



EUROPEAN COMMISSION
DIRECTORATE-GENERAL
REGIONAL POLICY
Policy development
Evaluation

Ares 336 180
Brussels, 28 MARS 2011
REGIO.C.4./PS D(2011)353785

Dear Sir/Madam,

Subject: Call for tenders by open procedure n° 2011.CE.16.C.AT.004 on the Ex post evaluation of Cohesion Fund (including former ISPA). Work Package D: Management and Implementation.

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 **16/05/2011**, 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
For the attention of Ms Gaffey
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
For the attention of Ms Gaffey

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

not later than 16.00 on **16/05/2011**. 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° 2011.CE.16.C.AT.004 - 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 Ms Gaffey, 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.

The tendering documents are available on the WEB-site of Directorate General for Regional Policy at the following address:

http://ec.europa.eu/regional_policy/tender/tender_en.htm.

Potential tenderers are requested to regularly verify the internet web-site.

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.

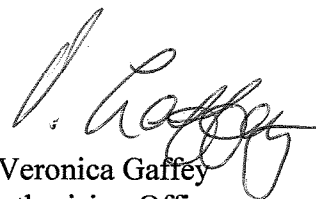
13. If processing your reply to the invitation to tender involves the recording and processing of personal data (such as your name, address and CV), such data will be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the 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.

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

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 Regulation¹ 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.



Veronica Gaffey
Authorising Officer

¹ Council Regulation (EC, Euratom) N° 1605/2002 of 25 June 2002 (OJEU L 248 of 16.09.2002), as amended by Council Regulation (EC, Euratom) N° 1995/2006 of 13.12.2006 (OJEU L 390 of 30.12.2006).

Ex post evaluation of Cohesion Fund (including former ISPA)

Work Package D: Management and Implementation

Specifications

1. TITLE OF CONTRACT

Ex post evaluation of cohesion policy interventions 2000-2006 financed by the Cohesion Fund (including former ISPA) Work Package D: Management and Implementation

2. OVERALL PURPOSE AND CONTEXT OF THE CONTRACT

The European Commission, Directorate-General for Regional Policy is undertaking an ex post evaluation of cohesion policy interventions financed by the Cohesion Fund (including the former Instrument for Structural Policies for Pre-accession (ISPA) during the period 2000-2006 in 17 countries (Greece, Ireland, Portugal and Spain, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Slovakia and Slovenia, Bulgaria and Romania, Malta, Cyprus and Croatia).

The ex post evaluation is an important instrument to inform national and regional authorities, the general public, the European Parliament and other stakeholders involved about the outcomes of the 2000-2006 generation of cohesion policy interventions. The evaluation will establish the effect of the Cohesion Fund and ISPA on economic and social cohesion and lessons for the future. Results and interim results of the study will be used for the discussion of a next programming period of cohesion policy.

This evaluation is closely related to some of the studies of the ex post evaluation of the programmes financed by the European Regional Development Fund during the 2000-2006 period which are currently ongoing. The overall ex post evaluation consisted of a set of eleven interlinked evaluations (work packages). A list of the work packages and their deliverables are available on InfoRegio website².

The Cohesion Fund and ISPA financed transport and environment infrastructures. According to Council Regulation (EC) 1164/94 the Cohesion Fund contributed to the development of the Trans-European Transport network (TEN-T) and of the environment. Based on Council Regulation 1267/99, ISPA supported applicant countries to raise their infrastructure standards and provided a financial contribution for environmental and transport infrastructure measures. The implementation of ISPA projects was an opportunity for future Member States to learn for the implementation of Cohesion Policy programmes after their accession to the EU.

Over the period, the Cohesion Fund and ISPA invested approximately € 33 billion and € 59 million respectively in 1.139 projects in the 17 countries concerned in this evaluation. In July 2009 there were 164 physically completed and formally closed projects. There were also 375 so called almost closed projects. These projects are either physically completed but not yet formally closed, or their payment rate reached 80 % from the total EU contribution to the project. The final 20% payment will be made after the

² Ex Post Evaluation of the ERDF in Objectives 1 & 2 2000-2006, http://ec.europa.eu/regional_policy/sources/docgener/evaluation/rado2_en.htm

Commission approves the final project report. Projects completion was delayed in many cases which will present certain challenges for this evaluation.

For this ex post evaluation, the Commission has launched or is launching the following work:

- Work package A: Contribution to EU transport and environment policies: The contract was amended to exclude the tasks on management and implementation and final report writing;
- Work package B: Cost benefit analysis of selected transport projects;
- Work package C: Cost benefit analysis of selected environment projects;
- Work package D: Management and implementation – the current contract;
- Work package E: Final report editing and expert review.

3. SUBJECT OF CONTRACT

The objective of the evaluation is to assess the building up of management capacity to deliver ISPA and Cohesion Fund projects in the 14 countries benefiting most from the Cohesion Fund and ISPA in the 2000-2006 programming period (not included are Malta, Cyprus and Croatia). Also included in this study will be ISPA measures whose implementation was not completed on the date of the accession of the Czech Republic, Estonia, Latvia, Lithuania, Hungary, Poland, Slovenia and Slovakia, and so they will be considered to have been approved by the Commission under the Cohesion Fund regulation³.

