

SPECIFICATIONS
To Invitation to Tender ECFIN/E/2007/22

Study on the efficiency and effectiveness of public spending on tertiary education

These specifications follow the publication of the contract notice in OJEU [2007/S 194-235356](#) dated 09 October 2007

- Part 1: Technical description
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PART I : TECHNICAL DESCRIPTION

1. Nature of the contract

The European Commission (awarding authority) wishes to sign a service contract for a study identifying the potential efficiency gains in the provision of tertiary education, in particular in terms of "value for money", as well as measures to improve efficiency and effectiveness of public spending on tertiary education in EU Member States. This analysis should take place against the background of the aim to improve the quality of public finances in the view of a smoother adjustment and higher growth of EU economies.

2. Background

The main role of the Directorate General for Economic and Financial Affairs (DG ECFIN) is to foster the success of Economic and Monetary Union both inside and outside the European Union. This includes the provision of economic analysis and evaluation in support of Community policies and priorities in general. Among other tasks, DG ECFIN participates in the Member States' economic policy coordination, including the monitoring of their budgetary policies, public finances and the development of economic framework conditions, conducive to growth and job creation.

Skilled human capital is a key driver of growth in developed countries and its importance has been recognised by the Heads of States and Government of the European Union. In March 2000, the conclusions of the Lisbon European Council stressed that learning is a key component for the development of the European economy. The revised Lisbon strategy of 2005 confirmed that "knowledge accumulated through investment in R&D, innovation and education is a key driver of long-run growth". Concerning education, the Integrated Guidelines took this into account in the recommendations 7 ("Modernising the management of research institutions and universities"), 23 ("Expand and improve investment in human capital.") and 24 ("Adapt education and training systems in response to new competence requirements").

Traditionally, the European education systems, including tertiary education, are mainly financed by public means. The public expenditures on education represent a high (5.2%) and increasing share of GDP in the EU. However, available cross-country evidence (OECD¹, ECB², IMF³, etc.) concerning primary and secondary education, reveals only a weak correlation between resource availability and pupil performance. Concerning tertiary education, various studies (e.g. OECD⁴) state that the European universities are seriously under-funded and are not designed to respond to labour market dynamics of global economies. However, funding structures and policies vary widely among Member States. Various sources of funds are available to finance tertiary education, including public funding (either European or national), tuition fees and research awards.

¹ OECD (2007), "Public spending efficiency: institutional indicators in primary and secondary education", *Economic Department Working Paper No 543*

² Afonso, A., St. Aubyn, M. (2006), "Cross-country efficiency of secondary education provision: A semi-parametric analysis with non-discretionary inputs", *Economic Modelling* 23 (3), pp.476ff. Afonso, A., St. Aubyn, M. (2005), "Non-parametric Approaches to educational and Health expenditures efficiency in OECD countries", *Journal of Applied Economics* 8(2), pp.227ff

³ IMF (2007), "Budget rigidity and Expenditure efficiency in Slovenia", *IMF Working Paper WP/07/131*, June 2007

⁴ Boarini, R.; Martins, J.; Strauss, H.; de la Maisonnette, C.; Nicoletti, G. (2007), "Investment in tertiary education: Main determinants and implications for policy", *CESifo Economic studies*, forthcoming

The Ecofin Council of January 2006 and June 2007 stressed the importance of further improving efficiency and effectiveness in order to enhance the quality of public finances. Increasing the efficiency and effectiveness of public education spending is essential for several reasons. First, it can contribute to increase the leverage effect of such expenditures on productivity and growth. Second, it can help to combine the fiscal discipline requested by the Stability and Growth Pact with the structural reform agenda of Lisbon. Third, it can help to cope with increased pressures faced by governments on their budgets, which result mainly from demographic trends and globalisation.

In recent years more and more empirical research on efficiency of education systems has been done. However, cross-country studies on the efficiency of public spending in the area of education mainly focus on the primary and secondary education system, whereas little is known about the efficiency and effectiveness of spending on tertiary education. Studies on tertiary education, if available, concentrate on the returns to various types of investment in higher education. Such studies highlight that the private returns on investment on tertiary education are higher than various other types of investment (de la Fuente et al. (2006)⁵, OECD (2007)⁶, etc.) and therefore opt for more private funding (tuition fees) of tertiary education.

3. Objectives

The overall objective of the study is to carry out analyses of the efficiency and effectiveness of public spending on tertiary education in order to be able to draw conclusions and recommendations in the context of the EU multilateral surveillance processes, in particular the Lisbon Strategy for Growth and Jobs and the Stability- and Growth Pact (SGP). This requires an analytical framework to (i) measure the cross-country differences in spending on tertiary education and its outcome; (ii) assess the efficiency and effectiveness of public spending on tertiary education and (iii) identify the key drivers of efficiency and effectiveness.

In particular, the contractor(s) will have to

- i) develop a tool allowing to measure and make a comparison of the EU-27 Member States (including the euro area (EA)) inputs and outputs in the area of tertiary education. In particular it has to take into account the multiple outputs (e.g. research, teaching) of tertiary education. This data should be confronted with the economic development of the EU (EA) Member States, e.g. productivity growth.
- ii) assess the efficiency and effectiveness levels, taking into account various input (quality of secondary education, public funding for teaching and research in general, contributions of students, etc) and output factors (number of graduates, duration of studies, fields of graduates, publications, research awards, etc.) as well as exogenous factors (functioning of the financial market, Bologna Process, tax burden on labour, etc.). Different techniques to measure efficiency have to be applied (parametric estimations and non-parametric methods).

⁵ De la Fuente, A., Jimeno, J. (2006), "The private and fiscal returns to schooling: A general framework and some results for EU countries, Paper presented at the Symposium Learning matters organised by the European Commission (DG EAC), June 2007

⁶ Boarini, R.; Martins, J.; Strauss, H.; de la Maisonnette, C.; Nicoletti, G. (2007), "Investment in tertiary education: Main determinants and implications for policy", *CESifo Economic studies, forthcoming*

- iii) discuss appropriate measures to improve efficiency and effectiveness of public spending on tertiary education for the EU-27 (EA) Member States from a "quality of public finances" perspective, including budgetary constraints in line with the SGP.

The report will be divided into four parts:

- (1) **First part:** The objective of the first part is to develop the concepts and methodology to be used in order to establish a comparison of the EU-27 (EA) Member States according to their efficiency levels and to analyse the determinants of the efficiency performance of the Member States. This includes a definition of the concept of efficiency and effectiveness of public spending on tertiary education and, in particular, a comprehensive discussion of appropriate input and output indicators of tertiary education policies. The indicators should be based on data which reflect the specific characteristics of the education systems in the EU Member States in a proper way, in particular the multi-various outputs of tertiary education.
- (2) **Second part:** By means of appropriate estimation techniques and relevant control variables, the second part of the report will assess the efficiency of public spending on tertiary education in the EU (EA) Member States. The analyses have to give consideration especially to the multiple inputs and outputs (see (i) and (ii) above), including quality adjustments. An analysis of the evolution of the efficiency performance over time will also be made, with the attempt to disentangle efficiency and technological change.
- (3) **Third part:** The objective of the third part will be to identify and assess the effectiveness of public spending on tertiary education. This includes as a first step an explanation by means of suitable quantitative and qualitative methods of the differences in effectiveness levels among countries in relation to exogenous factors (non-discretionary/environment factors). Exogenous factors could include relevant factors identified in the latest research done on education systems (role of autonomy of universities, performance of pupils, bologna Process, etc.), overall framework conditions (financial market, fiscal framework, contractual status of university staff, etc.) and country characteristics (distance to the global technological frontier). As a second step, we are particular interested in the link between investment in tertiary education and economic development (TFP growth, Labour Market conditions, FDI flows, etc.).
- (4) **Fourth part:** Finally, the last part of the study should discuss appropriate measures to increase efficiency and effectiveness of public spending on tertiary education. The identification of key determinants that enhance efficiency and effectiveness should allow drawing conclusions on appropriate measures to be taken to enhance efficiency in the short-, medium- and long term. For example, conditions should be identified which maximise the impact of tertiary education on productivity. This chapter could include specific country practices, if cases of "best practice" can be identified.

