it requires thorough impact evaluation	Pilots data collection in 5 different regions, in the hope of finding 2 where the methods of impact evaluation could be tested
Requires a beneficiary survey	No beneficiary survey – data work only

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<sup>2</sup> For this and other ex post evaluations, see [http://ec.europa.eu/regional\\_policy/sources/docgener/evaluation/rado2\\_en.htm](http://ec.europa.eu/regional_policy/sources/docgener/evaluation/rado2_en.htm)

### 3 SUBJECT OF CONTRACT

This contract involves two main elements:

- Data preparation. Work on beneficiary data, firm-level economic data and innovation and research data for 5 NUTS II regions across the EU 27. The aim is to document the process of combining such data for the purposes of counterfactual impact evaluation, to see where it is possible and to give a practical guide to the kind of issues which arise.
- 2 counterfactual impact evaluations. If it proves possible, to actually perform a counterfactual impact evaluation of ERDF support to innovation in two of the regions.

In case it does not prove possible to conduct one or both of the impact evaluations, it should be noted that this task is considered to be 30% of the work (i.e., each counterfactual exercise is considered to be worth 15%). If the contractor is unable for data reasons to perform the counterfactuals, the price would be reduced accordingly in a contract amendment.

#### (1) Tasks

##### *Task 1: Data preparation*

The tender will specify 5 NUTSII regions (or larger "macro-regions" or entire countries if appropriate or necessary for statistical significance) from 5 different EU Member States. The selection should be clearly justified and based on the key criterion of data availability. However, other factors should also be taken into consideration, including geographical balance and factors which make the regions interesting examples for the ERDF (e.g. they spend a lot on this field, they have an approach which could in some sense be considered a useful example, etc).

For each of the 5 cases, the contractor will assemble data on enterprises benefitting from ERDF support, economic data at the firm level (e.g. from the Amadeus database<sup>3</sup> or another such source of company data) and data specific to innovation or research (e.g. some form of patent data). The contractor will then put this into a form appropriate for a counterfactual impact evaluation (see task 2 below).

The tender will specify which data sources will be investigated for this work, explaining how the tenderers intend to go about combining the data to make it usable for a counterfactual impact evaluation. Potential problems and pitfalls – and how the tenderer intends to manage them - should be briefly outlined in the tender.

While it must be recognised that data in this field will often be far from ideal, the Commission has a preference for:

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<sup>3</sup> See for example <http://www.bvdinfo.com/Products/Company-Information/International/AMADEUS.aspx>

- Panel data which cover at least 5 years.
- Long term outcomes (e.g. in terms of patents), although other forms of outcome (e.g. investment, production, productivity and employment) are also of interest.

The deliverable for this task will be a report:

- Clearly documenting how the data has been assembled and what issues arose. The contractor will also assess the reliability of the final product.
- Drawing practical lessons for other regions. This should result in a short, step-by-step guide for other regions, explaining (among other things) how to find and recognise good source data, how to put it together and the main pitfalls to avoid.
- Proposing a maximum of 2 regions for further assessment under task 2. The selection should be justified first in terms of data quality. However, if more than 2 regions should have reasonable quality data, the contractor should also justify the selection in other terms (notably the likely interest and usefulness of the results).

If DG Regional Policy so requests, the assembled databases for any or all of the 5 regions will be made available to them in an appropriate form (e.g. on CD-Rom).

It should be noted that, although the contractor will make a proposal for the 2 regions for further study, the final selection rests with DG Regional Policy.

### *Task 2: Econometric and counterfactual work and analysis*

Once 1 or 2 regions have been agreed for further study, the contractor will proceed to an analysis of the impacts of support to innovation and research, using a variety of econometric and matching techniques to be specified in the tender. These could include difference-in-difference, controlled difference-in-difference, propensity score matching etc. The tender will justify the selection of techniques and will in any case propose at least 3 different techniques in order to test the robustness of the results.

In addition to estimating overall impacts, the contractor will examine the data to see if it is possible to differentiate ("stratify") impacts in various ways. This will most probably be in terms of different impacts by size or sector of firms assisted, but the tender may specify other possibilities.

