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**B-Brussels: Operation of the Covenant of Mayors' Office
2013/S 068-112547**

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, Unit B.3
rue Demot 24

For the attention of: Helisene Habart

1049 Brussels

BELGIUM

Telephone: +32 22999634

E-mail: ener-b3-como-tender@ec.europa.eu

Fax: +32 22964337

Internet address(es):

General address of the contracting authority: 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: The above mentioned contact point(s)

I.2) Type of the contracting authority

European institution/agency or international organisation

I.3) Main activity

Other: Energy.

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:

Operation of the Covenant of Mayors' Office.

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

Services

Main site or location of works, place of delivery or of performance: The tasks will be performed at the contractor's premises. However, meetings between the contractor and the Commission may be held at the Commission premises in Brussels.

NUTS code BE10

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

The notice involves a public contract

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

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

The specific objective of the contract is the operation of the Covenant of Mayors Office (COMO) and the provision of capacity building, administrative and technical support, coordination and communication tasks for the Covenant of Mayors initiative. The Covenant of Mayors is an unconditional and voluntary commitment by signatory towns and cities to go beyond the objectives of EU energy policy (decrease of CO₂emissions by at least by 20 % by 2020) in terms of reduction in CO₂emissions through enhanced energy efficiency and cleaner energy production and use.

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

73200000

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 amount of work involved to carry out this contract is assessed at 6 000 man-days.

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 shall be made in accordance with the provisions specified in Annex 4, the draft service contract.

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

In the case of a joint tender, all economic operators in a joint tender assume joint and several liability towards the contracting authority for the performance of the contract as a whole.

These economic operators 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.

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.

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: All tenderers shall provide a declaration on their honour, duly signed and dated by an authorised representative, stating that they are not in one of the situations of exclusion listed in the Annex 2 'Declaration of honour on exclusion criteria and absence of conflict of interest'.

III.2.2) **Economic and financial ability**

Information and formalities necessary for evaluating if the requirements are met: In order to prove their economic and financial capacity, the tenderer (i.e. in the case of a joint tender, the combined capacity of all members of the consortium) must comply with the following criterion:

— the annual turnover of the last 3 financial years is above 2 000 000 EUR.

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.

III.2.3) **Technical capacity**

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

Tenderers (in the case of a joint tender the combined capacity of all tenderers) must comply with the following criteria:

— the tenderer must prove at least 5 years' experience in the field of promoting European energy policy objectives, in particular energy efficiency and climate mitigation, at local level,

— the tenderer must prove experience in mobilising and providing technical assistance to regional and/or local public authorities in at least 10 EU countries,

— the tenderer must prove experience of maintaining and working on websites in at least 10 EU languages and by providing relevant materials for the requested language coverage,

— the tenderer must prove capacity to draft communication materials and very good quality technical reports in English.

Criteria relating to the team delivering the service:

The team delivering the service should include, as a minimum, the following profiles:

project manager: at least 7 years' experience in project management, including overseeing project delivery, quality control of delivered service, client orientation and conflict resolution experience in similar projects, with experience in management of a team of at least 5 people. Experience in organising and speaking in international public events and conferences is required;

team of experts: members of the team should provide a good balance between technical skills and communication skills in order to fulfil all required tasks of the tender. At least 1 member of the team should have specific competences in relations with financial institutions and facilitating access to financing for relevant energy projects. Members of the team should cover collectively at least 6 EU languages, as demonstrated by a certificate or relevant experience.

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/B3/2013/415-1.

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: 27.5.2013 - 16:00

Payable documents: no

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

3.6.2013 - 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 of tenders

Date: 10.6.2013 - 11:00

Place:

rue Demot 24 (Directorate-General for Energy, DM 24, office 03/058, 1040 Brussels, BELGIUM).

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

Additional information about authorised persons and opening procedure: Tenderers may attend the meeting but be represented by not more than 1 person.

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 (2007–2013) Decision No 1639/2006/EC.

VI.3) **Additional information**

The tender specifications related to this call for tender can be downloaded on the website of the Directorate-General for Energy at the following address: http://ec.europa.eu/dgs/energy/tenders/index_en.htm

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: cfi.registry@curia.europa.eu
Telephone: +352 4303-1
Internet address: <http://curia.europa.eu>
Fax: +352 4303-2100

VI.4.2) **Lodging of appeals**

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: cfi.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:**

27.3.2013