4. Scope

The study will be based mainly on readily available data sources⁷. The contractor(s) should in all cases verify the suitability of the information and data for modelling purposes. The contractor(s) should realise that the construction of variables based on qualitative or quantitative information is an essential part of the exercise. For that purpose the contractor(s) can collect additional information.

The study will cover all the EU-27 Member States and possibly other relevant economies. A particular attention will be given to Euro area (EA) Member States. Different (public) funding schemes (grants, lump sum payments, performance based funding, transfers to households, etc.) should be given specific consideration.

The study should take into account both EU (Bologna Process, ERA, Research Framework Programme) and national public policy schemes (link between research and teaching at university, composition of faculties, etc.) and also investigate the degree of potential synergies between them.

The study should, as far as possible, differentiate the impact on efficiency and effectiveness across countries and across universities and colleges, taking into account their different composition (faculties, mix of teaching and research).

5. Indicative methodology

In all stages the contractor(s) should apply the following general guidelines. The analysis should:

- Focus on analysing the efficiency and effectiveness of the public spending on tertiary education against the background of the given framework conditions, using adequate econometric techniques and other economic modeling techniques;
- Test the significance of the models;
- Provide quantitative estimates of the effects of the policy measures investigated;
- Discuss the sensitivity of the results vis-à-vis the chosen data;
- Discuss the robustness of the results obtained.

6. Deliverables

The physical and intellectual products generated by the contractor's assignment will remain the property of the Commission. The contractor undertakes not to use these products outside this assignment without the written agreement of the Directorate-General for Economic and Financial Affairs (DG ECFIN). Any physical material that must be delivered by the contractor to the Commission, including the six paper copies of the final report, should be sent to the following address:

EUROPEAN COMMISSION
Directorate-General for Economic and Financial Affairs
DG ECFIN-E Structural Reforms and Lisbon Strategy. Economic Evaluation
To the attention of Ms. Fabienne Ilzkovitz, Unit E.2
BU1 2/174
B-1049 Brussels
Fabienne.Ilzkovitz@ec.europa.eu

⁷ The contractor(s) has to provide the data required to conduct this study.

The work carried out by the contractor in performance of the contract will be the subject of the following deliverables, which should be provided in the English language.

- **A 1st interim report** will include a fully-fledged analysis of point (1) and describe in detail the work foreseen in accordance with points (2) to (3) above. This interim report must be submitted electronically no later than 2 months after signature of the contract. After the submission of the 1st interim report, a meeting between representatives of the contractor(s) and the European Commission will be held in Brussels to discuss it. It is also expected that the contractor(s) present the interim report in the EPC (Economic Policy Committee) Working Group Quality of Public Finances in February. Within 30 days of receipt of the first interim report the European Commission will either inform the Contractor in writing that it accepts the report, accepts the report on condition that its remarks be integrated in second interim report, or ask for a revision within 30 days of the first interim report on the basis of its comments.
- **A 2nd interim report** will describe the work carried out in accordance with points (1) to (3) above and will contain the first results of the analysis of efficiency and effectiveness. A draft of this report must be submitted electronically no later than 8 months after signature of the contract.. A meeting between representatives of the contractor(s) and the European Commission will be held in Brussels to discuss the report. Within 30 days of receipt of the second interim report the European Commission will either inform the Contractor in writing that it accepts the report, accepts the report on condition that its remarks be integrated in final report, or ask for a revision within 30 days of the second interim report on the basis of its comments
- The **final report** will present in full the results of all parts of the study (points (1) to (4) above). A draft of the final report must be submitted to the European Commission no later than 10 months after the signature of the contract. Within 30 days of receipt of the draft final report, the European Commission will either inform the contractor(s) in writing that it accepts the draft or send its comments. Within 30 days of receiving any such comments, the contractor shall send the final report to the European Commission in 6 paper copies and in electronic form (MS Office Word 2003 compatible). The Contractor will also send to the Commission the complete dataset compiled for the purpose of the study (in MS Excel™ format)⁸. After the submission of the final report, the contractor(s) will present the results at a workshop organised by the European Commission in Brussels or at the EPC Working Group Quality of Public Finances.

The contractor(s) will be expected to pay the expenses incurred in attending the meetings/workshops/working groups.

The European Commission expects the contractor(s) to adhere to the highest scientific and professional standards in there report. In particular, the methodology and the techniques used to meet the requirements of the study shall derive from accepted standards of the profession. The reports should contain clear objectives and means deployed to reach those objectives. The reports shall in addition be original in its content and/or findings and represent a contribution with value-added compared to existing materials. The European Commission retains the right to refuse a study that does not meet those standards.

⁸ This does not apply to data which cannot be transmitted due to the confidentiality reasons.

7. Indicative table for the work

Starting date of the contract and duration of the tasks

The contract is due to be signed during the fourth quarter of 2007.

The duration of the tasks shall be 12 months.

The execution of the tasks may not start before the contract has been signed. The period of execution of the tasks may be extended, only with the written agreement of the contracting parties, before the end of the period originally stated in the contract.

8. Place of performance

The place of performance of the tasks shall be the Contractor's premises or any other place indicated in the tender, with the exception of the Commission's premises.

PART II : ADMINISTRATIVE DETAILS

1. General terms and conditions for the submission of tenders

- Submission of a tender implies that the Contractor accepts all the terms and conditions set out in these specifications (including the annexes) and waives all other terms of business.
- Submission of a tender binds the Contractor to whom the contract is awarded during performance of the Contract.
- Changes to tenders will be accepted only if they are received on or before the final date set for the receipt of tenders.
- Expenses incurred in respect of the preparation and presentation of tenders cannot be refunded.
- No information of any kind will be given on the state of progress with regard to the evaluation of tenders.
- Once the Commission has accepted the tender, it shall become the property of the Commission and the Commission shall treat it confidentially.
- The protocol on the Privileges and Immunities or, where appropriate, the Vienna Convention of 24 April 1963 on Consular Relations shall apply to this invitation to tender.

2. No obligation to award the Contract

- Fulfilment of adjudication or invitation to tender procedure shall not involve the Commission in any obligation to award the contract
- The Commission shall not be liable for any compensation with respect to tenderers whose tenders have not been accepted. Nor shall it be liable in the event of its deciding not to award the contract

3. Joint tenders

When a partnership or a consortium is envisaged three cases can arise:

1. The offer originates from a consortium already formally set up as a separate and legal entity able to submit its statutes, mode of operation, technical and financial capacity, such as result from the contributions of its various members. It is such a consortium that will bear the technical and financial responsibility for the contract and will present the requested financial guarantee.
2. The offer originates from companies not yet having created a consortium as a separate legal entity but planning to constitute one as referred to in item 1, if their joint offer is accepted. In such a situation, the Tenderer will have to provide the legal form, the envisaged draft statutes and mode of operation of the consortium, the various technical and financial contributions as well as the guarantees envisaged.
3. The offer originates from companies not wishing to constitute formally a consortium as a separate legal entity and thus constituting effectively an association. In such a case, the offer will be submitted in the form of subcontracting (cf. 4), in which case one of the companies shall assume the total responsibility for the offer. This company

will sign the contract in its name, the other companies then being regarded as subcontractors of the first.

