
Tender Specifications –No VT/2010/20

Study contract – "The impact of the global economic crisis on decent work and decent work policies in key emerging economies, with a special emphasis on the situation of young people and women, and its repercussion on the EU labour markets"

1. Title of the contract

Study contract – "The impact of the global economic crisis on decent work and decent work policies in key emerging economies, with a special emphasis on the situation of young people and women"

2. PROGRESS Introduction

PROGRESS¹ is the EU's employment and social solidarity programme, set up to provide financial support for the attainment of the European Union's objectives in employment, social affairs and equal opportunities as set out in the Social Agenda². The realisation of the Social Agenda relies on a combination of instruments comprising EU legislation, the implementation of open methods of coordination in various policy fields and financial incentives such as the European Social Fund.

The PROGRESS mission is to strengthen the EU's contribution in support of Member States' commitments and efforts to create more and better jobs and to build a more cohesive society. To this effect, PROGRESS will be instrumental in:

- Providing analysis and policy advice on PROGRESS policy areas;
- Monitoring and reporting on the implementation of EU legislation and policies in PROGRESS policy areas;
- Promoting policy transfer, learning and support among Member States on EU objectives and priorities; and
- Relaying the views of the stakeholders and society at large.

More specifically, PROGRESS supports:

- The implementation of the European Employment Strategy (section 1);
- The implementation of the open method of coordination in the field of social protection and inclusion (section 2);
- The improvement of the working environment and conditions including health and safety at work and reconciling work and family life (section 3);
- The effective implementation of the principle of non-discrimination and promotion of its mainstreaming in all EU policies (section 4)
- The effective implementation of the principle of gender equality and promotion of its mainstreaming in all EU policies (section 5).

The present call for tenders is issued in the context of the implementation of the 2010 annual work plan which can be consulted at <http://ec.europa.eu/social/main.jsp?catId=658&langId=fr>

3. Background

The study in object is embedded in long term policy priorities of the Commission, to improve decent work for all on a global scale and to achieve more and better jobs on the EU labour market.

Internationally, global interdependence has never been more visible than in the current period of economic downturn and the associated recovery efforts. It is likely to set to rise beyond the crisis, in the decade ahead. "Shaping globalization with our own values, respecting ethical principles and promoting higher social [...]"

¹ Decision No 1672/2006/EC of the European Parliament and of the Council of 24 October 2006 establishing a Community Programme for Employment and Social Solidarity — Progress, JO L 315 of 15.11.2006

² Communication from the Commission to the European Parliament, the Council, the European Economic and Social Committee and the Committee of the Regions - Renewed social agenda: Opportunities, access and solidarity in 21st century Europe COM/2008/0412 final of 02.07.2008

standards worldwide," is therefore one of the key ambitions highlighted in the "Political Guidelines"³ for the new Commission presented by President Barroso in September 2009. At the same time, the guidelines call for seeing external relations not as a "separate box", but "as part and parcel for the achievement of internal policy goals", among which the employment and social dimension has been attributed paramount importance.

Central to the implementation of this policy objective will be the forthcoming EU 2020 strategy⁴. This strategy will be the overarching agenda for enabling the EU to make a full recovery from the crisis, while speeding up the move towards a smart and green economy and creating more and better jobs for all. EU 2020 will build on the successes obtained by the Lisbon strategy, which focused on growth and jobs, but will also address some of the Lisbon strategy's shortcomings. Feeding into the preparatory work of the new strategy, President Barroso presented its contribution to the informal meeting of Heads of State and Government which was held on 11 February 2010⁵, as illustrated with some facts and figures on Europe's current stance. In particular, President Barroso stressed the global interdependence of economies and called the EU to remain actively engaged in shaping the international agenda, including the G 20 agenda, in line with its views and in continuing to compete and prosper in open global markets.

This approach build on recent developments on the international scene, and particularly in the response to the economic crisis, where a new global consensus is emerging that calls for economic and financial objectives going along with employment and social ones. The recent Leaders' Statement of the G20 Pittsburgh Summit⁶ and its Charter for Sustainable Economic Activity underline commitments on "putting quality jobs at the heart of recovery", with a focus on skills development, inclusive labour markets, decent work, and internationally recognised labour standards. This move builds on global efforts over the past months – such as the G8 Social Summit⁷, the ILO Global Jobs Pact⁸, and OECD declarations⁹ – which highlighted the importance of the employment and social dimension of recovery measures – much in tune with the Commission's own policy objectives.

The concern with the social dimension of globalisation is not new. Over the last years, this debate, strongly supported by the Commission, has been driven notably at UN level by the ILO Decent Work Agenda¹⁰, the Millennium Development Goals¹¹ and the work of the World Commission for the Social Dimension of Globalization¹².

What is new is that the focus on socially sustainable development is entering the core of global governance – as witnessed by the outcome of recent G8, G20 meetings, and action at UN and OECD level. The momentum for increased multilateralism, global governance and renewed efforts to ensure policy coherence has arisen from the crisis, but the shaping of this framework will reach beyond crisis and recovery.

In this context, the promotion of Decent Work around the globe is a central issue. The wide, holistic and internationally endorsed concept of Decent Work builds require an integrated approach of four pillars: 1) productive and freely chosen work, 2) rights at work including core labour standards; 3) social protection and 4) social dialogue. On top of this it also includes the horizontal objective of gender equality, which should feature in each of the four pillars. The Decent Work Agenda has been first developed by the ILO and which has been strongly promoted by the Commission, as it provides an appropriate framework for promoting the European social acquis at the international scene. The Decent Work Agenda thus serves as a sounding board for promoting elements of the European Social Model and the EU2020 Strategy in a universal context.

