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Contract notice
(Directive 2004/18/EC)

Section I : Contracting authority

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

Official name: [European Commission, Directorate-General for Energy,](#) National ID: *(if known)*

Postal address: [rue Demot 24](#)

Town: [Brussels](#)

Postal code: [1049](#)

Country: [Belgium \(BE\)](#)

Contact point(s):

Telephone:

For the attention of: [ENER/C3/2013-427](#)

E-mail: ENER-TENDER-2013-427@EC.EUROPA.EU Fax:

Internet address(es): *(if applicable)*

General address of the contracting authority/entity: *(URL)* http://ec.europa.eu/dgs/energy/tenders/index_en.htm

Address of the buyer profile: *(URL)*

Electronic access to information: *(URL)*

Electronic submission of tenders and requests to participate: *(URL)*

Further information can be obtained from

- The above mentioned contact point(s) Other (please complete Annex A.I)

Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from

- The above mentioned contact point(s) Other (please complete Annex A.II)

Tenders or requests to participate must be sent to

- The above mentioned contact point(s) Other (please complete Annex A.III)

I.2) Type of the contracting authority

- Ministry or any other national or federal authority, including their regional or local sub-divisions
- National or federal agency/office
- Regional or local authority
- Regional or local agency/office
- Body governed by public law
- European institution/agency or international organisation
- Other: *(please specify)*

I.3) Main activity

- General public services

- Defence
- Public order and safety
- Environment
- Economic and financial affairs
- Health
- Housing and community amenities
- Social protection
- Recreation, culture and religion
- Education
- Other: *(please specify)*

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

The contracting authority is purchasing on behalf of other contracting authorities:

yes no

information on those contracting authorities can be provided in Annex A

Section II : Object of the contract

II.1) Description :

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

support in the preparatory work for ecodesign and energy labelling measures from consumers and environmental NGOs

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

choose one category only – works, supplies or services – which corresponds most to the specific object of your contract or purchase(s)

- | | | |
|---|---|--|
| <input type="radio"/> Works | <input type="radio"/> Supplies | <input checked="" type="radio"/> Services |
| <input type="checkbox"/> Execution | <input type="checkbox"/> Purchase | Service category No: 11 |
| <input type="checkbox"/> Design and execution | <input type="checkbox"/> Lease | Please see Annex C1 for service categories |
| <input type="checkbox"/> Realisation, by whatever means of work, corresponding to the requirements specified by the contracting authorities | <input type="checkbox"/> Rental | |
| | <input type="checkbox"/> Hire purchase | |
| | <input type="checkbox"/> A combination of these | |

Main site or location of works, place of delivery or of performance :

The tasks will be performed on the Contractor's premises. However, meetings between the contractor and the Commission may be held on 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
- The notice involves the establishment of a framework agreement
- The notice involves the setting up of a dynamic purchasing system (DPS)

II.1.4) Information on framework agreement : (if applicable)

- Framework agreement with several operators Framework agreement with a single operator

Number :

or

(if applicable) maximum number : of participants to the framework agreement envisaged

Duration of the framework agreement

Duration in years : or in months :

Justification for a framework agreement, the duration of which exceeds four years :

Estimated total value of purchases for the entire duration of the framework agreement (if applicable, give figures only)

Estimated value excluding VAT : Currency :

or

Range: between : : and : : Currency :

Frequency and value of the contracts to be awarded : (if known)

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

By adopting Directive 2009/125/EC , the European Parliament and the Council have granted a mandate to the Commission, assisted by a Committee and after consultation of the stakeholders Forum, to regulate the environmental characteristics of energy-related products (except vehicles) through adopting implementing measures laying down ecodesign requirements for particular products.
Article 18 of the Directive stipulates that "the Commission shall ensure that in the conduct of its activities it observes, in respect of each implementing measure, a balanced participation of Member States' representatives and all interested parties concerned with the product/product group in question, such as industry, including SMEs and craft industry, trade unions, traders, retailers, importers, environmental protection groups and consumer organisations".
In order to ensure the effective "balanced participation" required by the Directive, the Commission shall be properly informed of issues at stake among consumers and citizens.
The contract will help to ensure that consumer and environmental NGOs can deliver their support to the above processes through the necessary coordination and expertise resources to assess the technical and product-related content of the draft implementing measures. The contract will also ensure a better information of citizens and consumers concerning the ecodesign and energy labelling process through an improved communication from European NGOs to them.