In all cases of joint tenders, the information required below under point 6.1 “Administrative information” and under Part 3, point 1 “Information for assessment of exclusion criteria” and point 2 “Information for assessment of selection criteria” must be provided for all members participating in the tender.

4. Subcontractors

- Where, in a bid, the amount of the services executed by a subcontractor is equal to or exceeds 20% of the contract, the subcontractor must provide all the necessary documents for assessing the bid as a whole with regard to the exclusion criteria, selection criteria (as a whole) and award criteria. Where those services represent less than 20% of the contract, the subcontractor shall not be required to provide documents on her financial and economic capacity.
- The bid must clearly identify the subcontractor(s) and document their willingness to accept the tasks and their acceptance of the terms and conditions set out in 6 above.
- Tenderers must inform the subcontractor(s) that Article II.17 of the standard service contract will be applied to them.
- Once the contract has been signed, Article II.13 of the above-mentioned service contract shall govern the subcontracting.

5. Details of the contract

5.1 Terms of payment

Payments shall be made in accordance with Articles I.4. of the draft service contract (Part IV). The schedule and the procedure for the approval of payments and the documents to be submitted are described in Article I.4 of the draft service contract referred to above.

5.2 Contractual terms

In drawing up her bid, the tenderer should bear in mind the provisions of the standard contract attached to this invitation to tender (Part IV).

6. Content of the tender

All tenders must be presented in three sections

6.1 Administrative proposal

- the tenderer’s name and/or business name;
- a clear description of the tenderer’s legal form;
- address of the tenderer’s registered office;
- the tenderer’s telephone and fax numbers, e-mail address and where available, Internet address;

- the names of the legal representatives (directors,etc) of the tenderer, authorised to sign contracts with third parties on behalf of the organization;
- the tenderer's VAT number and trade-register entry number;
- a bank identification form filled in and signed by an authorised representative of the tenderer and her banker. (see attached in Annex 1)
- A legal entity form (see attached in Annex 2)
- A declaration of the candidate's eligibility; certifying that he/she is not in one of the situations listed in articles 93 and 94 of the Financial Regulation of the European Communities (Official Journal L 248 of 16/09/2002) (see attached Annex 3)
- Proof of Financial and Economic Capacity : documents listed in Part III – Point 2.1
- Proof of Technical and professional competence : documents listed in Part III – Point 2.2
- other substantiating documents if the candidate or tenderer cannot, for valid reasons, provide those indicated above.

6.2 Technical proposal

This section is of great importance in the assessment of the bids, the award of the contract and the future execution of any resulting contract. Some guidelines are given below, but attention is also drawn to the award criteria, which define those parts of the technical proposal to which the tenderers should pay particular attention. The technical proposal should address all matters laid down in the specifications and should include models, examples and solutions to problems raised in the specifications. The level of detail of the tender will be extremely important for the evaluation of the tender. Tenderers must include in their bids the technical specifications set out in Part I, giving an answer to each of the points mentioned with regard to methodology, deadlines and organisation.

The technical proposal must meet the technical specifications set out below and provide, as a minimum, all the information needed for the purpose of awarding the contract.

6.3 Financial proposal

- **Prices must be quoted in Euro**, including for the countries which do not form part of the Euro zone. For the tenderers of the countries which do not form part of the Euro zone, the amount of the offer cannot be revised because of exchange rate movements. The choice of exchange rate belongs to the tenderer, who assumes the risks or opportunities associated with these exchange rate movements.
- The price must be fixed and not subject to revision, inclusive of all expenses.
- For your guidance, the maximum budget allocation to this study is fixed at **100,000 €**. Offers above this amount will not be considered.
- The price quotation must be signed by the tenderer or her duly authorised representative. (See annex 4)

- **Prices should be quoted free of all duties, taxes and other charges, i.e. also free of VAT**, as the Communities are exempt from such charges in the EU under Articles 3 and 4 of the Protocol on the Privileges and Immunities of the European Communities of 8 April 1965 (OJEC L 152 of 13 July 1967). Exemption is granted to the Commission by the governments of the Member States, either through refunds upon presentation of documentary evidence or by direct exemption.
- For those countries where national legislation provides an exemption by means of a reimbursement, the amount of VAT is to be shown separately. In case of doubts about the applicable VAT system, it is the tenderer's responsibility to contact her national authorities to clarify the way in which the European Community is exempt from VAT.

PART 3: ASSESSMENT AND AWARD OF A CONTRACT

The assessment will be based on each tenderer's bid.

All the information will be assessed in the light of the criteria set out in these specifications. The procedure for the award of the contract, which will concern only admissible bids, will be carried out in three successive stages. Only bids meeting the requirements of stage one will be examined in the following stage.

The aim of each of these stages is:

1. to check, in the first stage (exclusion criteria), whether tenderers can take part in the tendering procedure and, where applicable, be awarded the contract (see annex 3);
2. to check, in the second stage (selection criteria), the technical and professional capacity as well as the economic and financial capacity of each tenderer who has passed the exclusion stage (see Part III, point 13 – selection criteria);
3. to assess on the basis of the award criteria each bid which has passed the exclusion and selection stages (see Part III, point 14 - Award criteria).

In the case of consortia, the exclusion, selection and award criteria will be applicable to all the members of the consortium. The same principle will also be applied in the case that there are sub-contractors.

The bid must clearly identify the subcontractors and document their willingness to accept the task and thus acceptance of the terms and conditions set out in point 5.

Tenderers must inform the subcontractors that Article II.17 of the standard service contract will be applied to them.

Once the contract has been signed, Article II.13 of the above mentioned service contract shall govern subcontractors.

1. Exclusion criteria

Tenderers falling within one or more of the following categories will automatically be excluded from the tendering procedure.

Tenders will not be considered if the candidates are in any of the following situations:⁹

- (a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- (b) they have been convicted of an offence concerning their professional conduct by a judgment which has the force of *res judicata*;

⁹ In compliance with articles 93 and 94 of the Financial Regulation applicable to the general budget of the European Communities.

- (c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- (d) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- (e) they have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- (f) following another procurement procedure or grant award procedure financed by the Community budget, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations;
- (g) they are faced with a conflict of interest;
- (h) they have been guilty of misrepresentation in supplying the information required or have failed to supply this information.

Tenderers must **provide a declaration on honour** that they are not in one of the above-mentioned situations (fill in and sign the form in Annex 3). By completing this form, tenderers:

- state whether or not they are in one or more of the situations described in the form; and,
- undertake to submit to the Commission any document relating to the exclusion criteria that the Commission may see fit to request.

2. Selection criteria

Only the tenders fulfilling all the selection criteria will be examined in the light of the award criteria.

This part of the tender concerns the criteria and documents relating to the technical and professional capacity and economic and financial capacity of the service provider(s) involved in the bid. It should also contain any other document that the tenderer(s) wish(es) to include by way of clarification.