Since 2004, the Commission has strongly developed its initiatives related to the promotion of the social dimension of globalisation and the decent work for all agenda. These contributed to the mobilisation of the international community on these issues. They concerned both internal and external policies of the EU. Most notably, the European Commission, in its communication of 24 May 2006¹³, developed an integrated strategy with a view to mobilising EU internal and external policies (such as development, external cooperation, trade, enlargement and bilateral and multilateral external relations) to promote decent work. As a follow-up of this communication, the

3 http://ec.europa.eu/commission_barroso/president/pdf/press_20090903_EN.pdf

4 <http://ec.europa.eu/eu2020/>

5 http://ec.europa.eu/commission_2010-2014/president/news/statements/pdf/20100210_en.pdf

6 http://www.g20.org/Documents/pittsburgh_summit_leaders_statement_250909.pdf

7 http://www.g8italia2009.it/G8/Home/IncontriMinisteriali/G8-G8_Layout_locale-1199882116809_MinisterialeLavoro.htm

8 http://www.ilo.org/wcmsp5/groups/public/---ed_norm/---relconf/documents/meetingdocument/wcms_115076.pdf

9 <http://www.oecd.org/els/employment>

10 http://www.ilo.org/global/About_the_ILO/Mainpillars/WhatisDecentWork/lang--en/index.htm

11 <http://www.un.org/millenniumgoals/>

12 <http://www.ilo.org/public/english/wcsdg/>

13 <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=COM:2006:0249:FIN:EN:PDF>

Commission presented in 2008 a "Report on the EU contribution to the promotion of decent work in the world"¹⁴. As part of the "renewed Social Agenda "Opportunities, Access and Solidarity"¹⁵, the report put a strong emphasis on the EU's contribution to strengthening the social dimension of globalisation. It reaffirmed its commitment to promoting the internationally-agreed decent work agenda, including through cooperation with the International Labour Organisation (ILO) and other partners, and the mobilisation of all relevant policies. A further Decent Work Progress Report is expected to be presented in 2011, to which the study in object is expected to provide essential background information.

The EU Council of Ministers, the European Parliament and the European Economic and Social Committee strongly supported the orientations and strategy presented by the communication. The EU is cooperating with international organisations, in particular with the ILO and the UN, to ensure the effective uptake of decent work and related issues at all levels.

Internally, the European Commission has since the launch of the European Employment Strategy focused on more and better jobs encompassing the quality in work in the European Union's member states. In 2001, the Commission adopted a communication that provides a broad framework for promoting quality in work. The communication defines a concept of quality in work that includes 10 dimensions specifying related indicators. The decent work developed by ILO and UN is in basic the quality at work typology including labour rights and social protection aspects in addition to the definition of quality at work due to the fact that also emerging economies are included in the analysis. Given that the external dimension is one of the five key areas of the EES, this allows synergies between the EU and the ILO's job quality strategies¹⁶.

The quality in work was defined in the communication "Employment and social policies: a framework for investing in quality" in June 2001¹⁷ where it is defined that the concept of job quality includes 10 dimensions. The communication was followed up in 2003 by a communication reviewing the progress in improving the quality in work in EU¹⁸. The communications on job quality stress the importance of synergies and the other main objectives of the EES. The concept of job quality has been further elaborated in the "Employment in Europe 2008" publication.

The outburst of the financial and economic crisis in 2008 was not without effect on working conditions of workers world-wide. The largest developed countries, notably those where the crisis originated, but also developing countries faced the effects of the crisis and saw important job losses and rising unemployment. This risks disrupting – and in some cases reversing – the achievement of Millennium Development Goals, including decent work for all. Decent living and working conditions still remain out of reach for large numbers of people. The ILO "World of Work Report 2009"¹⁹ underlined that *"there is a significant risk that the jobs crisis will have long-lasting negative social and economic implications. The Report estimates that almost 43 million workers are at-risk of exclusion from the labour market – because, if the right programmes are not put in place or existing ones are phased out, individuals could shift to long-term joblessness or drop out of the labour market entirely"*.

In addition, Groups that were already in a vulnerable position before the crisis were disproportionately affected. The crisis had notably differentiated employment and social impacts from a gender perspective. Many of the job losses to date in advanced economies, especially the have been in male-dominated sectors such as finance and construction. However, in many developing countries, women are often in more precarious employment situations. In particular, the concentration of women in export-oriented enterprises in emerging and developing countries brings a number of acute labour market challenges. Furthermore, Youth are facing considerable difficulties entering the labour market. This comes on top of an already fragile situation for youth in both developed and developing countries. Even during the previous period of economic expansion, most economies fell short of creating enough decent and productive jobs for young people. Between 1997 and 2007, the number of unemployed youth rose by 8 million. Moreover, a lack of decent work opportunities at an early age may permanently compromise the future employment prospects of youth. The relative disadvantage of young workers is even more pronounced in developing countries.

In this context, the ILO has strived to keep the decent work agenda at the core of the recovery efforts, as notably evidenced in its discussion paper "The financial and economic crisis: A Decent Work response"²⁰ presented in March 2009.

¹⁴ <http://ec.europa.eu/social/BlobServlet?docId=507&langId=en>

¹⁵ <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=COM:2008:0412:FIN:EN:PDF>

¹⁶ <http://ec.europa.eu/social/main.jsp?langId=en&catId=113&newsId=415&furtherNews=yes>

¹⁷ [http://eur-](http://eur-lex.europa.eu/smartapi/cgi/sga_doc?smartapi!celexplus!prod!DocNumber&lg=en&type_doc=COMfinal&an_doc=2001&nu_doc=313)

[lex.europa.eu/smartapi/cgi/sga_doc?smartapi!celexplus!prod!DocNumber&lg=en&type_doc=COMfinal&an_doc=2001&nu_doc=313](http://eur-lex.europa.eu/smartapi/cgi/sga_doc?smartapi!celexplus!prod!DocNumber&lg=en&type_doc=COMfinal&an_doc=2001&nu_doc=313)

¹⁸ [http://eur-](http://eur-lex.europa.eu/smartapi/cgi/sga_doc?smartapi!celexplus!prod!DocNumber&lg=en&type_doc=COMfinal&an_doc=2003&nu_doc=728)

[lex.europa.eu/smartapi/cgi/sga_doc?smartapi!celexplus!prod!DocNumber&lg=en&type_doc=COMfinal&an_doc=2003&nu_doc=728](http://eur-lex.europa.eu/smartapi/cgi/sga_doc?smartapi!celexplus!prod!DocNumber&lg=en&type_doc=COMfinal&an_doc=2003&nu_doc=728)

¹⁹ http://www.ilo.org/wcmsp5/groups/public/---dgreports/---dcomm/documents/publication/wcms_118384.pdf

²⁰ http://www.ilo.org/wcmsp5/groups/public/---ed_norm/---relconf/documents/meetingdocument/wcms_103507.pdf

In its assessment "Protecting People, Promoting Jobs"²¹ presented at the G20 Pittsburgh Summit, the ILO outlined the need to "address the socio-economic imbalances that existed already before the crisis and which contributed to it, expressed in rising income inequality, employment and social protection deficits and persisting poverty, and weakening labour institutions".