The deliverable for this task will be:

- A report outlining both the method and the results.
- A discussion of the results, in the light of the nature of support to enterprise in the region as well as the economic and technological context of the region.
- An extension of the step-by-step "guide to counterfactual impact evaluation in the field of support to research and innovation at the enterprise level" outlined in task 1, drawing on lessons learned from task 2.

### Task 3: Conclusions and headline figures

On the basis of tasks 1 and 2, the contractor will:

- Assess the possibility of applying the method elsewhere for ERDF support to innovation and research, outlining practical tips as well as pitfalls to avoid.
- Draw conclusions on the impacts of support to innovation on the basis of the work done in the task 2 regions. What lessons does this offer for ERDF support to innovation and research elsewhere in the EU?

While the report itself should maintain a balance of technical rigour and written clarity, there should be a non-technical executive summary including (among other things) headline impacts and brief practical tips.

## **(2) Methodology**

The evaluation will require a variety of methods, including:

- Literature review and desk research
- Data work, including collection and quality control
- Econometric and counterfactual work
- Other methodological approaches as appropriate (to be specified by the evaluator in the tender documentation).

For each task, the tenderer will clearly identify the methods they plan to use. The tender documents should cite the relevant literature linked to the tasks, in order to demonstrate in each case that the methodology proposed is in line with the state of the art. This is particularly important for the econometric and counterfactual work, which forms the core of this study.

## **(3) Time schedule and deliverables**

The study will be executed within twelve months starting from the signature of the contract by the last party. The deliverables and their timing are as follows:

- **Deliverable 1: one methodological inception report** covering all tasks.  
**Deadline:** within 1 month after the signature of the contract.
- **Deliverable 2: progress reports** of 2 pages maximum.  
**Deadline:** every month where there is no other deliverable
- **Deliverable 3: one interim report** consisting of task 1  
**Deadline:** within 6 months after the signature of the contract.
- **Deliverable 4: one draft final report**, drawing together all the findings of the study, ie tasks 1-3.  
**Deadline:** within 10 months after the signature of the contract.

- **Deliverable 7: one final report.**  
**Deadline:** within 11 months after the signature of the contract.
- **Deliverable 8: presentation**

A hard copy and an electronic version of the interim report are required. For the final report three hard copies and an electronic version (three CD, word format and PDF format or equivalent application compatible with MS Office) are required. The Commission will provide details for the layout of the reports.

The evaluator will provide presentation material for the final report in English (powerpoint format or equivalent application compatible with MS Office) for the use of Commission services.

All reports need to be delivered in English. **Tenderers should note that a high standard of written English and capacity for clear and concise expression of complex ideas is required in all deliverables.** The final report will have an executive summary in English, French and German.

In addition to meetings on each of the reports, the contractor will present the results of the evaluation to the Member States and the Commission services (3 meetings in Brussels).

The quality of the evaluation will be assessed by the Commission services using the quality criteria from the GUIDE to the evaluation of socio-economic development. These can be found in Part 2 of the GUIDE at [www.evaled.info](http://www.evaled.info). The assessment of the quality will be published by the Commission.

#### **(4) Organisation of the Evaluation**

This work package will be organised on the basis of a single contract with the Directorate General for Regional Policy. As part of the tender documentation, the team to be involved should be identified, describing their skills and qualifications, quantifying the input of each member of the team in terms of days and explain the distribution of tasks between the different consultants involved. The tender should demonstrate that the teams have the capacity to work in the different fields and languages needed.

DG REGIO will establish a steering group for the evaluation. The evaluator will provide documentation for and attend 3 meetings of the steering group. It is anticipated that the meetings will take place in order to discuss the inception report, the interim report and the draft final report. In addition, the contractors should make provision to attend a kick-off meeting to be held in the offices of DG REGIO.