If several service providers are involved in the bid, each of them must have and show that they have a) the professional and technical capacity to perform the tasks assigned to them in the tender, and b) the required economic and financial capacity.

This rule applies to all service providers, regardless of the percentage of tasks they intend to execute, once they have chosen to be tenderers.

However, if the tender includes subcontractors whose tasks represents less than 20% of the contract, those subcontractors are not obliged to provide evidence of their economic and financial capacity.

2.1. Financial and Economic capacity

All tenderers (and subcontractors whose tasks are equal to or exceed 20 % of the contract) must provide proof of economic and financial capacity by presenting the following:

- financial statements for the past 3 financial year,
- declaration concerning the sales turnover related to the field associated with the invitation to tender during the past 3 exercise,

If, for some exceptional reason which the Commission considers justified, a tenderer is unable to provide one or other of the above documents, he may prove his economic and financial capacity by any other document which the Commission considers appropriate. In any case, the Commission must at least be notified of the exceptional reason and its justification in the tender. The Commission reserves the right to request any other document enabling it to verify the tenderer's economic and financial capacity.

2.2. Technical and professional capacity

The ability of service providers to perform services will be assessed in particular with regard to their know-how, efficiency, experience and reliability.

Evidence of the technical and professional capacity of the providers involved in the tender will be furnished on the basis of documents certifying the following (see also Part II, point 6.1.):

- 1) The team to conduct the analysis should consist of at least one person with a university degree in economics or statistics and with at least 5 years or more of professional experience in conducting economic analysis in one or more of the following fields: Public Finances, Education Economics, econometric models. The team leader should have professional experience in managing project of similar scale as this call for tender.
- 2) The candidate's technical and professional capacity of producing high quality reports on economic issues in the English language;

The technical and professional competence will be substantiated by providing:

- CVs of the members of the team who will carry out the study
- Publication records of the members of the team - and if relevant of the subcontractors - regarding the aforementioned area of expertise

By submitting a tender, each service provider involved therein accepts the possibility of a check being carried out by the Commission on his technical capacities and, if necessary, on his study and research facilities and quality control measures.

In addition, all tenderers are informed that they may be asked to prove that they are authorised to perform the contract under national law, as evidenced by inclusion in a professional or trade register or a sworn declaration or certificate, membership of a specific organisation, express authorisation, or entry in the VAT register.

Tenderers' attention is drawn to the fact that any total or partial omission of information for which one or more service providers involved in the tender are responsible may lead the Commission to exclude the tender from the rest of the procedure.

3. Award criteria

Subject to the provisions of these terms of reference, the contract will be awarded in favour of the economically most advantageous offer on the basis of the following award criteria:

A. the Technical Score

1. Quality of the team proposed by the tenderer to conduct the study (30 points)
 - Professional experience in the field of the study;
 - Credentials in economic, econometric or statistical analysis;
 - Publication records in refereed economic journals in the fields listed or in related topics;
2. Initial description of the concept and of the analysis of efficiency and effectiveness, in particular in the context of tertiary education (20 points);
3. Quality of data the authors intend to exploit in order to investigate the questions raised (25 points);
4. Quality of the methodology the authors intend to use to carry out the study, with regards to its objectives as described in Part I. (25 points).

B. the Price

Having examined the tenders from a technical point of view, the evaluation committee will proceed considering which is the economically most advantageous offer taking into account **only those tenders that have obtained at least a technical score of 60 points.**

The evaluation committee will then proceed with the financial comparison of the tenders retained for further consideration according to the following procedure.

The retained tender with the lowest total price receives a financial score equal to the highest score received for the technical award criteria. The other retained tenders are awarded points by means of the following formula:

$$\text{Financial score} = (\text{lowest total price} / \text{total price of the tender being considered}) \times (\text{highest score in the technical award criteria})$$

The most economically advantageous tender is established by means of the computation of a final score according to the following formula:

$$\text{Final score} = (\text{Technical score}) + (80\% \text{ of Financial Score})$$

Since assessment of the tenders will focus on the quality of the proposed services, tenders should elaborate on all points addressed by these specifications in order to score as many points as possible. The mere repetition of mandatory requirements set out in these specifications, without going into details or without giving any added value, will only result in a very low score. In addition, if certain essential points of these specifications are not expressly covered by the tender, the Commission may decide to give a zero mark for the relevant qualitative award criteria.

4. Opening of the tenders

The tenders received will be opened on 19 November 2007 at 11:00 am in the Commission building at Avenue Beaulieu 1, room BU-1 3/139, B-1160 Brussels.

An authorised representative of each tenderer may attend the opening of the bids. Companies wishing to attend are requested to notify their intention by sending a fax or e-mail at least 48 hours in advance to:

Ms. Fabienne Ilzkovitz
Directorate General Economic and Financial Affairs
BU-1 2/174
B-1049 Brussels
ecfin-public-spending@ec.europa.eu
fax: (+32)-2-299.35.02

This notification must be signed by an authorised officer of the tenderer and specify the name of the person who will attend the opening of the bids on the tenderer's behalf.

5. Award committee

The process of awarding will take place in December 2007. An awarding committee is to be set up for this purpose.

6. Information for tenderers

The Commission will inform tenderers of decisions reached concerning the award of the contract, including the grounds for any decision not to award a contract or to recommence the procedure.

PART IV

DRAFT SERVICE CONTRACT Nr ECFIN-2007/

The European Community (hereinafter referred to as "the Community"), represented by the Commission of the European Communities, hereinafter referred to as "the Commission", which is represented for the purposes of the signature of this contract by Mr Jan Schmidt, Director of Structural Reforms and Economic Evaluation, Directorate General Economic and Financial Affairs,
of the one part,

and

[official name in full]
[*official legal form*]
[*statutory registration number*]
[official address in full]
[*VAT registration number*]

hereinafter referred to as "the Contractor", represented for the purposes of the signature of this contract by (name in full and function),
of the other part,

HAVE AGREED

the **Special Conditions** and the **General Conditions** below and the following Annexes

Annex I – Tender Specifications (Call for Tenders no. ECFIN/E/2007/022)

Annex II – Tender of the Contractor (no. [*complete*] of [*complete*])

which form an integral part of this contract (hereinafter referred to as “the Contract”).

The terms set out in the Special Conditions shall take precedence over those in the other parts of the Contract. The terms set out in the General Conditions shall take precedence over those in the Annexes. The terms set out in the Tender Specifications (Annex I) shall take precedence over those in the Tender (Annex II).

Subject to the above, the several instruments forming part of the Contract are to be taken as mutually explanatory. Ambiguities or discrepancies within or between such parts shall be explained or rectified by a written instruction issued by the Commission, subject to the rights of the Contractor under Article I.7 should he dispute any such instruction.

I – SPECIAL CONDITIONS

ARTICLE I.1 – SUBJECT

- I.1.1.** The subject of the contract is a **study on the efficiency and effectiveness of public spending on tertiary education.**
- I.1.2.** The objective of the study is to analyse the efficiency and effectiveness of public spending on tertiary education in accordance with the Tender Specifications annexed to the Contract (Annex I – Part 1 - point 3).
- I.1.3.** The Contractor shall execute the tasks assigned to him in accordance with the Tender Specifications annexed to the Contract (Annex I).

ARTICLE I.2 – DURATION

- I.2.1.** The Contract shall enter into force on the date on which it is signed by the last contracting party.
- I.2.2.** Execution of the tasks may under no circumstances begin before the date on which the Contract enters into force.
- I.2.3.** The duration of the tasks shall not exceed 12 months. This period and all other periods specified in the contract are calculated in calendar days. Execution of the tasks shall start from the date on which the contract is signed by the last contracting party. The period of execution of the tasks may be extended only with the express written agreement of the parties before such period elapses.