II.1.6) Common procurement vocabulary (CPV) :

	Main vocabulary	Supplementary vocabulary (if applicable)
Main object	73200000	

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

The contract is covered by the Government Procurement Agreement (GPA) : yes no

II.1.8) Lots: (for information about lots, use Annex B as many times as there are lots)

This contract is divided into lots: yes no

(if yes) Tenders may be submitted for

one lot only

one or more lots

all lots

II.1.9) Information about variants:

Variants will be accepted : yes no

II.2) Quantity or scope of the contract :

II.2.1) Total quantity or scope : (including all lots, renewals and options, if applicable)

(if applicable, give figures only)

Estimated value excluding VAT : 560000.00 Currency : EUR

or

Range: between : : and : : Currency :

II.2.2) Information about options : (if applicable)

Options : yes no

(if yes) Description of these options :

(if known) Provisional timetable for recourse to these options :
in months : or in days : (from the award of the contract)

II.2.3) Information about renewals : *(if applicable)*

This contract is subject to renewal: yes no

Number of possible renewals: *(if known)* or Range: between : and:

(if known) In the case of renewable supplies or service contracts, estimated timeframe for subsequent contracts:

in months: or in days: (from the award of the contract)

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

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

or

Starting: (dd/mm/yyyy)

Completion: (dd/mm/yyyy)

Section III : Legal, economic, financial and technical information

III.1) Conditions relating to the contract:

III.1.1) Deposits and guarantees required: *(if applicable)*

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

The tenderer should bear in mind the provisions of the draft contract which specifies the rights and obligations of the contractor, particularly those on payments, performance of the contract, confidentiality, and checks and audits.

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

A joint tender is a situation where a tender is submitted by a group of economic operators (consortium). Joint tenders may include subcontractors in addition to the joint tenderers.

In case of 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: *(if applicable)*

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

(if yes) Description of particular conditions:

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:

Information must be provided as set out in the standard identification forms attached to the tender specifications:: Annex I- identification of the tenderer, Annex II - financial identification, Annex III-legal identify form.

III.2.2) Economic and financial ability:

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

Minimum level(s) of standards possibly required: *(if applicable)*

In order to prove their economic and financial capacity, the tenderer (i.e. in case of joint tender, the combined capacity of all members of the consortium) must comply with the following criteria:

- The tenderer (or, for a consortium, total turnover of its members) must have an average annual turnover for the last three years for which the accounts are closed of at least 400,000.00 EUR.

The following evidence should be provided:

- Copy of the profit & loss account for the last three years for which accounts have been closed,

- Failing that, appropriate statements from banks, If, for some exceptional reason which the Contracting Authority considers justified, a tenderer is unable to provide one or other of the above documents, he or she may prove his or her economic and financial capacity by any other document which the Contracting Authority considers appropriate. In any case, the Contracting Authority 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.

III.2.3) Technical capacity:

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

Minimum level(s) of standards possibly required: *(if applicable)*

a. Criteria relating to tenderers

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

1. The tenderer shall have successfully completed, as contractor, over the past 4 years, at least 2 projects in the fields of ecodesign and energy labelling measures. At least one of the completed studies should have a minimum value of 200.000 € (VAT included)

2. The tenderer must prove experience of working in English with at least 2 projects delivered in the last four years showing the necessary language coverage.

