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B-Brussels: technical assistance to the stakeholder representation of NGOs for standardisation work under the ecodesign and energy labelling of energy-related products Directives (Directives 2009/125/EC and 2010/30/EU) 2012/S 88-143624

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1) Name, addresses and contact point(s)

European Commission, Directorate-General for Energy
rue de la Loi
Contact point(s): Unit C.3/2012-441, DM24 — 04/008
1049 Brussels
BELGIUM
E-mail: ener-tender-2012-441@ec.europa.eu

Internet address(es):

General address of the contracting authority: http://ec.europa.eu/dgs/energy/tenders/index_en.htm

Address of the buyer profile: http://ec.europa.eu/dgs/energy/tenders/index_en.htm

Electronic access to information: http://ec.europa.eu/dgs/energy/tenders/index_en.htm

Further information can be obtained from: The above mentioned contact point(s)

Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from: The above mentioned contact point(s)

Tenders or requests to participate must be sent to:

European Commission, Directorate-General for Energy
avenue du Bourget 1
Contact point(s): DM 24 — 04/008
For the attention of: Unit C.3 — 2012/441
1140 Brussels
BELGIUM

E-mail: ener-tender-2012-441@ec.europa.eu

Internet address: http://ec.europa.eu/dgs/energy/tenders/index_en.htm

I.2) Type of the contracting authority

European institution/agency or international organisation

I.3) Main activity

I.4) Contract award on behalf of other contracting authorities

The contracting authority is purchasing on behalf of other contracting authorities: no

Section II: Object of the contract

II.1) Description

II.1.1) Title attributed to the contract by the contracting authority:

Technical assistance to the stakeholder representation of NGOs for standardisation work under the ecodesign and energy labelling of energy-related products Directives (Directives 2009/125/EC and 2010/30/EU).

II.1.2) **Type of contract and location of works, place of delivery or of performance**

Services

Service category No 11: Management consulting services [6] and related services

Main site or location of works, place of delivery or of performance: The tasks will be often performed on the contractor's premises. However, meetings between the contractor and the Commission may be held on Commission premises in Brussels. Moreover, the contractor will have to attend meetings of the different ESO technical committees and working groups as appropriate. Most of the meetings will be organised in Brussels, still some may be organised in other EU Member States.

NUTS code BE10

II.1.3) **Information about a public contract, a framework agreement or a dynamic purchasing system (DPS)**

The notice involves the establishment of a framework agreement

II.1.4) **Information on framework agreement**

Framework agreement with a single operator

Duration of the framework agreement

Duration in months: 36

Estimated total value of purchases for the entire duration of the framework agreement

Estimated value excluding VAT: 1 000 000 EUR

II.1.5) **Short description of the contract or purchase(s)**

The aim of the contract is to ensure the active participation of environmental NGOs in the standardisation work carried out under the Ecodesign, Labelling and EPBD Directives. The work under this framework contract will take the form of specific contracts for technical assistance to be provided at all stages of development of a standard. Tasks include: follow-up and reporting on the development of standards; participation in the ESOs' technical committees' meetings; presentation of position papers to the Commission.

II.1.6) **Common procurement vocabulary (CPV)**

73220000

II.1.7) **Information about Government Procurement Agreement (GPA)**

The contract is covered by the Government Procurement Agreement (GPA): yes

II.1.8) **Lots**

This contract is divided into lots: no

II.1.9) **Information about variants**

Variants will be accepted: no

II.2) **Quantity or scope of the contract**

II.2.1) **Total quantity or scope:**

The contract shall enter into force on the date on which it is signed by the last contracting party. The total duration of the framework contract will not exceed 36 months. The indicative maximum amount is 1 000 000 EUR (up to 36 months). Specific contracts will not be signed once the budget is exhausted.

Estimated value excluding VAT: 1 000 000 EUR

II.2.2) **Information about options**

Options: no

II.2.3) **Information about renewals**

This contract is subject to renewal: no

II.3) Duration of the contract or time limit for completion

Duration in months: 36 (from the award of the contract)

Section III: Legal, economic, financial and technical information

III.1) Conditions relating to the contract

III.1.1) Deposits and guarantees required:

III.1.2) Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them:

Payments related to specific contracts shall be made in accordance with the provisions specified in the draft framework contract (Annex 6 to the tender specifications).