ARTICLE I.3 – CONTRACT PRICE

The total amount to be paid by the Commission under the Contract shall be EUR [amount in figures and in words] covering all tasks executed and costs incurred.

ARTICLE I.4 – PAYMENT PERIODS AND FORMALITIES

Payments under the Contract shall be made in accordance with Article II.4. Payments shall be executed only if the Contractor has fulfilled all his contractual obligations by the date on which the invoice is submitted. Payment requests may not be made if payments for previous periods have not been executed as a result of default or negligence on the part of the Contractor.

I.4.1. First interim payment:

The request for the first interim payment by the Contractor shall be admissible if accompanied by

- a first interim report in accordance with the instructions laid down in Annex I
- the relevant invoice

provided the report has been approved by the Commission.

On receipt of the first interim report (**submission no later than 2 months after signature of the contract**), the Commission shall have 30 days to approve, to approve under the condition of the integration of its remarks in the second interim report, or to ask for a review of the first interim report based on its comments.

Within 30 days of the date on which the report is approved in writing by the Commission, a first interim payment corresponding to (complete amount in figures) ...EUR (amount in figures and in words) equal to 30% of the total amount referred to in Article I.3.1. shall be made.

I.4.2. Second interim payment:

The request for the second interim payment by the Contractor shall be admissible if accompanied by

- a second interim report in accordance with the instructions laid down in Annex I
- the relevant invoice

provided the report has been approved by the Commission.

On receipt of the draft second interim report (**submission no later than 8 months after signature of the contract**), the Commission shall have 30 days to approve, to approve under the condition of the integration of its remarks in the final report, or to ask for a review of the second interim report based on its comments.

Within 30 days of the date on which the report is approved in writing by the Commission, a second interim payment corresponding to (complete amount in figures) ...EUR (amount in figures and in words) equal to 30% of the total amount referred to in Article I.3.1. shall be made.

I.4.3. Payment of the balance:

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

- the final report in accordance with the instructions laid down in Annex I
- the complete dataset compiled for the purpose of the study in accordance with the instructions laid down in Annex I
- the relevant invoice

provided the report has been approved by the Commission.

On receipt of the draft final report (**submission no later than 10 months after signature of the contract**), the Commission shall have 30 days to approve, to approve under the condition of the integration of its remarks in the report, or to ask for a review of the final report based on its comments.

Within 30 days of the date on which the report is approved in writing by the Commission, payment of the balance corresponding (complete amount in figures) ...EUR (amount in figures and in words) equal to 40 % of the total amount referred to in Article I.3.2. shall be made.

For Contractors established in Belgium, the provisions of the Contract constitute a request for VAT exemption No 450, provided the Contractor includes the following statement in his invoice(s): “Exonération de la TVA, article 42, paragraphe 3.3 du code de la TVA” or an equivalent statement in the Dutch or German language.

For Contractors established in Italy, the provisions of the Contract constitute a request for VAT exemption, provided the Contractor includes the following statement in his invoice(s): “Operazione non imponibile ai sensi dell’articolo 72, comma 3) paragrafo 3 del D.P.R. n. 633 del 26/10/1972 come modificato da ultimo dal D.L. n. 323 del 20/06/1996 convertito in Legge n. 425 dell’8/8/1996”.

ARTICLE I.5 – BANK ACCOUNT

Payments shall be made to the Contractor’s bank account denominated in euro, identified as follows:

Name of bank: [complete]
Address of branch in full: [complete]
Exact designation of account holder: [complete]
Full account number including codes: [complete]
[IBAN code: [complete]]

ARTICLE I.6 – GENERAL ADMINISTRATIVE PROVISIONS

Any communication relating to the Contract shall be made in writing and shall bear the Contract number. Ordinary mail shall be deemed to have been received by the Commission on the date on which it is registered by the department responsible indicated below. Communications shall be sent to the following addresses:

Commission:
European Commission
Directorate Economic & Financial Affairs
Head of Unit R-2
Contract n°: **ECFIN-...-2007/SI2.....**
B-1049 Brussels
Belgium

Contractor:
Mr/Mrs/Ms [complete]
[Function]
[Company name]
[Official address in full]

ARTICLE I.7– APPLICABLE LAW AND SETTLEMENT OF DISPUTES

I.7.1. The Contract shall be governed by the national substantive law of Belgium.

I.7.2. Any dispute between the parties resulting from the interpretation or application of the Contract which cannot be settled amicably shall be brought before the courts of Belgium.

ARTICLE I.8 – TERMINATION BY EITHER CONTRACTING PARTIES

Either contracting party may, of its own volition and without being required to pay compensation, terminate the Contract by serving 3 months formal prior notice. Should the Commission terminate the Contract, the Contractor shall only be entitled to payment corresponding to part-performance of the Contract. On receipt of the letter terminating the Contract, the Contractor shall take all appropriate measures to minimise costs, prevent damage, and cancel or reduce his commitments. He shall draw up the documents required by the Special Conditions for the tasks executed up to the date on which termination takes effect, within a period not exceeding sixty days from that date.

II – GENERAL CONDITIONS

ARTICLE II.1 – PERFORMANCE OF THE CONTRACT

- II.1.1.** The Contractor shall perform the Contract to the highest professional standards. The Contractor shall have sole responsibility for complying with any legal obligations incumbent on him, notably those resulting from employment, tax and social legislation.
- II.1.2.** The Contractor shall have sole responsibility for taking the necessary steps to obtain any permit or licence required for performance of the Contract under the laws and regulations in force at the place where the tasks assigned to him are to be executed.
- II.1.3.** Without prejudice to Article II.3 any reference made to the Contractor's staff in the Contract shall relate exclusively to individuals involved in the performance of the Contract.
- II.1.4.** The Contractor must ensure that any staff performing the Contract have the professional qualifications and experience required for the execution of the tasks assigned to him.
- II.1.5.** The Contractor shall neither represent the Commission nor behave in any way that would give such an impression. The Contractor shall inform third parties that he does not belong to the European public service.
- II.1.6.** The Contractor shall have sole responsibility for the staff who execute the tasks assigned to him.

The Contractor shall make provision for the following employment or service relationships with his staff:

- staff executing the tasks assigned to the Contractor may not be given orders direct by the Commission;
 - the Commission may not under any circumstances be considered to be the staff's employer and the said staff shall undertake not to invoke in respect of the Commission any right arising from the contractual relationship between the Commission and the Contractor.
- II.1.7.** In the event of disruption resulting from the action of a member of the Contractor's staff working on Commission premises or in the event of the expertise of a member of the Contractor's staff failing to correspond to the profile required by the Contract, the Contractor shall replace him without delay. The Commission shall have the right to request the replacement of any such member of staff, stating its reasons for so doing. Replacement staff must have the necessary qualifications and be capable of performing the Contract under the same contractual conditions. The Contractor shall be responsible for any delay in the execution of the tasks assigned to him resulting from the replacement of staff in accordance with this Article.