The emphasis that Leaders placed on the effects of the crisis on people and their resolve to restore growth and jobs, while building a more balanced, stable and prosperous future for the world, resonated strongly. They recognized the urgent need to focus on employment and social protection as a critical means of containing the negative impacts on the world's most vulnerable.

Similarly, the crisis and the development of decent work policies world-wide may have affected quality of work and economic restructuring in the EU.

Internally, the European Commission has since the launch of the European Employment Strategy focused on more and better jobs encompassing the quality in work in the European Union's member states. In 2001, the Commission adopted a communication that provides a broad framework for promoting quality in work. The communication defines a concept of quality in work that includes 10 dimensions specifying related indicators. The decent work developed by ILO and UN is in basic the quality at work typology including labour rights and social protection aspects in addition to the definition of quality at work due to the fact that also emerging economies are included in the analysis. Given that the external dimension is one of the five key areas of the EES, this allows synergies between the EU and the ILO's job quality strategies.

Given the context of the increased global interdependence, the crisis may also have had an impact on quality of work and economic restructuring in the EU itself

4. Subject of the contract

The study should inform the Commission on how far the economic downturn experienced worldwide since 2008, and in particular as regards its impact on the labour market, changed the promotion of decent work at the global level, and in particular in selected emerging economies (i.e. China, India and Brazil). In addition, the study should look at the consequences on these global developments on the EU economy, in particular as regards labour markets and sectoral employment structures. The study should enhance the Commission's knowledge base, feeding into the forthcoming Commission's Decent Work Progress Report. It should also inform with a view to advancing the Commission's position on Decent Work at international level (e.g. in ILO, G8/G20 context).

The core of the study should consist of two main parts:

4.1. In the first part, the focus will be on decent work developments and decent work policies at a global scale and notably in selected key emerging economies and how they were affected by the crisis. Based on an assessment of the state of decent work and decent work policies before the crisis, issues to be addressed should include changes as a reaction to the economic downturn, both in terms of job losses, rising unemployment and the effective situation of decent work, and in terms of decent work policies. . How did decent work policies react to the new challenges brought by the crisis? To what extent are the longer term benefits of decent work taken into account in the recovery policies of these countries? Particular emphasis should be put on three major emerging economies: China, India and Brazil.

In this context, decent Work developments should be addressed in all its components as defined in Section 3 above. Decent work policies should be understood as all policies significantly impacting on decent work. In this respect, and in line with the holistic approach to Decent Work, the interlinkages between economic, fiscal, employment, social, education, and other relevant policies should be taken into account.

As a specific focus in this first part of the study, the analysis should additionally concentrate on young people and on women, who are two specific at-risk groups on the labour market, which tend to be overrepresented in segments of the labour market that benefit less from decent work opportunities and who are likely to be affected in a distinct way in the downturn of labour markets due to the economic crisis. The study should therefore include a specific focus on the impact of the crisis on the participation of young people and women in the labour markets and their decent work opportunities in emerging economies (China, India, Brazil), and the policies in place for enhancing their employment prospects.

4.2. The second part of the study should aim at evidencing the repercussion of global developments in employment and decent work policies, in particular in the time of crisis, on employment in the EU. To this end, the study should elaborate a comparative assessment of job quality and sectoral employment structures in the EU, with a view to derive relevant conclusions on the impacts of globalisation on labour markets in times of crisis and recovery.

21 http://www.ilo.org/public/libdoc/jobcrisis/download/protectiong_people_promoting_jobs_summary.pdf

In conclusion, based on the work carried out under point 4.1 and 4.2, the study should provide an assessment on how the EU/the Commission could further develop strategies and instruments geared at advancing the decent work agenda at international level and quality of work within the EU.

5. Participation

Please note that:

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 Union a specific agreement in the area of public contracts, under the conditions provided for in that agreement.

Where the Multilateral Agreement on Public Contracts concluded within the framework of the WTO applies, the contracts are also open to nationals of States that have ratified this Agreement, under the conditions provided for therein. It should be noted that research and development services, which come under category 8 of Annex II A of Directive 2004/18/CE, are not covered by this Agreement.

6. Tasks to be carried out by the contractor

The overall objective of the assignment is to produce a study.

Description of the tasks

Task 1: Review of available information, literature research

The contractor will be required to provide a literature review of existing studies and reports on the situation and recent development of decent work in emerging economies, taking particular focus on the work carried out by international and multilateral organisations (in particular ILO and OECD). In addition, the key policy documents and orientations, both at international and national level (i.e. in key emerging economies), will need to be identified, analysed and presented in this synthesis. The contractor will also need to define the methodology to be used in the study, and in particular the definition of indicators to be analysed, covering all aspects of decent work and of quality of work. In this context, it will seek to identify the relevant data sources to be used, from trusted internationally comparable sources.

Task 2: Analyse the impact of the crisis on decent work policies in selected emerging economies, notably China, Brazil and India.

The contractor will be required to carry out a comprehensive analysis of the state of play and developments of decent work and policies addressing decent work in selected emerging economies, with a particular focus on the impact of the financial and economic crisis. To this end, the following tasks could be carried out:

- o Review of the situation and recent developments of decent work in selected emerging economies, notably China, Brazil and India
- o Review of recent policy developments concerning decent work in the above-mentioned countries, in particular in response to the financial and economic crisis.
- o Review of the ongoing international dialogue and co-operation of the EU on employment and social policy, in particular on aspects relating to decent work, both with the EU, with Member States, with international organisations and with these emerging countries.
- o Review the activities of the main partner countries on the international scene concerning decent work, taking into account also initiatives where the EU is not involved

The analysis of the situation of decent work should additionally be broken down for women and youth, and the review should assess to what extent policies have been mainstreamed to include the gender and youth dimension.

Task 3: Analyse possible impact of the new global economic context following the global crisis on labour markets in the EU

The contractor should provide a qualitative analysis of possible repercussions on EU labour markets of global economic developments, in particular in the time of crisis, as evidenced in task 2. To this end, the analysis should elaborate a comparative assessment of employment and sectoral employment structures in the EU, with a view to derive relevant conclusions on the impacts of globalisation on labour markets in times of crisis and recovery.