There will be no prefinancing.

III.1.3) Legal form to be taken by the group of economic operators to whom the contract is to be awarded:

In case of a joint tender submitted by a group of tenderers, these latter will be regarded as partners. If awarded the contract, they will have an equal standing towards the contracting authority in the execution of the contract.

The tenderers should indicate in their offer whether the partnership takes the form of:

- a) a new or existing legal entity which will sign the contract with the Commission in case of award; or
- b) a group of partners not constituting a new legal entity, who via a power of attorney, signed by an authorised representative of each partner (except the lead partner), designate one of the partners as lead partner, and mandate him as lead contractor to sign the contract with the Commission in case of award.

If the contractor is a grouping or consortium of 2 or more persons, all such persons shall be jointly and severally liable to the Commission for the fulfilment of the terms and conditions of the contract. Such persons shall designate one of them to act as leader with full authority to bind the grouping or the consortium and each of its members. It shall be responsible for the receipt and processing of payments for members of the grouping, for managing the service administration and for coordination. The composition and constitution of the grouping or consortium, and the allocation of the scope of tasks amongst the members, shall not be altered without the prior written consent of the Commission which can be withheld at discretion.

III.1.4) Other particular conditions

The performance of the contract is subject to particular conditions: no

III.2) Conditions for participation

III.2.1) Personal situation of economic operators, including requirements relating to enrolment on professional or trade registers

Information and formalities necessary for evaluating if the requirements are met: To be eligible, the tenderers must have the economic and financial capacity as well as the technical and professional capacity to perform the tasks required in this call for tender.

III.2.2) Economic and financial ability

Information and formalities necessary for evaluating if the requirements are met: The tenderer (or, for a consortium, total turnover of its members) must have an average annual turnover of the last 3 years for which accounts are closed of at least half of the amount mentioned under Section II.1 of the tender specifications. Tenderers must provide proof of their financial and economic capacity by means of the following documents: the balance sheets or extracts from balance sheets for the last 3 financial years, and a statement of overall turnover and turnover relating to the relevant services for the last 3 financial years for which accounts have been closed, where publication of the balance sheet is required under the company law of the country in which the economic operator is established. On the basis of the latter documents tenderers are requested to fill in Annex 8 of the tender specifications 'Restructured simplified accounting balance sheets and profit and loss accounts'.

An economic operator may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. It must in that case prove to the contracting authority that it will have at its disposal the resources necessary for performance of the contract, for example by producing an undertaking on the part of those entities to place those resources at its disposal. Under the same conditions, a consortium of economic operators may rely on the capacities of members of the consortium or of other entities.

III.2.3) **Technical capacity**

Information and formalities necessary for evaluating if the requirements are met:

The applicant must provide evidence of employing directly or being readily capable of constituting a team of experts capable of carrying out in a professional and timely manner the tasks requested under contract.

The tenderers' technical competence will be determined as follows:

The tenderer has successfully completed at least 3 assignments in the field of standardisation in the past 5 years of at least 50 000 EUR each.

The team must have at least the following qualifications:

- 4 senior staff members shall have at least 8 years of experience in a relevant economic field,
- 4 senior staff members shall have at least 8 years of experience in a relevant engineering or technical field,

— all the senior staff members shall have professional experience of at least 4 years in European Union policies relating to energy efficiency in particular, environmental impacts of products, ecodesign, energy labelling, standardisation, structure and functioning of the relevant markets and industrial sectors, sustainable development and social aspects (all the mentioned fields shall be covered by the senior staff members, but not all need to have the experience in all the mentioned fields),

— the team shall contain members having experience in elaboration of questionnaires, surveying techniques and capabilities to use state-of-the-art information technologies,

— good communication and drafting skills in English

Tenderers should provide with their offer a report of the average annual manpower in the last 3 years and the number of staff at senior and junior level, broken down by managerial level, and the detailed curriculum vitae of each team member proposed for carrying out the work, including his or her educational background, degrees and diplomas, professional experience, research work, publications and linguistic skills.