- II.1.8.** Should any unforeseen event, action or omission directly or indirectly hamper execution of the tasks, either partially or totally, the Contractor shall immediately and on his own initiative record it and report it to the Commission. The report shall include a description of the problem and an indication of the date on which it started and of the remedial action taken by the Contractor to ensure full compliance with his obligations under the Contract. In such event the Contractor shall give priority to solving the problem rather than determining liability.
- II.1.9.** Should the Contractor fail to perform his obligations under the Contract in accordance with the provisions laid down therein, the Commission may - without prejudice to its right to terminate the Contract - reduce or recover payments in proportion to the scale of the failure. In addition, the Commission may impose penalties or liquidated damages provided for in Article II.16.

ARTICLE II.2 – LIABILITY

- II.2.1.** The Commission shall not be liable for damage sustained by the Contractor in performance of the Contract except in the event of wilful misconduct or gross negligence on the part of the Commission.
- II.2.2.** The Contractor shall be liable for any loss or damage caused by himself in performance of the Contract, including in the event of subcontracting under Article II.13. The Commission shall not be liable for any act or default on the part of the Contractor in performance of the Contract.
- II.2.3.** The Contractor shall provide compensation in the event of any action, claim or proceeding brought against the Commission by a third party as a result of damage caused by the Contractor in performance of the Contract.
- II.2.4.** In the event of any action brought by a third party against the Commission in connection with performance of the Contract, the Contractor shall assist the Commission. Expenditure incurred by the Contractor to this end may be borne by the Commission.
- II.2.5.** The Contractor shall take out insurance against risks and damage relating to performance of the Contract if required by the relevant applicable legislation. He shall take out supplementary insurance as reasonably required by standard practice in the industry. A copy of all the relevant insurance contracts shall be sent to the Commission should it so request.

ARTICLE II.3 - CONFLICT OF INTERESTS

- II.3.1.** The Contractor shall take all necessary measures to prevent any situation that could compromise the impartial and objective performance of the Contract. Such conflict of interests could arise in particular as a result of economic interest, political or national affinity, family or emotional ties, or any other relevant connection or shared interest. Any conflict of interests which could arise during performance of the Contract must be notified to the Commission in writing without delay. In the event of such conflict, the Contractor shall immediately take all necessary steps to resolve it.

The Commission reserves the right to verify that such measures are adequate and may require additional measures to be taken, if necessary, within a time limit which it shall set. The Contractor shall ensure that his staff, board and directors are not placed in a situation which could give rise to conflict of interests. Without prejudice to Article II.1 the Contractor shall replace, immediately and without compensation from the Commission, any member of his staff exposed to such a situation.

II.3.2. The Contractor shall abstain from any contact likely to compromise his independence.

II.3.3. The Contractor declares:

- that he has not made and will not make any offer of any type whatsoever from which an advantage can be derived under the Contract,
- that he has not granted and will not grant, has not sought and will not seek, has not attempted and will not attempt to obtain, and has not accepted and will not accept, any advantage, financial or in kind, to or from any party whatsoever, where such advantage constitutes an illegal practice or involves corruption, either directly or indirectly, inasmuch as it is an incentive or reward relating to performance of the Contract.

II.3.4. The Contractor shall pass on all the relevant obligations in writing to his staff, board, and directors as well as to third parties involved in performance of the Contract. A copy of the instructions given and the undertakings made in this respect shall be sent to the Commission should it so request.

ARTICLE II.4 – PAYMENTS

II.4.1. Pre-financing:

Where required by Article I.4.1, the Contractor shall provide a financial guarantee in the form of a bank guarantee or equivalent supplied by a bank or an authorised financial institution (guarantor) equal to the amount indicated in the same Article to cover pre-financing under the Contract. Such guarantee may be replaced by a joint and several guarantee by a third party.

The guarantor shall pay to the Commission at its request an amount corresponding to payments made by it to the Contractor which have not yet been covered by equivalent work on his part.

The guarantor shall stand as first-call guarantor and shall not require the Commission to have recourse against the principal debtor (the Contractor).

The guarantee shall specify that it enters into force at the latest on the date on which the Contractor receives the pre-financing. The Commission shall release the guarantor from its obligations as soon as the Contractor has demonstrated that any pre-financing has been covered by equivalent work. The guarantee shall be retained until the pre-financing has been deducted from interim payments or payment of the balance to the Contractor. It shall be released the following month. The cost of providing such guarantee shall be borne by the Contractor.

II.4.2. Interim payment:

At the end of each of the periods indicated in Annex I the Contractor shall submit to the Commission a formal request for payment accompanied by those of the following documents which are provided for in the Special Conditions:

- an interim technical report in accordance with the instructions laid down in Annex I;
- the relevant invoices indicating the reference number of the Contract to which they refer;
- statements of reimbursable expenses in accordance with Article II.7.

If the report is a condition for payment, on receipt the Commission shall have the period of time indicated in the Special Conditions in which:

- to approve it, with or without comments or reservations, or suspend such period and request additional information; or
- to reject it and request a new report.

If the Commission does not react within this period, the report shall be deemed to have been approved. Approval of the report does not imply recognition either of its regularity or of the authenticity, completeness or correctness of the declarations or information enclosed.

Where the Commission requests a new report because the one previously submitted has been rejected, this shall be submitted within the period of time indicated in the Special Conditions. The new report shall likewise be subject to the above provisions.

II.4.3. Payment of the balance:

Within sixty days of completion of the tasks referred to in Annex I the Contractor shall submit to the Commission a formal request for payment accompanied by those of the following documents which are provided for in the Special Conditions:

- a final technical report in accordance with the instructions laid down in Annex I;
- the relevant invoices indicating the reference number of the Contract to which they refer;
- statements of reimbursable expenses in accordance with Article II.7.

If the report is a condition for payment, on receipt the Commission shall have the period of time indicated in the Special Conditions in which:

- to approve it, with or without comments or reservations, or suspend such period and request additional information; or
- to reject it and request a new report.

If the Commission does not react within this period, the report shall be deemed to have been approved. Approval of the report does not imply recognition either of its regularity or of the authenticity, completeness or correctness of the declarations and information enclosed.

Where the Commission requests a new report because the one previously submitted has been rejected, this shall be submitted within the period of time indicated in the Special Conditions. The new report shall likewise be subject to the above provisions.

ARTICLE II.5 – GENERAL PROVISIONS CONCERNING PAYMENTS

II.5.1. Payments shall be deemed to have been made on the date on which the Commission's account is debited.

II.5.2. The payment periods referred to in Article I.4 may be suspended by the Commission at any time if it informs the Contractor that his payment request is not admissible, either because the amount is not due or because the necessary supporting documents have not been properly produced. In case of doubt on the eligibility of the expenditure indicated in the payment request, the Commission may suspend the time limit for payment for the purpose of further verification, including an on-the-spot check, in order to ascertain, prior to payment, that the expenditure is eligible.

The Commission shall notify the Contractor accordingly by registered letter with acknowledgment of receipt or equivalent. Suspension shall take effect from the date of dispatch of the letter. The remainder of the period referred to in Article I.4 shall begin to run again once the suspension has been lifted.

II.5.3. In the event of late payment the Contractor may claim interest within two months of receiving the payment. Interest shall be calculated at the rate applied by the European Central Bank to its most recent main refinancing operations (*“the reference rate”*) plus seven percentage points (*“the margin”*). The reference rate in force on the first day of the month in which the payment is due shall apply. Such interest rate is published in the C series of the Official Journal of the European Union. Interest shall be payable for the period elapsing from the calendar day following expiry of the time limit for payment up to the day of payment. Suspension of payment by the Commission may not be deemed to constitute late payment.