The evaluator in consultation with DG REGIO will identify 2 experts in the fields concerned by the evaluation who will provide additional expert input to the evaluation. The evaluator should include in his tender the cost of 2 experts attending 2 meetings in Brussels during the course of the evaluation (to discuss the interim and draft final reports). The experts will also be expected to make brief written comments on the inception report.

#### **4 PARTICIPATION IN THE TENDERING PROCEDURE**

The competition is open to any physical person or legal entity coming within the scope of the Treaties and any other physical person or legal entity from a third country which has concluded with the European Union a specific agreement in the area of public contracts, under the conditions provided for in that agreement.

The Multilateral Agreement on Government Procurement (GPA) concluded within the WTO applies and the contract is open to nationals of States that have ratified this Agreement, under the conditions provided for therein. The GPA does not cover all contracts awarded by the EU Institutions. Appendix I to the GPA sets out which contracts are covered. The full text of the GPA and its appendices can be found on [http://www.wto.org/english/tratop\\_e/gproc\\_e/gp\\_gpa\\_e.htm](http://www.wto.org/english/tratop_e/gproc_e/gp_gpa_e.htm)

As a rule subcontracting is allowed.

Consortia of economic operators are authorised to tender or be candidates.

#### **5 DOCUMENTATION FOR TENDERERS**

See bibliography in annex 1.

#### **6 VISITS TO PREMISES OR BRIEFING**

Not applicable.

#### **7 VARIANTS**

Not authorised.

#### **8 VOLUME OF CONTRACT**

€ 140,000 maximum (lump sum, including fees, travel expenses and other costs). Please refer to point 3 for more details (page 6).

#### **9 PRICE**

The attention of the tenderer is drawn to the following points in relation to the price:

- The price quoted must be fixed and not subject to revision.
- Under Articles 3 and 4 of the Protocol on the Privileges and Immunities of the European Union, the Union is exempt from all charges, taxes and dues, including value added tax; such charges may not therefore be included in the calculation of the price quoted; the VAT amount must be indicated separately.
- The price tendered must be all inclusive and expressed in euros, including for countries which are not part of the euro zone. For tenderers in countries which do not belong to the euro zone, the price quoted may not be revised in line with exchange rate movements. It is for the tenderer to select an exchange rate and assume the risks or the benefits deriving from any variation.

- The price quoted must include a separate estimate for travel and subsistence expenses. This estimate must be based on the standard Commission rules (published on Inforegio). It must include any travel necessary to meet the contracting authority, and represents, at all events, the maximum amount of travel and subsistence expenses payable for all services under the contract. These expenses must be included in the price quoted.
- The same principle applies to any specific expenditure incurred in the performance of the contract, such as the cost of translating reports into the languages indicated in the specification. These expenses must be included in the price quoted.
- Costs incurred in preparing and submitting tenders are borne by the tenderers and cannot be reimbursed.

## 10 TERMS OF PAYMENT

The Contractor shall submit requests for all payment, expressed in euros, to the Commission.

Payments under the contract shall be made as follows:

- **A first interim payment** equal to 30 % of the total amount within 30 days of the date on which a valid request for payment is registered following approval by the Commission of the inception report as specified above.
- **A second interim payment** equal to 30 % of the total amount within 30 days of the date on which a valid request for payment is registered following approval by the Commission of the interim report as specified above.
- **Payment of the balance** equal to 40 % of the total amount within 30 days of the date on which a valid request for payment is registered following approval by the Commission of the final report and the previous deliverables, and the organisation of the report's presentations.

## 11 CONTRACTUAL TERMS AND GUARANTEES

For the contractual terms, see the draft contract published on Inforegio.

## 12 CRITERIA

### Exclusion criteria

#### A. Exclusion from participation in the procedure:

Tenderers are excluded from participating in a 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 professional conduct by a judgment which has the force of res judicata;
- (c) they have been guilty of grave professional misconduct proven by any means which the contracting authorities can justify;
- (d) they have not fulfilled their 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 carried out;
- (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 European Union's financial interests;
- (f) they have, following another procurement procedure or grant award procedure financed by the European Union's budget, been declared to be in serious breach of contract for failure to comply with their contractual obligations.