The CVs shall be presented, preferably, in accordance with the Commission recommendation on a common European format for curricula vitae, published in OJ L 79 of 22.3.2002, p. 66.

The tenderer should provide an indication of the in-house available information and of contacts (e.g. with industry associations, participation in specialist networks, etc.) allowing easy access to comprehensive information necessary for the tender.

Changes or additions to the team initially proposed must be notified to the Commission in writing. The Commission will have the right to object to any changes of members of the team from those initially proposed.

To assess the professional expertise it is requested to provide a list of the principal services provided in the past 3 years and relevant to this tender, together with a statement of the price of the service, the period of work and whether the service was rendered to public or private clients (name of client to be indicated). The Commission reserves the right to request a proof of execution of such services during the evaluation.

If several service providers/subcontractors are involved in the bid, each of them must have and show that they have the professional and technical capacity to perform the tasks assigned to them.

III.2.4) **Information about reserved contracts**

III.3) **Conditions specific to services contracts**

III.3.1) Information about a particular profession

Execution of the service is reserved to a particular profession: no

III.3.2) Staff responsible for the execution of the service

Legal persons should indicate the names and professional qualifications of the staff responsible for the execution of the service: yes

Section IV: Procedure

IV.1) Type of procedure

IV.1.1) Type of procedure

Open

IV.1.2) Limitations on the number of operators who will be invited to tender or to participate

IV.1.3) Reduction of the number of operators during the negotiation or dialogue

IV.2) Award criteria

IV.2.1) Award criteria

The most economically advantageous tender in terms of the criteria stated in the specifications, in the invitation to tender or to negotiate or in the descriptive document

IV.2.2) Information about electronic auction

An electronic auction will be used: no

IV.3) Administrative information

IV.3.1) File reference number attributed by the contracting authority:

ENER/C3/2012-441.

IV.3.2) Previous publication(s) concerning the same contract

no

IV.3.3) Conditions for obtaining specifications and additional documents or descriptive document

Time limit for receipt of requests for documents or for accessing documents: 13.6.2012 - 16:00

Payable documents: no

IV.3.4) Time limit for receipt of tenders or requests to participate

20.6.2012 - 16:00

IV.3.5) Date of dispatch of invitations to tender or to participate to selected candidates

IV.3.6) Language(s) in which tenders or requests to participate may be drawn up

Any EU official language

IV.3.7) Minimum time frame during which the tenderer must maintain the tender

Duration in months: 6 (from the date stated for receipt of tender)

IV.3.8) Conditions for opening tenders

Date: 29.6.2012

Place:

rue Demot 24, office 4/146, 1040 Brussels, BELGIUM.

Persons authorised to be present at the opening of tenders: yes

Additional information about authorised persons and opening procedure: 1 representative of each tenderer may attend the meeting. The opening committee will announce the names of the tenderers and the conclusion regarding the admissibility of the offers. Financial offers will not be communicated.

Section VI: Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: no

VI.2) **Information about European Union funds**

The contract is related to a project and/or programme financed by European Union funds: yes
Reference to project(s) and/or programme(s): Intelligent energy Europe II programme within the competitiveness and innovation framework programme.

VI.3) **Additional information**

VI.4) **Procedures for appeal**

VI.4.1) **Body responsible for appeal procedures**

General Court of the European Union
rue du Fort Niedergrünwald
2925 Luxembourg
LUXEMBOURG
E-mail: generalcourt.registry@curia.europa.eu
Telephone: +352 4303-1
Internet address: <http://curia.europa.eu>
Fax: +352 4303-2100

VI.4.2) **Lodging of appeals**

Precise information on deadline(s) for lodging appeals: Within 2 months of the date of notification of the claimant, or, failing this, the date on which he was informed thereof. The lodging of the complaint with the European Ombudsman can neither suspend the deadline nor give rise to a new deadline.

VI.4.3) **Service from which information about the lodging of appeals may be obtained**

General Court of the European Union
rue du Fort Niedergrünwald
2925 Luxembourg
LUXEMBOURG
E-mail: generalcourt.registry@curia.europa.eu
Telephone: +352 4303-1
Internet address: <http://curia.europa.eu>
Fax: +352 4303-2100

VI.5) **Date of dispatch of this notice:**

27.4.2012