ARTICLE II.6 – RECOVERY

II.6.1. If total payments made exceed the amount actually due under the Contract or if recovery is justified in accordance with the terms of the Contract, the Contractor shall reimburse the appropriate amount in euro on receipt of the debit note, in the manner and within the time limits set by the Commission.

II.6.2. In the event of failure to pay by the deadline specified in the request for reimbursement, the sum due shall bear interest at the rate indicated in Article II.5.3. Interest shall be payable from the calendar day following the due date up to the calendar day on which the debt is repaid in full.

II.6.3. The Commission may, after informing the Contractor, recover amounts established as certain, of a fixed amount and due by offsetting, in cases where the Contractor also has a claim on the Communities that is certain, of a fixed amount and due. The Commission may also claim against the guarantee, where provided for.

ARTICLE II.7 - REIMBURSEMENTS

II.7.1. Where provided by the Special Conditions or by Annex I, the Commission shall reimburse the expenses which are directly connected with execution of the tasks on production of original supporting documents, including receipts and used tickets.

II.7.2. Travel and subsistence expenses shall be reimbursed, where appropriate, on the basis of the shortest itinerary.

II.7.3. Travel expenses shall be reimbursed as follows:

- a) travel by air shall be reimbursed up to the maximum cost of an economy class ticket at the time of the reservation;
- b) travel by boat or rail shall be reimbursed up to the maximum cost of a first class ticket;
- c) travel by car shall be reimbursed at the rate of one first class rail ticket for the same journey and on the same day;
- d) travel outside Community territory shall be reimbursed under the general conditions stated above provided the Commission has given its prior written agreement.

II.7.4. Subsistence expenses shall be reimbursed on the basis of a daily allowance as follows:

- a) for journeys of less than 200 km (return trip) no subsistence allowance shall be payable;
- b) daily subsistence allowance shall be payable only on receipt of a supporting document proving that the person concerned was present at the place of destination;
- c) daily subsistence allowance shall take the form of a flat-rate payment to cover all subsistence expenses, including accommodation, meals, local transport, insurance and sundries;
- d) daily subsistence allowance, where applicable, shall be reimbursed at the rate specified in Article I.3.3.

II.7.5. The cost of shipment of equipment or unaccompanied luggage shall be reimbursed provided the Commission has given prior written authorisation.

ARTICLE II.8 – OWNERSHIP OF THE RESULTS - INTELLECTUAL AND INDUSTRIAL PROPERTY

Any results or rights thereon, including copyright and other intellectual or industrial property rights, obtained in performance of the Contract, shall be owned solely by the Community, which may use, publish, assign or transfer them as it sees fit, without geographical or other limitation, except where industrial or intellectual property rights exist prior to the Contract being entered into.

ARTICLE II.9 – CONFIDENTIALITY

- II.9.1.** The Contractor undertakes to treat in the strictest confidence and not make use of or divulge to third parties any information or documents which are linked to performance of the Contract. The Contractor shall continue to be bound by this undertaking after completion of the tasks.
- II.9.2.** The Contractor shall obtain from each member of his staff, board and directors an undertaking that they will respect the confidentiality of any information which is linked, directly or indirectly, to execution of the tasks and that they will not divulge to third parties or use for their own benefit or that of any third party any document or information not available publicly, even after completion of the tasks.

ARTICLE II.10 - USE, DISTRIBUTION AND PUBLICATION OF INFORMATION

- II.10.1.** The Contractor shall authorise the Commission to process, use, distribute and publish, for whatever purpose, by whatever means and on whatever medium, any data contained in or relating to the Contract, in particular the identity of the Contractor, the subject matter, the duration, the amount paid and the reports. Where personal data is concerned, Article I.8 shall apply.
- II.10.2.** Unless otherwise provided by the Special Conditions, the Commission shall not be required to distribute or publish documents or information supplied in performance of the Contract. If it decides not to publish the documents or information supplied, the Contractor may not have them distributed or published elsewhere without prior written authorisation from the Commission.
- II.10.3.** Any distribution or publication of information relating to the Contract by the Contractor shall require prior written authorisation from the Commission and shall mention the amount paid by the Community. It shall state that the opinions expressed are those of the Contractor only and do not represent the Commission's official position.
- II.10.4.** The use of information obtained by the Contractor in the course of the Contract for purposes other than its performance shall be forbidden, unless the Commission has specifically given prior written authorisation to the contrary.

ARTICLE II. 11 – TAXATION

- II.11.1.** The Contractor shall have sole responsibility for compliance with the tax laws which apply to him. Failure to comply shall make the relevant invoices invalid.
- II.11.2.** The Contractor recognises that the Commission is, as a rule, exempt from all taxes and duties, including value added tax (VAT), pursuant to the provisions of Articles 3 and 4 of the Protocol on the Privileges and Immunities of the European Communities.
- II.11.3.** The Contractor shall accordingly complete the necessary formalities with the relevant authorities to ensure that the goods and services required for performance of the Contract are exempt from taxes and duties, including VAT.

II.11.4. Invoices presented by the Contractor shall indicate his place of taxation for VAT purposes and shall specify separately the amounts not including VAT and the amounts including VAT.

ARTICLE II.12 – FORCE MAJEURE

II.12.1. Force majeure shall mean any unforeseeable and exceptional situation or event beyond the control of the contracting parties which prevents either of them from performing any of their obligations under the Contract, was not due to error or negligence on their part or on the part of a subcontractor, and could not have been avoided by the exercise of due diligence. Defects in equipment or material or delays in making it available, labour disputes, strikes or financial problems cannot be invoked as force majeure unless they stem directly from a relevant case of force majeure.

II.12.2. Without prejudice to the provisions of Article II.1.8, if either contracting party is faced with force majeure, it shall notify the other party without delay by registered letter with acknowledgment of receipt or equivalent, stating the nature, likely duration and foreseeable effects.

II.12.3. Neither contracting party shall be held in breach of its contractual obligations if it has been prevented from performing them by force majeure. Where the Contractor is unable to perform his contractual obligations owing to force majeure, he shall have the right to remuneration only for tasks actually executed.

II.12.4. The contracting parties shall take the necessary measures to reduce damage to a minimum.

ARTICLE II.13 – SUBCONTRACTING

II.13.1. The Contractor shall not subcontract without prior written authorisation from the Commission nor cause the Contract to be performed in fact by third parties.

II.13.2. Even where the Commission authorises the Contractor to subcontract to third parties, he shall none the less remain bound by his obligations to the Commission under the Contract and shall bear exclusive liability for proper performance of the Contract.

II.13.3. The Contractor shall make sure that the subcontract does not affect rights and guarantees to which the Commission is entitled by virtue of the Contract, notably Article II.17.

ARTICLE II.14 – ASSIGNMENT

II.14.1. The Contractor shall not assign the rights and obligations arising from the Contract, in whole or in part, without prior written authorisation from the Commission.

II.14.2. In the absence of the authorisation referred to in 1 above, or in the event of failure to observe the terms thereof, assignment by the Contractor shall not be enforceable against and shall have no effect on the Commission.