Apart from an analysis of the overall EU situation and developments, the contractor should carry out analysis on the basis of case studies that are representative for the socio-economic models in the EU, with a view to derive relevant conclusions on the impacts of globalisation on labour markets in times of crisis and recovery

Task 4: Prepare a final report work carried out in the above tasks

Based on the work carried out under the tasks 1-3, the contractor should prepare a final report comprising a summary of the tasks and the results of the reviewing and analytical work. In the conclusions, the contractor should include recommendations on the strategies and instruments the Commission should set up in order to advance its positions regarding its decent work agenda at international level and quality of work within the EU.

The report should be provided in a format ready for publication and English proof-read.

Guide and details of how the tasks are to be carried out

a) How the activities shall be carried out

1. The Contractor shall work in close contact with the Commission, which will guide and monitor the quality of work and compliance with deadlines.
2. The Contractor shall appoint one contract coordinator who acts as a single contact point for the Commission on all tasks, unless agreed otherwise for specific purposes.
3. The Contractor shall ensure that any subcontractor it engages performs the work to a satisfactory standard. The contractor will remain responsible for any work performed by subcontractors and for their compliance with the deadline agreed by the Commission. Subcontracting must be authorised by the Commission in accordance with Art. II 13. of the Standard Contract. Sub-contractors included in the tender are deemed to be authorised by the Commission if the contract is awarded.
4. The PROGRESS Programme aims to promote gender mainstreaming in all its five policy sections and commissioned activities. Consequently, the Contractor shall take the necessary steps to ensure that:
 - Gender equality issues are taken into account when relevant for the drafting of the technical offer by paying attention to the situation and needs of women and men;
 - Implementation of the requested tasks includes a gender perspective by considering systematically the women and men dimension;
 - Performance monitoring includes the collection and gathering of data disaggregated by sex when needed;
 - Its proposed team and/or staff respects the gender balance at all levels.

Equally, needs of disabled people shall be duly acknowledged and met while executing the requested service. This will ensure in particular that where the Contractor organises training sessions and conferences, issues publications or develops dedicated websites, people with disabilities will have equal access to the facilities or the services provided.

Finally, the Contracting Authority encourages the Contractor to promote equal employment opportunities for all its staff and team. This entails that the Contractor is encouraged to foster an appropriate mix of people, whatever their ethnic origin, religion, age, and ability.

The Contractor will be required to detail in its final activity report the steps and achievements made towards meeting these contractual requirements.

7. Professional qualifications required

See Annex IV of the draft contract

Additional requirements:

The working language for the execution of this contract will be English. The contractor should demonstrate full written and oral proficiency in English.

8. Time schedule and reporting

See Article I.2. of the draft contract.

The full duration of the contract should not exceed 12 months from the date of the signature of the contract.

Additional requirements (specific deadlines for the performance of tasks):

The specific deadlines for the completion of each of the tasks set out at point 6 will be agreed and approved between the Commission and the Contractor, on the tender of the Contractor to the Commission.

Reporting

1. **An inception note** in English shall be sent to the Commission for approval within 4 weeks from the signature of the contract, providing a detailed timetable and full description of the methodology to be followed in implementing the above-mentioned Tasks.

2. Interim report

The contractor will deliver an interim report in English within 6 months from the signature of the contract on the work carried out and results according with Tasks I-III as well as preliminary results of Task IV.

3. Draft Final report

The Contractor will deliver a draft final report in English after 9 months from the date of signature.

4. Final Report

The Contractor will deliver a final report in English within 12 months from the signature of the contract. It shall consist of the final text of the study and a final activity report containing a description of the work undertaken in the framework of the contract.

The final report should be accompanied by an executive summary of maximum 10 pages in English, French and German, which should state the key facts, the key results of the study, and explain its added value compared to already existing research in this area. The final report shall also be provided on electronic supports such as CDs – tables and graphs in Excel format and the report in Word format. It shall be submitted in an electronic version that allows the publication on the Internet.

The Contractor should anticipate at least three working meetings with the Commission services, including for discussion of the inception note and draft report. These meetings will take place in Brussels. The contractor should also provide advice to the Commission on the latter's request in the context of the Commission's preparation for policy development in the subject area.

General reporting and information requirements:

A. - PUBLICITY AND INFORMATION REQUIREMENTS

In accordance with the General conditions, all contractors are under the obligation to acknowledge that the present service has received funding from the Union in all documents and media produced, in particular final delivered outputs, related reports, brochures, press releases, videos, software, etc, including at conferences or seminars. In the context of the European Union's Programme for Employment and Social Solidarity – PROGRESS, the following formulation shall be used:

This (publication, conference, training session etc) is commissioned by the European Union's Programme for Employment and Social Solidarity - PROGRESS (2007-2013).

This programme is managed by the Directorate-General for Employment, social affairs and equal opportunities of the European Commission. It was established to financially support the implementation of the objectives of the European Union in the employment and social affairs area, as set out in the Social Agenda, and thereby contribute to the achievement of the Lisbon Strategy goals in these fields.

The seven-year Programme targets all stakeholders who can help shape the development of appropriate and effective employment and social legislation and policies, across the EU-27, EFTA-EEA and EU candidate and pre-candidate countries.

PROGRESS' mission is to strengthen the EU contribution in support of Member States' commitment. PROGRESS is instrumental in:

- *providing analysis and policy advice on PROGRESS policy areas;*
- *monitoring and reporting on the implementation of EU legislation and policies in PROGRESS policy areas;*
- *promoting policy transfer, learning and support among Member States on EU objectives and priorities;*
and
- *relaying the views of the stakeholders and society at large*

For more information see: <http://ec.europa.eu/progress>

For publications it is also necessary to include the following reference: "The information contained in this publication does not necessarily reflect the position or opinion of the European Commission".

With regard to publication and any communication plan linked to the present activity, the Contractor will insert the European Union logo and mention the European Commission as the Contracting Authority in every publication or related material developed under the present contract.

B. - REPORTING REQUIREMENTS

PROGRESS is implemented through a results-based management - RBM. Managing for outcomes and results is about working to maximise results for European citizens. This includes:

- Identifying the most important results for European citizens;
- Managing these results, including setting out clearly the desired results, implementing plans based upon these results and learning about 'what works' in the process;
- Seizing opportunities to work together whenever this helps achieve the results.