3. The tenderer should prove its capacity to have easy access to information necessary for the implementation of the contract from consumers organisations (Lot1) or environmental NGOs (Lot2).

b. Criteria relating to the team delivering the service:

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

The tenderer shall propose a team of minimum 3 experts with very good communication and drafting skills in English. The team must be composed of members having at least the following qualifications:

- 1 senior staff member with at least 8 years of proven professional experience, including experience in the fields of ecodesign and energy labelling measures, socio-economic and environmental analysis and standardisation issues.
 - 2 qualified experts with at least 3 years of proven experience in:
 - a) Providing expertise in the area of ecodesign and energy labelling implementing measures, including socio-economic and environmental analysis;
 - b) Collecting, analysing and structuring relevant information;
 - c) Analysing, synthesing and drawing conclusions from a complex body of evidence.
- c. Evidence:
The following evidence should be provided to fulfil the above criteria:
- # A list of principal assignments and services provided in the past 3 years that are relevant for 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 educational and professional qualifications of the persons who will provide the service for this tender (CVs) including the management staff. Each CV provided should indicate the intended function in the delivery of the service. CVs shall include educational background, degrees and diplomas, professional experience, research work, publications and linguistic skills of each team member. The CVs shall be presented, preferably, in accordance to the Commission Recommendation on a common European format for curricula vitae, published in OJ L79 of 22 March 2002, p. 66;
 - # A list of Contractual links with consumers organisations (Lot1) or environmental NGOs (Lot2) 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.

III.2.4) Information about reserved contracts: (if applicable)

- The contract is restricted to sheltered workshops
- The execution of the contract is restricted to the framework of sheltered employment programmes

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: yes no
(if yes) Reference to the relevant law, regulation or administrative provision :

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 no

Section IV : Procedure

IV.1) Type of procedure:

IV.1.1) Type of procedure:

- Open
- Restricted
- Accelerated restricted Justification for the choice of accelerated procedure:

- Negotiated Some candidates have already been selected (if appropriate under certain types of negotiated procedures) : yes no
(if yes, provide names and addresses of economic operators already selected under Section VI.3 Additional information)

- Accelerated negotiated Justification for the choice of accelerated procedure:

- Competitive dialogue

IV.1.2) Limitations on the number of operators who will be invited to tender or to participate: (restricted and negotiated procedures, competitive dialogue)

Envisaged number of operators:
or
Envisaged minimum number: and (if applicable) maximum number
Objective criteria for choosing the limited number of candidates:

IV.1.3) Reduction of the number of operators during the negotiation or dialogue: (negotiated procedure, competitive dialogue)

Recourse to staged procedure to gradually reduce the number of solutions to be discussed or tenders to be negotiated : yes no

IV.2) Award criteria

IV.2.1) Award criteria (please tick the relevant box(es))

- Lowest price
- or
- The most economically advantageous tender in terms of
 - the criteria stated below (the award criteria should be given with their weighting or in descending order of importance where weighting is not possible for demonstrable reasons)
 - the criteria stated in the specifications, in the invitation to tender or to negotiate or in the descriptive document

Criteria	Weighting	Criteria	Weighting
1.		6.	
2.		7.	
3.		8.	
4.		9.	

Criteria	Weighting	Criteria	Weighting
5.		10.	

IV.2.2) Information about electronic auction

An electronic auction will be used yes no

(if yes, if appropriate) Additional information about electronic auction:

IV.3) Administrative information:

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

[ENER/C3/2013/427](#)

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

yes no

(if yes)

Prior information notice Notice on a buyer profile

Notice number in the OJEU: of: (dd/mm/yyyy)

Other previous publications (if applicable)

IV.3.3) Conditions for obtaining specifications and additional documents or descriptive document: (in the case of a competitive dialogue)

Time limit for receipt of requests for documents or for accessing documents

Date: [05/08/2013](#) Time: [16:00](#)

Payable documents yes no

(if yes, give figures only) Price: Currency:

Terms and method of payment:

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

Date: [12/08/2013](#) Time: [16:00](#)

IV.3.5) Date of dispatch of invitations to tender or to participate to selected candidates: (if known, in the case of restricted and negotiated procedures, and competitive dialogue)

Date:

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

Any EU official language

Official EU language(s):

Other:

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

until: :

or

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

IV.3.8) Conditions for opening of tenders:

Date : 22/08/2013 (dd/mm/yyyy) Time 15:00

(if applicable) Place: Directorate-general for energy, Unit C3, Office 04/101, rue de Mot 24, 1040 Brussels

Persons authorised to be present at the opening of tenders (if applicable) :

yes no

(if yes) Additional information about authorised persons and opening procedure:

One representative of each tenderer may attend the official opening

Section VI: Complementary information

VI.1) Information about recurrence: *(if applicable)*

This is a recurrent procurement : yes no

(if yes) Estimated timing for further notices to be published:

VI.2) Information about European Union funds:

The contract is related to a project and/or programme financed by European Union funds : yes no

(if yes) Estimated timing for further notices to be published:

[INtelligent Energy Europe II - annual workprogramme 2013](#)

VI.3) Additional information: *(if applicable)*

Tender documents will be available for download at the address indicated under Heading I.1.. The website will be updated regularly and it is the tenderers' responsibility to check for updates and modifications during the tendering period.