3.1. TASKS

The objective of the evaluation gives rise to a number of tasks to be undertaken by the evaluator. The core tasks which must be undertaken are listed below:

Task 1: Review of the relevant evaluations and documentation

Work package A of the evaluation of ISPA and the Cohesion Fund will provide information on individual projects and the contribution to the development of the Trans European Transport system and towards the environmental *acquis*. With regard to the quality of cost benefit analyses of projects, the evaluator will consult work packages B and C of the same evaluation. Work package 11 of the ex post evaluation of the European Regional Development Fund (2000-2006) on management and implementation systems for cohesion policy also makes available additional information⁴. The evaluator will analyse a limited number – up to ten - of Technical Assistance project documentation aimed at the building of administrative capacity.

³ see Art. 16a of Regulation No 1164/94 as amended by the Act concerning the conditions of accession of the Czech Republic, the Republic of Estonia, the Republic of Latvia, the Republic of Lithuania, the Republic of Hungary, the Republic of Poland, the Republic of Slovenia and the Slovak Republic and the adjustments to the Treaties on which the European Union is founded

⁴ See Work Package 11 of the ex post evaluation of the European Regional Development Fund (2000-2006) on management and implementation systems for cohesion policy deliverables at http://ec.europa.eu/regional_policy/sources/docgener/evaluation/rado2_en.htm

The purpose of Task 1 is to design a methodology for the evaluation, including the design of questionnaires, stakeholder interviews and the workshop as well as the identification of interviewees and stakeholders to participate in the workshops. In assessing the building of management capacities, the evaluator will take account of the dynamic nature of the learning process throughout the programming period right up to the present.

Task 2: Interviews and workshops

Under this task, the evaluator will carry out interviews and at least one stakeholder workshop in each country concerned. Stakeholder workshops will aim to identify the different approaches to management and implementation of the projects, assessing strengths and weaknesses and progress made over the period from 2000 to the present.

The evaluator will address the following issues:

- contribution of the implementation of ISPA and Cohesion Fund projects to the development of strategic planning capacities
- capacity to carry out cost benefit analyses and Environmental Impact Assessment
- administrative capacity to provide projects pipelines of mature projects for co-financing
- approach used to manage time and costs overruns
- utility of specialised administrative bodies
- reflection on current Cohesion Fund implementation – what works, what not, what unexpected challenges stakeholders face.

The tender should identify the number of interviews per country and propose any other relevant issues for analysis. The final list of issues to be explored will reflect the outcome of Task 1. The Commission will have the possibility to participate in the workshops on its own costs.

Following the interviews and workshops, a report will be written (max. 10 pages) for each country. One country report will serve as a pilot and a pilot country report will be delivered within 10 weeks of signature of the contract.

Task 3: Synthesis

Towards the end of the evaluation, the evaluator will write a summary report of a maximum of 50 pages which will draw together main findings and conclusions of the tasks of this evaluation and reflect on the implications for current and future policy. In annex to the report will be a short report on each Member State of a maximum of 10 pages.

3.2. METHODOLOGY

The study will require a methodological approach, which the contractor should explain in the tender documentation. A combination of methods will be used in the study. Each of

the tasks of the evaluation will require a specific methodological approach. Key requirements have been specified in the description of tasks above. They include:

- Desk Research – including evaluations undertaken for the Commission, project documentation and project reports,
- Interviews with policy makers and experts, as necessary, including national level administration, leading research institutions in the respective fields,
- Workshops,
- Other methodological approaches as appropriate (to be specified in the tender documentation).

For each task, the tenderer will clearly identify the methods and the activities they plan to use. The tender documents should cite the relevant literature linked to the methods for each of the tasks, in order to demonstrate in each case that the methodology proposed is in line with the state of the art.

3.3. WORK ORGANISATION

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 explaining the distribution of tasks between the different evaluators involved. The tenderer must demonstrate that the teams have the capacity to work in the different fields and languages needed.

3.4. TIME SCHEDULE AND DELIVERABLES

The duration of the tasks is 5 months starting from the signature of the contract. The deliverables and their timing have been specified above.

Reports and meetings required by the Terms of Reference

End Month	Output	Meeting
Within 2 weeks		Kick-Off Meeting with DG REGIO
Within 6 weeks	Inception Report	Meeting with the Steering Group
Within 10 weeks	Pilot country report	Progress meeting
Within 4 months	Draft final report	Meeting with the Steering Group
Within 5 months	Final Report	

The deliverables of this study will be:

- **Deliverable 1:** one methodological **inception report** including Task 1.
Deadline: within 6 weeks after the kick off meeting.
- **Deliverable 2:** Progress reports of 2 pages maximum.
Deadline: every month.
- **Deliverable 3:** one pilot country report
Deadline: within 10 weeks after signature of the contract.

- **Deliverable 4: one draft final report, including all tasks**
Deadline: within 4 months after the signature of the contract.
- **Deliverable 5: one final report, including all tasks**
Deadline: within five months after the signature of the contract.

A hard copy and an electronic version of each interim report are required. For final reports 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 each of the final reports in English (PowerPoint or equivalent application compatible with MS Office) for the use of Commission services.

All reports need to be delivered in English. Summaries of the final report specified above will be delivered in English, French and German.

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 http://ec.europa.eu/regional_policy/sources/docgener/evaluation/evalsed/index_en.htm.

The assessment of the quality will be published by the Commission.

3.5. ORGANISATION OF THE STUDY

The study will be organised on the basis of a single contract with the Directorate General for Regional Policy. The contractor will consult with the consultants who were responsible for work package A, as well as for work packages B – CBA of transport projects – and C – CBA of environmental projects in order to obtain their views on the management and implementation of projects.

DG REGIO will establish a **Steering group** representative of the different Directorates General involved, especially DG ECFIN, DG MOVE and DG ENV. The evaluator will provide documentation for and attend two meetings of the steering group. It is anticipated that the meetings will take place in order to discuss the inception report and the draft final report.

The evaluator will also be expected to attend two **progress meeting** with the Evaluation Unit of DG REGIO reviewing the progress of the study and resolving any problems arising. These meetings will be arranged according to needs arising.

4. PARTICIPATION IN THE TENDERING PROCEDURE

Participation in tendering procedures is open on equal terms to all natural and legal persons coming within the scope of the Treaties and to all natural and legal persons in a third country which has a special agreement with the Communities in the field of public procurement on the conditions laid down in that agreement.

Where the Plurilateral Agreement on Government Procurement concluded within the WTO applies, the contracts are also open to nationals of the countries that have ratified

this Agreement, on the conditions it lays down. In that connection, it should be noted that the services under Annex I-B to Directive 92/50/EEC and the R&D services listed in category 8 of Annex I-A to that Directive are not caught by the Agreement.

As a rule subcontracting is allowed.

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

5. DOCUMENTATION FOR TENDERERS

Results from work packages A, B, C of the ex post evaluation of the Cohesion Fund including former ISPA can be found under

http://ec.europa.eu/regional_policy/sources/docgener/evaluation/rado2_en.htm

The Commission will provide the following documentation or access to it for the technical assistance projects.

- project applications,
- Commission decisions, and
- project reports.

The information is usually available in the language of the Member State concerned only.

6. VISITS TO PREMISES OR BRIEFING

Not applicable.

7. VARIANTS

Not authorised.

8. VOLUME OF CONTRACT

€ 200,000 maximum (lump sum, including fees, travel expenses and other costs).

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 may include a separate estimate for travel and subsistence expenses. This estimate must be based on the standard Commission rules (see annex). 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.
- 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 35 % 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.
- **Payment of the balance** equal to 65 % of the total amount within 30 days of the date on which a valid request for payment is registered following approval by the Commission.

11. CONTRACTUAL TERMS AND GUARANTEES

For contractual conditions, see the contractual conditions in the attached draft contract.

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 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.

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

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.

* 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;
- Knowledge of fundamental features of cohesion policy, especially in the fields of transport and environment;
- The drafting and presentation of analytical reports;
- Capacity to deliver texts of good quality 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 involve;
- 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:

- Demonstration of an understanding of the objectives and tasks of the Terms of Reference and appropriately expanding it to the tasks (20%)

- Appropriateness of the methodology (design of workshops, interviews with key stakeholders, methods for analysing data from disparate sources), (50 %)
- Quality of planning of human resources and work organisation (30 %)

13. TENDERS

General comments

- The tender consists of all the documents referred to in this section.
- It may be drafted in any of the official languages of the European Union.
- Tenders from consortiums of firms or groups of service providers must specify the role, qualifications and experience of each of the members or of the group.
- Proof of eligibility, a declaration that there are no conflicts of interest, and documents on exclusion and selection criteria must be supplied by each member of the consortiums of firms or groups of service providers submitting a single 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's disposal for the performance of the contract.
- All the documents required for the evaluation (exclusion, selection and award criteria) must be indicated, e.g. in a list.
- It is strongly recommended that a clear distinction be made between documents required under the exclusion, selection and award criteria respectively so as to avoid the risk of criteria being confused when tenders are evaluated. Similarly it should be stated which of the criteria each document is intended to satisfy.

14. OPENING OF TENDERS

Tenders will be opened on **23/05/2011** at **10.00** am at **CSM1 09/22**, 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.

Annexes to the specifications :

1. Breakdown by countries
2. Bibliography
3. Draft contract

Breakdown of Technical Assistance projects by countries

	Total number
Balgarija	11
Ceska Republika	2
Eesti	2
Ellada	1
España	3
Ireland	0
Latvija	2
Lietuva	7
Magyarország	4
Polska	5
Portugal	3
România	15
Slovenija	4
Slovenska Republica	1

Bibliography

Instrument for Structural Policies for Pre-Accession ([1267/1999](#), [503/2001](#), [749/2004](#))
http://ec.europa.eu/regional_policy/sources/docoffic/official/reglem_en.htm

Cohesion Fund legislation ([1164/1994](#), [1264/1999](#), [1265/1999](#), [1386/2002](#), [16/2003](#), [621/2004](#), COM(2005) 5)
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