The Strategic Framework, developed in collaboration with Member States and civil society organisations, sets out the intervention logic for Progress-related expenditure and defines PROGRESS' mandate and its long-term and immediate outcomes. It is supplemented by performance measures which serve to determine the extent to which PROGRESS has delivered the expected results. See in Annex the overview of PROGRESS performance measurement framework. For more information on the strategic framework, please visit PROGRESS website <http://ec.europa.eu/social/main.jsp?catId=659&langId=en> .

The Commission regularly monitors the effect of PROGRESS-supported or commissioned initiatives and considers how they contribute to PROGRESS outcomes as defined in the Strategic Framework. In this context, the Contractor will be asked to dedicatedly work in close cooperation with the Commission and/or persons authorised by it to define the expected contribution and the set of performance measures which this contribution will be assessed against. The Contractor will be asked to collect and report on its own performance to the Commission and/or persons authorised by it against a template which will be annexed to the contract. In addition, the Contractor will make available to the Commission and/or persons authorised by it all documents or information that will allow PROGRESS performance measurement to be successfully completed and to give them the necessary rights of access.

9. Payments and standard contract

In drawing up the bid, the tenderer should take into account the provisions of the standard contract comprising the "General terms and conditions applicable to service contracts".

Payments will be made throughout the contract period as a function of the progress made, the reports submitted and the quality of the work undertaken.

9.1. Pre-financing

Following signature of the Contract by the last contracting party, within 30 days of the receipt by the Commission of a request for pre-financing with a relevant invoice, a pre-financing payment equal to 30% of the total amount referred to in Article I.3.1 on the draft contract shall be made.

9.2. One interim payment

Requests for an interim payment by the Contractor shall be admissible if accompanied by:

- an interim technical report in accordance with the instructions laid down in Annex I, of the contract;
- the relevant invoices,
- the statements of reimbursable expenses in accordance with Article II.7 on the draft contract,

provided the report has been approved by the Commission.

The Commission shall have 60 days from receipt to approve or reject the report, and the Contractor shall have 30 days in which to submit additional information or a new report.

Within 30 days of the date on which the first interim report is approved by the Commission, an interim payment corresponding to the relevant invoices, up to maximum 40% of the total amount referred to in Article I.3.1 on the draft contract shall be made.

9.3. Payment of the balance

The request for payment of the balance of the Contractor shall be admissible if accompanied by:

- a final technical report in accordance with the instructions laid down in Annex I, of the contract
- the relevant invoices,
- the statements of reimbursable expenses in accordance with Article II.7 of the Contract,

provided the report has been approved by the Commission

The Commission shall have 60 days from receipt to approve or reject the report, and the Contractor shall have 30 days in which to submit additional information or a new report. Within 30 days of the date on which the final report is approved by the Commission, payment of the balance of the total amount referred to in Article I.3.1 on the draft contract shall be made.

10. Prices

The maximum amount available in this call for tender is € 200,000.00 (two hundred thousand Euros). Bidders should note that any bid exceeding these limits will not be considered.

The price must be stated in EUR(€), net of VAT (using, where appropriate, the conversion rates published in the C series of the Official Journal of the European Union on the day when the invitation to tender was issued), and broken down according to the model in Annex III included in the attached standard contract.

Under the terms of Articles 3 and 4 of the Protocol on the Privileges and Immunities of the European Union, the latter are exempt from all charges, taxes and duties, including value added tax; such charges may not therefore be included in the calculation of the price quoted. The amount of VAT is to be indicated separately.

Expenditure other than for fees and direct cost, such as estimated travel and subsistence expenses, must be indicated separately and is reimbursable on receipt by the Commission of original supporting documentation, to include receipted invoices, travel documents including tickets, boarding passes, etc.

Part A: Professional fees and direct costs

- Fees, expressed as the number of person-days multiplied by the unit price per working day for each expert proposed. The unit price should cover the experts' fees and administrative expenditure, but not the reimbursable expenses referred to below.
- Other direct costs (to be specified if any)
- Any translation costs

Part B: Reimbursable expenses

See annex III.2.2.1 of the contract. Travel expenses (other than local transport costs)²²

- Subsistence expenses of the Contractor and his staff (covering the expenditure incurred by experts on short-term trips outside their normal place of work)²³
- Expenses for the shipment of equipment or unaccompanied luggage, directly connected with performance of the tasks specified in Article I.1 of this Contract
- Contingencies

Total price = Part A + Part B = € 200,000.00 maximum.

11. Groupings of economic operators or consortia

Tenders can be submitted by groupings of service providers/suppliers who will not be required to adopt a particular legal form prior to the contract being awarded, but the consortium selected may be required to assume a given legal form when it has been awarded the contract if this change is necessary for proper performance of the contract²⁴. However, a grouping of economic operators must nominate one party to be responsible for the receipt and processing of payments for members of the grouping, for managing the service administration, and for coordination. The documents required and listed in the following points 12 and 13 must be supplied by every member of the grouping.

Each member of the grouping assumes a joint and several liability towards the Commission.

12. Exclusion criteria and supporting documents

1) Bidders must provide a declaration on their honour, duly signed and dated, that they are not in one of the situation referred to in Articles 93 and 94 a) of the Financial Regulation.

Those articles are as follows :

"Article 93 :

Applicants or tenderers shall be excluded 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;

²² Travel expenses will be reimbursed, where appropriate, on the basis of the shortest itinerary on production of original supporting documents, including receipts and used tickets, within the following limits (see Article II.7 "Reimbursements" of the draft contract): travel by air shall be reimbursed up to the maximum cost of an economy class ticket at the time of the reservation; travel by boat or rail shall be reimbursed up to the maximum cost of a first class ticket; travel by car shall be reimbursed at the rate of one first class rail ticket for the same journey and on the same day; travel outside Community territory shall be reimbursed under the general conditions stated above provided the Commission has given its prior written agreement.

²³ Agreed per diem rate are to be used for each Member State (see Annex III.2.2.1 of the contract).

²⁴ These entities can take the form of an entity with or without legal personality but offering sufficient protection of the Commission's contractual interests (depending on the Member State concerned, this may be, for example, a consortium or a temporary association).

The contract has to be signed by all members of the group, or by one of the members, which has been duly authorised by the other members of the grouping (a power of attorney or sufficient authorisation is to be attached to the contract), when the tenderers have not formed a legal entity.