ARTICLE II.15 – TERMINATION BY THE COMMISSION

II.15.1. The Commission may terminate the Contract in the following circumstances:

- (a) where the Contractor is being wound up, is having his affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or is in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- (b) where the Contractor has been convicted of an offence concerning his professional conduct by a judgment which has the force of *res judicata*;
- (c) where the Contractor has been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- (d) where the Contractor has 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 he is established or with those of the country applicable to the Contract or those of the country where the Contract is to be performed;
- (e) where the Commission seriously suspects the Contractor of fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- (f) where the Contractor is in breach of his obligations under Article II.3;
- (g) where the Contractor was guilty of misrepresentation in supplying the information required by the Commission as a condition of participation in the Contract procedure or failed to supply this information;
- (h) where a change in the Contractor's legal, financial, technical or organisational situation could, in the Commission's opinion, have a significant effect on the performance of the Contract;
- (i) where execution of the tasks has not actually commenced within three months of the date foreseen, and the new date proposed, if any, is considered unacceptable by the Commission;
- (j) where the Contractor is unable, through his own fault, to obtain any permit or licence required for performance of the Contract;
- (k) where the Contractor, after receiving formal notice in writing to comply, specifying the nature of the alleged failure, and after being given the opportunity to remedy the failure within a reasonable period following receipt of the formal notice, remains in serious breach of his contractual obligations.

II.15.2. In case of force majeure, notified in accordance with Article II.12, either contracting party may terminate the Contract, where performance thereof cannot be ensured for a period corresponding to at least to one fifth of the period laid down in Article I.2.3.

II.15.3. Prior to termination under point e), h) or k), the Contractor shall be given the opportunity to submit his observations.

Termination shall take effect on the date on which a registered letter with acknowledgment of receipt terminating the Contract is received by the Contractor, or on any other date indicated in the letter of termination.

II.15.4. Consequences of termination:

In the event of the Commission terminating the Contract in accordance with this Article and without prejudice to any other measures provided for in the Contract, the Contractor shall waive any claim for consequential damages, including any loss of anticipated profits for uncompleted work. On receipt of the letter terminating the Contract, the Contractor shall take all appropriate measures to minimise costs, prevent damage, and cancel or reduce his commitments. He shall draw up the documents required by the Special Conditions for the tasks executed up to the date on which termination takes effect, within a period not exceeding sixty days from that date.

The Commission may claim compensation for any damage suffered and recover any sums paid to the Contractor under the Contract.

On termination the Commission may engage any other contractor to complete the services. The Commission shall be entitled to claim from the Contractor all extra costs incurred in making good and completing the services, without prejudice to any other rights or guarantees it has under the Contract.

ARTICLE II.16 – LIQUIDATED DAMAGES

Should the Contractor fail to perform his obligations under the Contract within the time limits set by the Contract, then, without prejudice to the Contractor's actual or potential liability incurred in relation to the Contract or to the Commission's right to terminate the Contract, the Commission may decide to impose liquidated damages of 0.2% of the amount specified in Article I.3.1 per calendar day of delay. The Contractor may submit arguments against this decision within thirty days of notification by registered letter with acknowledgement of receipt or equivalent. In the absence of reaction on his part or of written withdrawal by the Commission within thirty days of the receipt of such arguments, the decision imposing the liquidated damages shall become enforceable. These liquidated damages shall not be imposed where there is provision for interest for late completion. The Commission and the Contractor expressly acknowledge and agree that any sums payable under this Article are in the nature of liquidated damages and not penalties, and represent a reasonable estimate of fair compensation for the losses that may be reasonably anticipated from such failure to perform obligations.

ARTICLE II.17 – CHECKS AND AUDITS

- II.17.1. Pursuant to Article 142 of the Financial Regulation applicable to the general budget of the European Communities, the European Court of Auditors shall be empowered to audit the documents held by the natural or legal persons receiving payments from the budget of the European Communities from signature of the Contract up to five years after payment of the balance.
- II.17.2. The Commission or an outside body of its choice shall have the same rights as the European Court of Auditors for the purpose of checks and audits limited to compliance with contractual obligations from signature of the Contract up to five years after payment of the balance.
- II.17.3. In addition, the European Anti Fraud Office may carry out on-the-spot checks and inspections in accordance with Council Regulation (Euratom, EC) No 2185/96 and Parliament and Council Regulation (EC) No 1073/1999 from signature of the Contract up to five years after payment of the balance.

ARTICLE II.18 – AMENDMENTS

Any amendment to the Contract shall be the subject of a written agreement concluded by the contracting parties. An oral agreement shall not be binding on the contracting parties.

ARTICLE II.19 – SUSPENSION OF THE CONTRACT

Without prejudice to the Commission's right to terminate the Contract, the Commission may at any time and for any reason suspend execution of the tasks under the Contract or any part thereof. Suspension shall take effect on the day the Contractor receives notification by registered letter with acknowledgment of receipt or equivalent, or at a later date where the notification so provides. The Commission may at any time following suspension give notice to the Contractor to resume the work suspended. The Contractor shall not be entitled to claim compensation on account of suspension of the Contract or of part thereof.

SIGNATURES

For the Contractor,
[Company name/forename/surname/function]

signature[s]: _____

Done at [Brussels], [date]
In duplicate in English.

For the Commission,
Jan Schmidt
Director

signature[s]: _____

Done at [Brussels], [date]

Annex 1

Financial Identification Form

http://europa.eu.int/comm/budget/execution/ftiers_fr.htm

Annex 2 : Legal entity Form

http://ec.europa.eu/budget/execution/legal_entities_fr.htm

Annex 3: Declaration of the candidate's eligibility

The undersigned (1),

.....

.....

.....

herewith certifies not to be in one of the situations listed below (Articles 93 and 94 of the Financial Regulation, Official Journal of the European Communities L 248 16.9.2002). :

- (a)** being bankrupt or being wound up, having affairs administered by the courts, having entered into an arrangement with creditors, having suspended business activities, being the subject of proceedings concerning those matters, or being in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- (b)** being convicted of an offence concerning professional conduct by a judgement which has the force of res judicata;
- (c)** being guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- (d)** not having fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country of establishment or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- (e)** being the subject of a judgement which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- (f)** following another procurement procedure or grant award procedure financed by the Community budget, having declared to be in serious breach of contract for failure to comply with the contractual obligations;
- (g)** being faced with a conflict of interest;
- (h)** being guilty of misrepresentation in supplying the information required or having failed to supply this information.

..... (2)

(1) Name and address

(2) Signature and date

Annex 4 – Reply form for the financial proposal

**Study on the efficiency and effectiveness of public spending on
tertiary education
ECFIN/E/2007/022**

Name of the tenderer:.....

Proposed price ¹⁰	
This price is fixed amount, inclusive all expenses.euros

The price will not be subject to revision.

Prices should be quoted free of all duties, taxes and other charges, i.e. also free of VAT, as the Communities are exempt from such charges in the EU under Articles 3 and 4 of the Protocol on the Privileges and Immunities of the European Communities of 8 April 1965¹¹.

Exemption is granted to the Commission by the governments of the Member States, either through refunds upon presentation of documentary evidence or by direct exemption¹².

Date

Signature of the authorised person

Stamp of the company

¹⁰ • Prices must be quoted in euro, including for the countries which do not form part of the euro zone. For the tenderers of the countries which do not form part of the euro zone, the amount of the offer cannot be revised because of exchange rate movements. The choice of exchange rate belongs to the tenderer, who assumes the risks or opportunities associated with these exchange rate movements.

¹¹ OJEC L 152 of 13 July 1967

¹² For those countries where national legislation provides an exemption by means of a reimbursement, the amount of VAT is to be shown separately. In case of doubts about the applicable VAT system, it is the tenderer's responsibility to contact his national authorities to clarify the way in which the European Community is exempt from VAT.