VI.4) Procedures for appeal:

VI.4.1) Body responsible for appeal procedures:

Official name: [Genral court of the European Union](#)

Postal address: [rue du Fort Niedergrünwald](#)

Town: [Luxembourg](#)

Postal code: [2925](#)

Country: [Luxembourg \(LU\)](#)

Telephone: [+352 4003-01](#)

E-mail: generalcourt.registry@curia.europa.eu

Fax: [+352 4303-2100](#)

Internet address: *(URL)* <http://curia.europa.eu>

Body responsible for mediation procedures *(if applicable)*

Official name:

Postal address:

Town:

Postal code:

Country:

Telephone:

E-mail:

Fax:

Internet address: *(URL)*

VI.4.2) Lodging of appeals: *(please fill in heading VI.4.2 or if need be, heading VI.4.3)*

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

Official name: [Genral court of the European Union](#)

Postal address: [rue du Fort Niedergrünwald](#)

Town: [Luxembourg](#)

Postal code: [2925](#)

Country: [Luxembourg \(LU\)](#)

Telephone: +352 4003-01

E-mail: generalcourt.registry@curia.europa.eu

Fax: +352 4303-2100

Internet address: (URL) <http://curia.europa.eu>

VI.5) Date of dispatch of this notice:

Annex A
Additional addresses and contact points

I) Addresses and contact points from which further information can be obtained

Official name: National ID: *(if known)*
Postal address:
Town: Postal code: Country:
Contact point(s): Telephone:
For the attention of:
E-mail: Fax:
Internet address: *(URL)*

II) Addresses and contact points from which specifications and additional documents can be obtained

Official name: National ID: *(if known)*
Postal address:
Town: Postal code: Country:
Contact point(s): Telephone:
For the attention of:
E-mail: Fax:
Internet address: *(URL)*

III) Addresses and contact points to which tenders/requests to participate must be sent

Official name: National ID: *(if known)*
Postal address:
Town: Postal code: Country:
Contact point(s): Telephone:
For the attention of:
E-mail: Fax:
Internet address: *(URL)*

IV) Address of the other contracting authority on behalf of which the contracting authority is purchasing

Official name National ID (if known):
Postal address:
Town Postal code
Country

----- (Use Annex A Section IV as many times as needed) -----

Annex B Information about lots

Title attributed to the contract by the contracting authority support in the preparatory work for ecodesign and energy labelling measures from consumers and environmental NGOs

Lot No : 1 Lot title : Lot 1: Consumers: stakeholder representation

1) Short description:

Contractors for work on stakeholder representation shall ensure that the views of European consumer organisations are well represented in the preparatory process leading to implementing measures under the ecodesign directive, including the assessment of voluntary agreements, both in the study phase and in the Ecodesign Consultation Forum. Contractors shall also ensure that these views are well represented in the preparatory process of possible associated policy tools which result directly from the preparatory work under the Ecodesign Directive, notably the implementing measures under the Energy Labelling Directive 2010/30/EU for the period 2013-2016.

The contractors shall ensure the consumer organisations provide input into the review process of the Energy Labelling Directive and other possible associated activities under Directive 2009/125/EC.

Finally, the contractor shall also ensure that consumers, being closest to consumers and citizens, provide adequate and tailor-made information to these target groups on specific EU product policy measures and on their impacts and benefits.

2) Common procurement vocabulary (CPV):

	Main vocabulary	Supplementary vocabulary <i>(if applicable)</i>
Main object	73200000	

3) Quantity or scope:

(if known, give figures only) Estimated cost excluding VAT: 280000.00 Currency: EUR

or

Range: between : and: Currency:

4) Indication about different date for duration of contract or starting/completion: *(if applicable)*

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

or

Starting: (dd/mm/yyyy)

Completion: (dd/mm/yyyy)

5) Additional information about lots:

Annex B Information about lots

Title attributed to the contract by the contracting authority support in the preparatory work for ecodesign and energy labelling measures from consumers and environmental NGOs

Lot No : 2 **Lot title :** Lot 2: Environmental NGOs: stakeholder representation

1) Short description:

Contractors for work on stakeholder representation shall ensure that the views of European environmental NGOs are well represented in the preparatory process leading to implementing measures under the ecodesign directive, including the assessment of voluntary agreements, both in the study phase and in the Ecodesign Consultation Forum. Contractors shall also ensure that these views are well represented in the preparatory process of possible associated policy tools which result directly from the preparatory work under the Ecodesign Directive, notably the implementing measures under the Energy Labelling Directive 2010/30/EU for the period 2013-2016.

The contractors shall ensure the environmental NGOs provide input into the review process of the Energy Labelling Directive and other possible associated activities under Directive 2009/125/EC. Finally, the contractor shall also ensure that environmental NGOs, being closest to consumers and citizens, provide adequate and tailor-made information to these target groups on specific EU product policy measures and on their impacts and benefits.

2) Common procurement vocabulary (CPV):

	Main vocabulary	Supplementary vocabulary (if applicable)
Main object	73200000	

3) Quantity or scope:

(if known, give figures only) Estimated cost excluding VAT: 280000.00 Currency: EUR

or

Range: between : and: Currency:

4) Indication about different date for duration of contract or starting/completion: (if applicable)

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

or

Starting: (dd/mm/yyyy)

Completion: (dd/mm/yyyy)

5) Additional information about lots:

Annex C1 – General procurement
Service categories referred to in Section II: Object of the contract
Directive 2004/18/EC

Category No [1]	Subject
1	Maintenance and repair services
2	Land transport services [2], including armoured car services, and courier services, except transport of mail
3	Air transport services of passengers and freight, except transport of mail
4	Transport of mail by land [3] and by air
5	Telecommunications services
6	Financial services: a) Insurances services b) Banking and investment services [4]
7	Computer and related services
8	Research and development services [5]
9	Accounting, auditing and bookkeeping services
10	Market research and public opinion polling services
11	Management consulting services [6] and related services
12	Architectural services; engineering services and integrated engineering services; urban planning and landscape engineering services; related scientific and technical consulting services; technical testing and analysis services
13	Advertising services
14	Building-cleaning services and property management services
15	Publishing and printing services on a fee or contract basis
16	Sewage and refuse disposal services; sanitation and similar services
Category No [7]	Subject
17	Hotel and restaurant services
18	Rail transport services
19	Water transport services
20	Supporting and auxiliary transport services
21	Legal services
22	Personnel placement and supply services [8]
23	Investigation and security services, except armoured car services
24	Education and vocational education services
25	Health and social services
26	Recreational, cultural and sporting services [9]
27	Other services

1 Service categories within the meaning of Article 20 and Annex IIA to Directive 2004/18/EC.

2 Except for rail transport services covered by category 18.

3 Except for rail transport services covered by category 18.

4 Except financial services in connection with the issue, sale, purchase or transfer of securities or other financial instruments, and central bank services. The following are also excluded: services involving the acquisition or rental, by whatever financial means, of land, existing buildings or other immovable property or concerning rights thereon. However, financial service contracts concluded at the same time as, before or after the contract of acquisition or rental, in whatever form, shall be subject to the Directive.

- 5 Except research and development services other than those where the benefits accrue exclusively to the contracting authority for its use in the conduct of its own affairs on condition that the service provided is wholly remunerated by the contracting authority.
- 6 Except arbitration and conciliation services.
- 7 Service categories within the meaning of Article 21 and Annex IIB of Directive 2004/18/EC.
- 8 Except employment contracts.
- 9 Except contracts for the acquisition, development, production or co-production of program material by broadcasters and contracts for broadcasting time.