- b) they have been convicted of an offence concerning their professional conduct by a judgement which has the force of res judicata;
- c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- d) they have not fulfilled 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 performed;
- e) they have been the subject of a judgement which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Unon's financial interests;
- f) they are currently subject to an administrative penalty referred to in Article 96(1)²⁵.

(...)

Article 94 :

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

- a) are subject to a conflict of interest;
- b) are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the procurement procedure or fail to supply this information;(...)"

2) The tenderer to whom the contract is to be awarded shall provide, within a time limit defined by the contracting authority and preceding the signature of the contract, the evidence referred to in Article 134 of the implementing Rules, confirming the declaration referred to in point 1 above.

Article 134 of the Implementing Rules – Evidence

§3. The contracting authority shall accept as satisfactory evidence that the candidate or tenderer to whom the contract is to be awarded is not in one of the situations described in point (a), (b) or (e) of Article 93(1) of the Financial Regulation, a recent extract from the judicial record or, failing that, an equivalent document recently issued by a judicial or administrative authority in the country of origin or provenance showing that those requirements are satisfied. The contracting authority shall accept, as satisfactory evidence that the candidate or tenderer is not in the situation described in point (d) of Article 93(1) of the Financial Regulation, a recent certificate issued by the competent authority of the State concerned.

Where the document or certificate is not issued in the country concerned, it may be replaced by a sworn or, failing that, a solemn statement made by the interested party before a judicial or administrative authority, a notary or a qualified professional body in his country of origin or provenance.

§4. Depending on the national legislation of the country in which the candidate or tenderer is established, the documents referred to in paragraph 3 shall relate to legal persons and/or natural persons including, where considered necessary by the contracting authority, company directors or any person with powers of representation, decision-making or control in relation to the candidate or tenderer.

See Annex II (which may be used as a checklist) for the supporting documents accepted by the European Commission to be provided by applicants, tenderers or tenderers to who the contract will be awarded.

3) The contracting authority may waive the obligation of a candidate or tenderer to submit the documentary evidence referred to in Article 134 of the Implementing Rules, if such evidence has already been submitted to it for the purposes of another procurement procedure launched by DG EMPL and provided that the issuing date of the documents does not exceed one year and that they are still valid.

In such a case, the candidate or tenderer shall declare on his honour that the documentary evidence has already been provided in a previous procurement procedure and confirm that no changes in his situation have occurred.

²⁵ "Article 96(1): The contracting authority may impose administrative or financial penalties on the following:

(a) candidates or tenderers in the cases referred to in point (b) of Article 94;

(b) contractors who have been declared to be in serious breach of their obligations under contracts covered by the budget.

(...)"

13. **Selection criteria**

a) Economic and financial capacity:

Tenderers must provide sufficient information to satisfy the Commission of their financial standing and more particularly that they have the necessary resources and financial means to carry out the work that is the subject of the tender and that the tenderer is viable for the duration of the contract.

In order for the Commission to determine the sound economic and financial capacity of an undertaking to execute this contract, the following three documents should be provided:

- A statement of the tenderer's overall turnover and turnover in respect of services to which the contract relates for the previous three financial years; the overall turnover over the last year must be at least twice the value of the contract, i.e. € 400,000.00
- A bank declaration providing evidence of sound financial standing
- Accounts - balance sheets and profit and loss accounts – for the last two financial years, for which accounts have been closed, certified by an external audit, if required by national law

If, for some exceptional reason which the contracting authority considers justified, the tenderer or candidate is unable to provide the references requested by the contracting authority, he may prove his economic and financial capacity by any other means which the contracting authority considers appropriate.

b) Technical capacity:

Educational and professional qualifications of the service provider will be substantiated by providing:

- Detailed CVs of all members of the study team responsible for providing the service
- A list of the principal services or studies provided in the relevant policy domain over the past three years
- Solid experience of analysis in labour economics, labour market policies and institutions, and activation policies and institutions in particular including the theoretical and empirical aspects, as attested by the CVs and related documentation of the experts proposed;
- Good experience in labour market policies and labour markets in emerging economies, and more specifically in China, Brazil and India, as attested by the CVs and related documentation of the experts proposed;
- Language skills sufficient to execute the tasks efficiently. The Contractor should demonstrate solid linguistic capability covering at least the three working languages of the Commission (English, German and French) and should ensure that the project contains provision for interpretation and translation if this is considered necessary by the Contractor. The working language for the execution of this contract will be English. The contractor should demonstrate full written and oral proficiency in English;
- A list of co-ordinators and experts to be used for the study, together with their CVs and qualifications and professional capacities;
- A declaration by the co-ordinator certifying the competence of the team to carry out the project study, including professional and linguistic capabilities.

14. **Award criteria**

The contract will be awarded to the bid offering the best price/quality ratio, taking account of the following criteria:

Approach (25 %)

- Demonstration of understanding of the nature of the study, contexts and results to be achieved.

Methodology (50 %)

- Methods for conducting the study (15%)
- System for data collection and action provided to possibly supplement the sources of information available (15%)
- Methods for processing information and interpretation of quantitative data and qualitative information (10%)
- Methods for the feedback of the study results and recommendations (10%)

Work Organisation (25 %)

- Detailed project management (10%)
- Work plan with resources allocation (workdays, number of persons), milestones, deadlines and assigned responsibilities, critical path analysis (10%).
- Structure of team and relationship to tasks, in particular taking into consideration the specific focus of the study on China, Brazil and India (5%)

Please note that the Contract will not be awarded to any bid that receives less than 70% in the award criteria.

The points total will then be divided by the price, with the highest-scoring bid being chosen.

15. Content and presentation of bids

The tenderer must provide all the information and documents necessary to enable the Commission to conduct an appraisal of the offer on the basis of the selection and the award criteria (see points 13 and 14 above) and taking account of the exclusion criteria (see point 12 above).

Tenders must be presented in three parts:

- Part I: Containing all administrative information;
- Part II: containing the technical content of the bid
- Part III: containing the financial part of the bid

16. Content of bids

Tenders must include:

- all information and documents necessary to enable the Commission to appraise the bid on the basis of the selection and award criteria (see points 13 and 14 above);
- a bank ID form duly completed and signed by the bank;
- a "legal entity" form duly completed;
- the price;
- the detailed CVs of the proposed experts;
- the name and function of the contractor's legal representative (i.e. the person authorised to act on behalf of the contractor in any legal dealings with third parties);
- proof of eligibility: tenderers must indicate the State in which they have their registered office or are established, providing the necessary supporting documents in accordance with their national law.

