



EUROPEAN COMMISSION  
DIRECTORATE-GENERAL  
REGIONAL POLICY  
Policy development  
Evaluation

Brussels, 09.03.2011  
REGIO.C.4./KS D(2011) 248696  
**ARES(2011)263519**

Dear Sir/Madam,

**Subject: Call for tenders by open procedure n° 2011.CE.16.0.AT.009 on the analysis of the financial and physical data in the Final Implementation Reports concerning the Objective 1 and 2 Programmes for 2000-2006 financed by the European Regional Development Fund.**

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 **28/04/2011**, 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 **28/04/2011**. 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.16.0.AT.009 - 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](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](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.



Veronica Gaffey  
Authorising Officer

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<sup>1</sup> 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).

## Specifications

### **1. Title of contract**

Analysis of the financial and physical data in the Final Implementation Reports concerning the Objective 1 and 2 Programmes for 2000-2006 financed by the European Regional Development Fund.

### **2. Objectives and context of the contract**

The European Commission, Directorate-General for Regional Policy intends to undertake, through the examination of the Final Implementation Reports, an analysis of the financial and physical data of the Objective 1 and 2 Programmes financed by the European Regional Development Fund during the period 2000-2006 in 25 Member States.

The analysis will build on the work undertaken in the Data feasibility study carried out under the Ex post evaluation of cohesion policy programmes 2000-2006 co-financed by the ERDF<sup>2</sup>. The study, concluded in April 2008, assembled indicators in a searchable database containing all physical indicators (output, result and impact indicators) presented in the 2006 Annual Reports of the Programmes co-financed by the ERDF.

As set out in Article 37 of the Council Regulation (EC) No 1260/1999, the Final Implementation Reports should include information on the progress in the implementation of priorities and measures for each of the funds in relation to their specific targets, with a quantification, wherever and whenever they lend themselves to quantification, of the physical indicators and indicators of results and of impact at the appropriate level (priority or measure). The Final Implementation Reports should also report on the financial implementation of the assistance, summarising for each measure the total expenditure actually paid out by the paying authority.

According to the Commission's amended Decision C(2006)3424 the closure documents including the Final Implementation Report should all be submitted within fifteen months of the final date of eligibility of expenditure. The final date for the submission of the Final Implementation Report was 31 March 2010 for the programmes that did not apply for 6 months' extension of eligibility of expenditure and 30 September 2010 for the programmes that applied for the extension.

The Commission Regulation (EC) No 438/2001 presents in Annex IV the Classification of Areas of Intervention to be used in the annual reports on the Structural Funds and to contribute to clear communication on the various Community policies. This breakdown into categories is part of the management and information activities related to the programmes. In drawing up the measures within the programmes, Member States retained the possibility of using a classification best suited to their own national and regional situation. It was important, however, that the Commission be in a position to draw up summaries on the Fund activities by different areas of intervention. Thus, the programming complement and the annual and final implementation reports were to show the link (estimated and realised respectively) between each measure and the

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<sup>2</sup> [http://ec.europa.eu/regional\\_policy/sources/docgener/evaluation/expost2006/wp2\\_en.htm](http://ec.europa.eu/regional_policy/sources/docgener/evaluation/expost2006/wp2_en.htm)

corresponding category in the Commission list. The final report received on the closure of the programmes should therefore present the final picture on the use of the funds according to the Areas of Intervention.

Concerning the monitoring indicators, Article 36 states that the managing authority and Monitoring Committee shall carry out the monitoring by reference to physical and financial indicators specified in the operational programme, single programming document, or programme complement. In drawing up their indicators, they should take into account the indicative methodology and list of examples of indicators published by the Commission. The indicators shall relate to the specific character of the assistance concerned, its objectives and the socio-economic, structural and environmental situation of the Member State concerned and its regions.

### **3. Subject of contract**

The analysis will examine the Final Implementation Reports for 2000-2006 on the funding actually paid throughout 25 Member States and update and complete the data base on output, result and impact indicators used in the programmes. An additional database will include expenditure data using the "Classification of Areas of Intervention". The contractor will comment on the use of indicators and to make suggestions for the future.

#### **A. TASKS**

The contractor will undertake the following work in relation to all the final implementation reports for 2000-2006:

**Task 1: Provide a review on expenditure of the programmes.** To present this review the contractor will capture and encode from each programme the breakdown of the final declared EU expenditure by priority axis, measure and according to the "Areas of Intervention" codes. This data should be checked for its coherence with the declared expenditure by programme and be presented in an electronic format (i.e. excel table) to allow uploading in the Commission data systems. In the final reports, the necessary data might be provided in different formats (excel, pdf, word, etc). A pilot version for one Member State to be delivered 2 months after the start of the contract is required.

The final report should present a commentary on the completeness of the data on "Areas of Intervention" and on the comparison of the initial plans for the use of the EU financing (to be provided by DG REGIO) and the final reported use at Member State level.

**Task 2: To create a complete and updated database on output, result and impact indicators** used in 244 Objective 1 and 2 programmes for 2000-2006.

- (1) This sub-task will update the database that was established in the Data feasibility study<sup>3</sup> carried out under the Ex post evaluation cohesion policy programmes 2000-2006 co-financed by the ERDF. The database should use ACCESS 2010/2007 (or a equivalent application compatible with Microsoft Office). The work could use the

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<sup>3</sup> [http://ec.europa.eu/regional\\_policy/sources/docgener/evaluation/expost2006/wp2\\_en.htm](http://ec.europa.eu/regional_policy/sources/docgener/evaluation/expost2006/wp2_en.htm)

existing database or create a new one. A version of the database must provide the possibility for Commission services to correct data and to add data sets in the data base.