Evidence:

1. Tenderers shall provide *a declaration\* on their honour*, duly signed and dated, stating that they are not in one of the situations described above.
2. The tenderer to whom the contract is to be awarded shall provide, within 10 days preceding the signature of the contract, the evidence referred to in the following paragraph, confirming the declaration referred to in the previous paragraph.
3. The contracting authority will accept, as satisfactory evidence that the tenderer to whom the contract is to be awarded is not in one of the situations described in points a), b) or e), an extract from the judicial record or, failing that, an equivalent document issued by a judicial or administrative authority in the country of origin or provenance, showing that those requirements are satisfied.

The contracting authority will accept, as satisfactory evidence that the tenderer is not in one of the situations described in point d), a certificate issued by the competent authority of the Member State concerned.

Where no such document or certificate is issued by the country concerned and for other cases of exclusion referred to in cases c) and f) above, 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 or her country of origin or provenance.

These documents or certificates must be valid on the closing date for receipt of tenders, and in any case, they must have been delivered less than 12 months before this closing date.

Depending on the national legislation of the country in which the tenderer is established, the documents referred to in points 1 and 3 above must relate to legal persons and natural

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\* The model declaration on honour published with this call covers all exclusion criteria.

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 tenderer.

B. Exclusion from award of the contract:

No contract will be awarded to tenderers who, at the time when contracts are being awarded under this procedure:

- a. have a conflict of interest. The Commission must ensure that the tenderer does not, at the time of submitting a tender, have any conflict of interest in connection with this call for tenders, a conflict of interest possibly arising in particular as a result of economic interests, political or national affinities, family or emotional ties, or any other relevant connection or shared interest. The Commission reserves the right to assess whether a conflict of interest exists.

To that end tenderers are asked to state whether their payroll, staff or shareholders include:

- any former European officials, contract staff, temporary staff or auxiliary staff who have worked for the European Union in the last three years preceding this call for tenders;
- any European officials on leave;
- any former agents on secondment within the European institutions having worked to the European Union during three years preceding this call for tender;
- any former trainees who have completed a placement at the EC during the year preceding this call for tenders.

Tenderers are also asked to declare:

- that they have not made and will not make any offer of any type whatsoever from which an advantage can be derived under the contract;
  - that they have not granted and will not grant, have not sought and will not seek, have not attempted and will not attempt to obtain, and have not accepted and will not accept, any advantage, financial or in kind, to or from any party whatsoever, constituting an illegal practice or involving corruption, either directly or indirectly, as an incentive or reward relating to the award of the contract;
  - that they will inform the contracting authority, without delay, of any situation constituting a conflict of interest or which could give rise to a conflict of interest.
- b. have been guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the contract procedure or have failed to supply that information.

### Evidence:

The contracting authority will accept, as satisfactory evidence that the tenderer is not in one of the situations described in points B. a) and b), a **declaration\* on their honour** signed by the tenderer. However, the Commission reserves the right to verify the information.

### C. Tenders submitted by consortia or groups of service providers – tenders involving subcontracting

Where the tender is submitted by a consortium or by a contractor intending to subcontract part of the work or have it performed by another economic operator, the exclusion criteria defined above have to be fulfilled by each economic operator involved in the tender.

### Evidence:

In the case of tenders submitted by consortia or groups of service providers, every economic operator in the tender must provide a declaration on honour to prove that none of the exclusion criteria for participation or award of contracts applies to it.

The tenderer to whom the contract is to be awarded shall provide, within 10 days preceding the signature of the contract, the evidence referred to above, confirming the declaration on honour for every economic operator part of the consortia or groups of service providers.

In the case of tenders involving subcontracting, the tenderer to whom the contract is to be awarded shall provide, within 10 days preceding the signature of the contract, the evidence referred to above for the exclusion criteria for participation or award of contracts, confirming the declaration on honour for every subcontractor for which the Commission will request it.

### **Selection criteria**

#### **Legal position – means of proof required**

- a) Where the tenderer needs a specific authorisation or must be a member of a specific organisation in order to provide the services concerned in his country of origin, he must prove that he holds this authorisation or that he belongs to this organisation.
- b) The tenderer is required to furnish proof of his enrolment on the professional or trade register, or a sworn statement or certificate in accordance with the conditions laid down in the Member State in which he is established.

#### **Economic and financial capacity – means of proof required**

The tenderers must prove that they have the economic and financial capacity to carry out the tasks set out in the Tender Specifications throughout the duration of the contract.

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\* The model declaration on honour published with this call covers all exclusion criteria.

Proof of financial and economic standing must be provided by one or more of the following:

- bank declarations;
- balance sheets or summarised balance sheets;
- a statement of general turnover or turnover relating to the services in question, covering the last three financial years.

### **Technical capacity – means of proof required**

Technical capacity will be assessed on the basis of expertise, knowledge, efficiency, experience and reliability in the following areas:

- The theory and practice of socio-economic analysis and evaluation, including econometric and counterfactual analysis;
- Knowledge of fundamental features of cohesion policy;
- The drafting and presentation of analytical reports;
- The manipulation and analysis of data;
- Capacity to produce good quality texts in English.

Proof of the above may be furnished by means of:

- i) Academic and professional qualifications held by the service provider and, in particular, by the person(s) to be responsible for the services;
- ii) Main services provided over the past three years, together with details of values, dates and public or private recipients involved;
- iii) Tenderer's average annual manpower and number of managerial staff over the past three years;
- iv) Technical plant and equipment, office-automation and computer equipment available to the tenderer for performing the services;
- v) Company's study and research facilities;
- vi) Proportion of the contract which the tenderer may intend to subcontract.

### **Award criteria**

The contract will be awarded to the tender that is **most economically advantageous**. This will be determined in the light of the price and the quality of the tender. The successful tender will be the tender with the lowest ratio of total cost to the quality mark achieved. Tenders with a mark below 50% of available quality points will not be considered. The quality of the tender will be assessed as a function of the following criteria:

- Appropriateness and quality of the methodology for task 1 (40%)

- Appropriateness and quality of the methodology for tasks 2 and 3 (30%)
- Quality of planning of human resources and work organisation (30%)

### **13 TENDERS**

#### **General comments**

Tenderers must include in their replies:

- all the information and documentation needed to enable the contracting authority to appraise tenderers/tenders on the basis of the exclusion, selection and award criteria;
- the price;
- any other information and documentation required in the tendering documents.

Tenders may be written in any of the official EU languages.

Tenders from the consortia of companies or groups of service providers must specify the role, qualifications and experience of each member or group, and submit all the applicable documents required in the tendering documents.

The previous provisions also apply to any subcontractors that may be involved in the tender.

In case of tenders involving subcontractors, a letter of intent must be supplied by each subcontractor stating its unambiguous undertaking to collaborate with the tenderer if he wins the contract and the extent of the resources that it will put at the tenderer disposal for the performance of the contract.

### **14 OPENING OF TENDERS**

Tenders will be opened **11/10/2010 at 10.00 am** at **CSM1 9/22**, DG Regional Policy, rue Père de Deken 23, 1040 Brussels. Tenderers may be present at the opening of tenders. Each tenderer may take part or send a representative.

Annex : Bibliography

## Bibliography

The following study serves as a reference point for the approach:

Ex post evaluation, work package 6c "Support for enterprise and innovation – econometric and counterfactual methods".

[http://ec.europa.eu/regional\\_policy/sources/docgener/evaluation/rado\\_en.htm](http://ec.europa.eu/regional_policy/sources/docgener/evaluation/rado_en.htm)

In addition, tenderers may wish to consult:

Bondonio, D. and J. Engberg (2000), "Enterprise Zones and Local Employment: Evidence from the State's Programmes", *Regional Science and Urban Economics*, Vol. 30, 519-549.

Bondonio and Greenbaum (2004) "Do business investment incentives promote employment in declining areas? Evidence from EU Objective 2 regions"

<http://ideas.repec.org/p/icr/wpicer/22-2004.html>

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