17. Presentation of bids

Bids must be submitted in triplicate (i.e. one original and two copies).

They must include all the information required by the Commission (see points 10, 11, 12 and 13 above).

They must be clear and concise.

They must be signed by the legal representative²⁶.

They must be submitted in accordance with the specific requirements of the invitation to tender, within the deadlines laid down.

Regarding the presentation of the bid, it is recommended to:

- Print the documents double-sided, where possible;
- Use only 2-hole folders (please do not bind or glue).

²⁶ The signature of the tenderer's authorised representative or representatives (preferably in blue ink) on the administrative identification form (Annex III) will be considered as the signature of the tender; binding the single tenderer or the group of partners to the terms included in the tender:

18. Validity of the tender

Period of validity of the tender shall be six months from the closing date for submission of the tender:

19. No obligation to award the contract

Initiation of a tendering procedure imposes no obligation on the Commission to award the contract. Should the invitation to tender cover several items or lots, the Commission reserves the right to award a contract for only some of them. The Commission shall not be liable for any compensation with respect to tenderers whose tenders have not been accepted. Nor shall it be so liable if it decides not to award the contract.

20. Disclaimer

The following sentence is to be prominently displayed on the cover of each working paper and the final report of the study: The disclaimer should also be incorporated into the introduction of each working paper and final report:

<p style="text-align: center;">The opinions expressed on this study are those of the authors and do not necessarily reflect the views of the European Commission</p>

Annexes:

Annex I: Overview of the Progress Performance Measurement Framework

Annex II: Articles 93 & 94 of the Financial Regulation (exclusion criteria)

Annex III: Declaration on honour regarding articles 93 & 94 of the Financial Regulation (exclusion criteria)

Annex IV: Letter of intent for subcontractors (in case of subcontractors)

ANNEX I - OVERVIEW OF PROGRESS PERFORMANCE MEASUREMENT FRAMEWORK

PROGRESS Ultimate Outcome

Member States implement laws, policies and practices in a manner that contributes to the desired outcomes of the Social Agenda

PROGRESS works towards its ultimate outcome by helping strengthen the EU's support for Member States' efforts to create more and better jobs and to build a more cohesive society. PROGRESS seeks to contribute to (i) an **effective legal regime** in the EU in relation to the Social Agenda; (ii) **shared understanding** across the EU with regard to Social Agenda objectives; and (iii) **strong partnerships** working towards Social Agenda objectives.

In operational terms, support provided by PROGRESS facilitates (i) provision of analysis and policy advice; (ii) monitoring and reporting on the implementation of EU legislation and policies; (iii) policy transfer, learning and support among Member States; and (iv) relaying to decision-makers the views of the stakeholders and society at large.

Legal Regime

Outcome:

Compliance in Member States with EU law related to PROGRESS areas.

Performance Indicators

1. Transposition rate of EU law on matters related to PROGRESS policy areas
2. Effectiveness of application in Member States of EU law on matters related to PROGRESS policy areas.
3. EU policies and legislation are grounded in thorough analysis of situation and responsive to conditions, needs and expectations in Member States in PROGRESS areas
4. Extent to which PROGRESS-supported policy advice feeds into the development and implementation of EU legislation and policies
5. Cross-cutting issues are addressed in PROGRESS policy sections
6. EU policies and legislation display a common underlying logic of intervention in relation to PROGRESS issues
7. Gender mainstreaming is systematically promoted in PROGRESS

Shared Understanding

Outcome:

Shared understanding and ownership among policy/decision-makers and stakeholders in Member States, and the Commission, of objectives related to PROGRESS policy areas.

Performance Indicators

1. Attitudes of decision-makers, key stakeholders and general public regarding EU objectives in PROGRESS policy areas
2. Extent to which national policy discourses or priorities reflect EU objectives
3. Extent to which principles of good governance (including minimum standards on consultation) are respected in policy debate
4. Extent to which the outcomes of policy debates feed into the development of EU law and policy.
5. Greater awareness of policy-and decision-makers, social partners, NGOs, networks regarding their rights/obligations in relation to PROGRESS policy areas
6. Greater awareness of policy-and decision-makers, social partners, NGOs, networks regarding EU objectives and policies in relation to PROGRESS policy areas

Strong Partnerships

Outcome:

Effective partnerships with national and pan-European stakeholders in support of outcomes related to PROGRESS policy areas.

Performance Indicators

1. Existence of common ground/consensus among policy and decision-makers and stakeholders on EU objectives and policies
2. Identification and involvement by the EU of key actors in a position to exert influence or change at EU and national levels
3. Effectiveness of partnerships in relation to outcomes related to PROGRESS policy areas.
4. Number of individuals served or reached by networks supported by PROGRESS.
5. Extent to which advocacy skills of PROGRESS-supported networks have improved
6. Satisfaction of EU and national authorities with the contribution of networks
7. Extent to which PROGRESS-supported networks take a cross-cutting approach

Annex II

Exclusion criteria (Article 93(1) FR)	Supporting documents to be provided by applicants, tenderers or tenderers to who the contract will be awarded	
	Procurement (Article 93(2) FR; Article 134 IR)	
1. Exclusion from a procurement procedure, Article 93(1) FR : « Candidates or tenderers shall be excluded from participation in a procurement procedure if:		
1.1. (subparagraph 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 ¹ ;	Recent extract from the judicial record or recent equivalent document issued by a judicial or administrative authority in the country of origin or provenance or Where no such certificate is issued in the country concerned : sworn or, failing that, a solemn statement made by the interested party before a judicial or administrative authority, a notary or a qualified professional body in his country of origin or provenance	
1.2. (subparagraph b) they have been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata ² ;	<i>Cf. supporting documents for Article 93(1)(a) FR above</i>	

¹ See also Article 134(4) IR : Depending on the national legislation of the country in which the candidate or tenderer is established, the documents referred to in paragraphs 1 and 3 shall relate to legal persons and/or natural persons including, where considered necessary by the contracting authority, company directors or any person with powers of representation, decision-making or control in relation to the candidate or tenderer .

² Cf. footnote n° 1.