The database must allow the export of data in Microsoft Excel format (or equivalent format compatible with Microsoft Office).

This will include:

- Definition of indicators (language of Member State and **translation into English**),
  - Baselines,
  - Target values,
  - Values achieved,
  - Character of indicator: output – result – impact
- (2) A "quick user guide" on the database will be written up.
- (3) The contractor will provide a commentary, assessing the main features of the monitoring systems (indicators possessing baselines, targets, actual values as percentage of the total; share of indicators measuring outputs / results / impacts as percentage of the total). The contractor will highlight variations across Member States and regions. A quality assessment of individual indicators is not included in the task.
- (4) Having collected the data mentioned above, the contractor will single out and aggregate physical data on core indicators presented in the Commission working document on indicators, annex 1, for the programming period 2007-2013. (Source: [http://ec.europa.eu/regional\\_policy/sources/docoffic/working/sf2000\\_fr.htm](http://ec.europa.eu/regional_policy/sources/docoffic/working/sf2000_fr.htm)).
- (5) Based on the information in the Final Implementation Reports, the contractor will analyse the reasons and explanations for over/under achievements on physical indicators. The contractor will also comment on the extent to which no explanations are given for apparent under/over performance.

Points (3) – (5) will be presented in the final report.

The offer should set out the quality management system to be used to ensure data integrity. One pilot version of the updated database, using the data of one Member State to be agreed with the Commission services, is required.

Task 2 is the core task of the study.

**Task 3: To comment on the use of indicators and to make suggestions for the future.** Based on a review of the indicators reported in the Final Implementation Reports and the core indicators by the Commission for the 2007-13 period, the contractor will, in the final report, make suggestions for adding possible new core indicators.

## **B. METHODOLOGY**

The analysis will base on desk research. In their tender documentation, the consultants should explain a methodological approach on how to create a database in task 1 and 2.

### C. TIME SCHEDULE AND DELIVERABLES

The duration of the tasks is 6 months starting from the signature of the contract, but does not start before 1 June, 2011.

Deliverable	Months			
	1	2	5	6
Inception Report	X			
Pilot version of the databases		X		
Complete databases and draft Final Report			X	
Final Report				X

The deliverables of this study will be:

- **Deliverable 1:** one methodological **inception report** covering all Tasks is required.  
**Deadline:** within one month after the signature of the contract.
- **Deliverable 2:** progress reports of 2 pages maximum.  
**Deadline:** every month.
- **Deliverable 3:** Pilot version of the databases, using the data of one Member State to be agreed with the Commission services. Draft quick user guide.  
**Deadline:** within two months after the signature of the contract.
- **Deliverable 4:** Complete database on categories of expenditure (task 1), complete updated database on input, output and impact indicators (task 2), one draft final report, and the revised quick user guide.  
**Deadline:** within five months after the signature of the contract.
- **Deliverable 5:** one **final report**.  
**Deadline:** within six months after the signature of the contract.

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

All reports need to be delivered in English. An executive summary of the final report specified above will be delivered in English, French and German (both in separate files and included in the final report).

The contractor will present the results of the analysis to the Member States or the Commission services (1 meeting in Brussels) and train Commission staff on the use of

the database (Commission premises in Brussels, half day training). Dates for the meetings will be agreed before the end of the contract.

The quality of the analysis 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.

#### **D. ORGANISATION OF THE WORK**

The analysis will be organised on the basis of a single contract with the Directorate General for Regional Policy. As part of the tender documentation, the consultants should identify the team to be involved, describe their skills and qualifications and quantify the input of each member of the team in terms of days and explain the distribution of tasks between the different evaluators involved.

DG REGIO will establish a Steering group. The contractor will provide deliverables 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 pilot version of the databases and the complete updated database together with the draft final report

The contractor will be expected to attend progress meetings with the Evaluation Unit of DG REGIO reviewing the progress of the study and resolving any problems arising. Provision should be made for participation in two such meetings. These meetings will be arranged according to needs arising.

The contractor will produce monthly progress reports (2 pages maximum).

The Commission will provide the Final Implementation Reports and declared expenditure by programme needed for task 1. Final Implementation Reports are usually available in the language of the Member State concerned only.

#### **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**

None.

## **6. Visits to premises or briefing**

Not applicable.

## **7. Variants**

Not authorised.

## **8. Volume of contract**

€ 175.000 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 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 pilot version of databases.

- **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 complete updated database on input, output and impact indicators and the database on categories of expenditure and the revised quick user guide.
- **Payment of the balance** 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 final report.

## 11. Contractual terms and guarantees

- For contractual conditions, see the contractual conditions in the attached draft contract.
- Guarantees: not applicable.

## 12. Criteria

### Exclusion criteria

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

Tenderers are excluded from participating in a procedure if

- 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;
- they have been convicted of an offence concerning professional conduct by a judgment which has the force of res judicata;
- they have been guilty of grave professional misconduct proven by any means which the contracting authorities can justify;
- 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;
- 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;
- 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.

**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:

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

- 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.

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

### 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.

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:

- Knowledge of fundamental features of cohesion policy;
- The drafting and presentation of analytical reports;

- Capacity to create and establish database;
- Capacity to manipulate and analyse data;
- 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:

- Understanding of the Terms of Reference and and appropriately expanding it to the tasks (20%);
- Appropriateness of the methodology, especially the approach to gathering and analysing data in the languages required (30 %);
- The appropriateness of provisions to ensure the quality of information in databases (20%);
- Quality of planning of human resources and other 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 **05/05/2011** at **9.30** 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.