Exclusion criteria (Article 93(1) FR)	Supporting documents to be provided by applicants, tenderers or tenderers to who the contract will be awarded	
	Procurement (Article 93(2) FR; Article 134 IR)	
1.3. (subparagraph c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;	<i>Declaration by the candidate or tenderer that he is not in the situation described</i>	
1.4. (subparagraph d) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed ³ ;	Recent certificate issued by the competent authority of the State concerned confirming that the candidate is not in the situation described or Where no such certificate is issued in the country concerned : sworn or, failing that, a solemn statement made by the interested party before a judicial or administrative authority, a notary or a qualified professional body in his country of origin or provenance	
1.5. (subparagraph e) they have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Union's financial interests ⁴ ;	<i>Cf. supporting documents for Article 93(1)(a) FR above</i>	
1.6. (subparagraph f) they are currently subject to an administrative penalty referred to in Article 96(1) ⁵ . »	<i>Declaration by the candidate or tenderer that he is not in the situation described</i>	

³ Cf. footnote n°1.

⁴ Cf. footnote n° 1.

⁵ Article 96(1) FR: The contracting authority may impose administrative or financial penalties on the following:

(a) candidates or tenderers in the cases referred to in point (b) of Article 94;

(b) contractors who have been declared to be in serious breach of their obligations under contracts covered by the budget.

Exclusion criteria (Article 94 FR)	Supporting documents to be provided by applicants, tenderers or tenderers to who the contract will be awarded	
	Procurement	Grants
2. Exclusion from a procurement or grant award procedure Article 94 FR : « Contracts may not be awarded to candidates or tenderers who, during the procurement procedure:		
2.1. (subparagraph a) are subject to a conflict of interest;	Statement by the applicant, tenderer or bidder confirming the absence of conflict of interests, to be submitted with the application, bid or proposal	
2.2. (subparagraph b) are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the contract procedure or fail to supply this information» ⁶ .	No specific supporting documents to be supplied by the applicant, tenderer or bidder It is the responsibility of the authorising officer, represented by the evaluation committee, to check that the information submitted is complete ⁷ and to identify any misrepresentation	

6 Cf. Article 146(3) of the FR Implementing Rules: « ...the evaluation committee or the contracting authority may ask candidates or tenderers to supply additional material or to clarify the supporting documents submitted in connection with the exclusion and selection criteria, within the time limit it specifies. » and Article 178(2) of the FR Implementing Rules: « The evaluation committee or, where appropriate, the authorising officer responsible may ask an applicant to provide additional information or to clarify the supporting documents submitted in connection with the application, in particular in the case of obvious clerical errors »

7 Cf. footnote n°1

ANNEX III: DECLARATION OF HONOUR WITH RESPECT TO THE EXCLUSION CRITERIA AND ABSENCE OF CONFLICT OF INTEREST

The undersigned [name of the signatory of this form, to be completed]:

- in his/her own name* (if the economic operator is a natural person)

or

- representing* (if the economic operator is a legal person and the declaration is signed by a director or person with powers of representation)

official name in full:

official legal form:

official address in full:

VAT registration number:

declares that he/she / the company or organisation that he/she represents:

- a) is not bankrupt or being wound up, is not having its affairs administered by the courts, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning those matters, and is not in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) has not been convicted of an offence concerning professional conduct by a judgment which has the force of *res judicata*;
- c) has not been guilty of grave professional misconduct proven by any means which the contracting authorities can justify;
- d) has fulfilled all its obligations relating to the payment of social security contributions and the payment of taxes in accordance with the legal provisions of the country in which it is established, with those of the country of the contracting authority and those of the country where the contract is to be carried out;
- e) has not 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 Union's financial interests;
- f) is not a subject of the administrative penalty for being guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the procurement procedure or failing to supply an information, or being declared to be in serious breach of his obligation under contract covered by the budget.

In addition, the undersigned declares on their honour:

- g) they have no conflict of interest in connection with the contract; a conflict of interest could arise in particular as a result of economic interests, political or national affinities, family or emotional ties or any other relevant connection or shared interest;
- h) they will inform the contracting authority, without delay, of any situation considered a conflict of interest or which could give rise to a conflict of interest;
- i) they have not made and will not make any offer of any type whatsoever from which an advantage can be derived under the contract;
- j) 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 award of the contract.

- k) that the information provided to the Commission within the context of this invitation to tender is accurate, sincere and complete.
- l) that in case of award of contract, they shall provide the evidence that they are not in any of the situations described in points a, b, d, e above¹.

For situations described in (a), (b) and (e), production of a recent extract from the judicial record is required or, failing that, a recent equivalent document issued by a judicial or administrative authority in the country of origin or provenance showing that those requirements are satisfied. Where the Tenderer is a legal person and the national legislation of the country in which the Tenderer is established does not allow the provision of such documents for legal persons, the documents should be provided for natural persons, such as the company directors or any person with powers of representation, decision making or control in relation to the Tenderer.

For the situation described in point (d) above, recent certificates or letters issued by the competent authorities of the State concerned are required. These documents must provide evidence covering all taxes and social security contributions for which the Tenderer is liable, including for example, VAT, income tax (natural persons only), company tax (legal persons only) and social security contributions.

For any of the situations (a), (b), (d) or (e), where any document described in two paragraphs above is not issued in the country concerned, it may be replaced by a sworn or, failing that, a solemn statement made by the interested party before a judicial or administrative authority, a notary or a qualified professional body in his country of origin or provenance.]

By signing this form, the undersigned acknowledges that they have been acquainted with the administrative and financial penalties described under art 133 and 134 b of the Implementing Rules (Commission Regulation 2342/2002 of 23/12/02), which may be applied if any of the declarations or information provided prove to be false.

Full name

Date

Signature

¹ Mandatory for contracts of value above €125 000 only (see art. 134(2) of the Implementing Rules). The contracting authority can nevertheless request such evidence for contracts with a lower value.

ANNEX IV: LETTER OF INTENT FOR SUB-CONTRACTORS

The undersigned:

Name of the company/organisation:

Address:

Declares hereby that, in case the contract is awarded to [name of the tenderer], the company/organisation that he/she represents, intends to collaborate in the execution of the tasks subject to this call for tender, in accordance with the tender specifications and the tender to which the present form is annexed, and is available to carry out its part of the tasks during the period foreseen for the execution of the contract.

Place and date:

Name (in capital letters) and signature: