



EUROPEAN UNION  
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 2, rue Mercier, L-2985 Luxembourg  
 Telefax: (+352) 29 29 44 619, (+352) 29 29 44 623, (+352) 29 29 42 670  
 E-mail: mp-ojs@opoce.cec.eu.int On-line notification: http://simap.eu.int

## CONTRACT NOTICE

Works   
 Supplies   
 Services

Reserved for the Publication Office
Date of receipt of the notice _____
Identifier _____

Is this contract covered by the Government Procurement Agreement (GPA)? NO  YES

### SECTION I: CONTRACTING AUTHORITY

#### I.1) OFFICIAL NAME AND ADDRESS OF THE CONTRACTING AUTHORITY

Organisation European Commission. DG Employment and Social Affairs.	For the attention of Unit E2: Call for Tenders VT/2003/45 - Info
Address J 27 1/33	Postal code B – 1049
Town Brussels	Country Belgium
Telephone	Fax 00 32 2 295 65 61
Electronic mail (e-mail) Empl-e2@cec.eu.int	Internet address (URL) www.europa.eu.int/comm/employment_social

#### I.2) ADDRESS FROM WHICH FURTHER INFORMATION CAN BE OBTAINED:

As in I.1  *If different, see Annex A*

#### I.3) ADDRESS FROM WHICH DOCUMENTATION MAY BE OBTAINED:

As in I.1  *If different, see Annex A*

#### I.4) ADDRESS TO WHICH TENDERS/REQUESTS TO PARTICIPATE MUST BE SENT:

As in I.1  *If different, see Annex A*

#### I.5) TYPE OF CONTRACTING AUTHORITY\*

Central level  EU Institution  Other   
 Regional/local level  Body governed by public law

\* Field not indispensable for publication

**SECTION II: OBJECT OF THE CONTRACT**

**II.1) DESCRIPTION**

**II.1.1) Type of works contract ( in case of works contract )**

Execution  Design and execution  Execution, by whatever means of a work,   
corresponding to the requirements  
specified by the contracting authority

**II.1.2) Type of supplies contract ( in case of supplies contract )**

Purchase  Rent  Lease  Hire-purchase  A combination of these

**II.1.3) Type of service contract ( in case of service contract )**

Service category **10**

**II.1.4) Is it a framework agreement ? \*** NO  YES

**II.1.5) Title attributed to the contract by the contracting authority \***

How household structures and the roles of women and men affect poverty and social exclusion

**II.1.6) Description/object of the contract (use continuation sheet if necessary)**

This contract is intended to fund analysis of how changes in household structures, informal support structures and the roles of women and men within the household can affect poverty and social exclusion.

The study should allow answering a number of crucial questions like: how is the role of the family and the extended family changing in providing support to individuals? In particular, do changes in household structures, kinship networks, family support systems and the changing roles of women and men within the household impact on the well-being and social inclusion of household members? Which policies, institutional arrangements and practices meet families' needs? And, finally, what examples of good practices and what lessons can be drawn from the analysis?

The analysis will be presented in a report that will be first discussed and presented within the Commission.

**II.1.7) Site or location of works, place of delivery or performance**

European Union

NUTS code \*

**II.1.8) Nomenclature**

**II.1.8.1) Common Procurement Vocabulary (CPV) \***

	Main vocabulary	Supplementary vocabulary (when applicable)		
Main object	74.13.11.00- <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> - <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> - <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> - <input type="checkbox"/>
Additional objects	<input type="checkbox"/> <input type="checkbox"/> . <input type="checkbox"/> <input type="checkbox"/> . <input type="checkbox"/> <input type="checkbox"/> . <input type="checkbox"/> <input type="checkbox"/> - <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> - <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> - <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> - <input type="checkbox"/>
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\* Field not indispensable for publication

**II.1.8.2) Other relevant nomenclature (CPA / NACE / CPC)**  
**CPC: 86401; 86402**

**II.1.9) Division into lots** (for details about lots use Annex B as many times as needed)

NO  YES

Tenders may be submitted for: one lot  several lots  all lots

**II.1.10) Will variants be accepted** (where applicable)

NO  YES

**II.2) QUANTITY OR SCOPE OF THE CONTRACT**

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

As an indication, the maximum budget for this contract is EUR 150 000

**II.2.2) Options** (if applicable). Description and time when they may be exercised (if possible)

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**II.3) DURATION OF THE CONTRACT OR TIME LIMIT FOR COMPLETION**

Either: Period in month/s **12** and/or days  (from the award of the contract)

Or: Starting // and/or ending / (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)

Not required

**III.1.2) Main terms of financing and payment and/or reference to the relevant provisions** (if applicable)

Terms of payment are as follows:

- 30% within 30 days after the signing of the contract;
- and the rest after the Commission's acceptance of both the final report and final invoice.

**III.1.3) Legal form to be taken by the grouping of suppliers, contractors or service providers to whom the contract is awarded** (if applicable)

If a partnership or consortium is envisaged, its composition should be specified and the criteria listed under point 10 should be detailed to individual members of the partnership. In addition, one of the consortium members must be designated as lead Contractor, and must ensure full responsibility towards the Commission as regards both the tender and the future contract – if awarded to them.

The execution of the service is not reserved by law or regulation or administrative provision to a specific profession. Tenders should conform to the requirements of the general conditions. Tenders from *consortia* of firms or groups of service providers, contractors or suppliers must specify the role, qualifications and experience of each member of group. Tenders must be signed by the legal representative of the consultant. Also tenders must specify the name of the person authorised to sign the proposed contract.

**III.2) CONDITIONS FOR PARTICIPATION**

**III.2.1) Information concerning the personal situation of the contractor, supplier or service provider and information and formalities necessary for the evaluation of the minimum economic, financial and technical capacity required**

\* Field not indispensable for publication

### III.2.1.1) Legal position – means of proof required

Article 93 taken from 'Council Regulation 1605/2002 of 25 June 2002 on the Financial Regulation applicable to the general budget of the European Communities' (Official Journal L 248, 16.09.02) establishes that:

"1. Candidates or tenderers shall be excluded from participation in a procurement procedure if:

(a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;

(b) they have been convicted of an offence concerning their professional conduct by a judgement which has the force of *res judicata*;

(c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;

(d) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;

(e) they have been the subject of a judgement which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the 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.

2. Candidates or tenderers must certify that they are not in one of the situations listed in paragraph 1."

In order to certify that candidates are not in one of the situations listed above, we follow Art. 134 of the Commission Regulation No 2342/2002 laying down the *detailed rules for the implementation* of Council Regulation No 1605/2002:

Article 134

#### Evidence

(Article 96 of the Financial Regulation)

1. The contracting authority shall accept, as satisfactory evidence that the candidate or tenderer is not in one of the situations described in point (a), (b) or (e) of Article 93(1) of the Financial Regulation, production of a recent extract from the judicial record or, failing that, a recent equivalent document issued by a judicial or administrative authority in the country of origin or provenance showing that those requirements are satisfied.

2. The contracting authority shall accept, as satisfactory evidence that the candidate or tenderer is not in the situation described in point (d) of Article 93(1) of the Financial Regulation, a recent certificate issued by the competent authority of the State concerned.

Where no such certificate is issued in the country concerned, it may be replaced by a sworn or, failing that, a solemn statement made by the interested party before a judicial or administrative authority, a notary or a qualified professional body in his country of origin or provenance.

3. Depending on the national legislation of the country in which the tenderer or candidate is established, the documents referred to in paragraphs 1 and 2 shall relate to legal persons and/or natural persons including, where considered necessary by the contracting authority, company directors or any person with powers of representation, decision-making or control in relation to the candidate or tenderer.

Article 94 taken from 'Council Regulation 1605/2002 of 25 June 2002 on the Financial Regulation applicable to the general budget of the European Communities' (Official Journal L 248, 16.09.02) establishes that:

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

(a) are subject to a conflict of interest;

(b) are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the contract procedure or fail to supply this information."

### III.2.1.2) Economic and financial capacity – means of proof required

Sound financial and economic position of the consultant. Full set of audited financial statements and accounts - balance sheet and profit and loss account for the past three years. Annual budget of the last two years for a semi-public or non-profit organisation.

### III.2.1.3) Technical capacity – means of proof required

A minimum experience and expertise of five years in the fields of policy research and analysis on issues of poverty and social exclusion -demonstrated by providing a list of relevant policy analysis, research projects and publications.

Details of educational and professional qualifications of the person(s) undertaking the study. The project director will require extensive knowledge of the European and international literature and empirical research on social policy and social trends; a proven track record in conducting empirical analysis, particularly in relation to poverty and social exclusion.

The consultants/researchers should have no-conflict of interest and be completely independent. A statement of independence should be included in the offer -a statement of independence is a one page document signed by the consultant where she/he declares her/his independence.

## III.3) CONDITIONS SPECIFIC TO SERVICES CONTRACTS

### III.3.1) Is provision of the service reserved to a specific profession?

NO  YES

*If yes, reference of the relevant law, regulation or administrative provision*

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### III.3.2) Will legal entities be required to state the names and professional qualifications of the personnel responsible for execution of the contract?

NO  YES

## SECTION IV: PROCEDURE

### IV.1) TYPE OF PROCEDURE

Open  Accelerated restricted   
Restricted  Accelerated negotiated   
Negotiated

### IV.1.1) Have candidates already been selected? (for negotiated procedure only and if applicable)

NO  YES  *If yes, provide details under Other information (section VI)*

**IV.1.2) Justification for the choice of accelerated procedure** *(if applicable)*

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**IV.1.3) Previous publication concerning the same contract** *(if applicable)*

**IV.1.3.1) Prior information notice concerning the same contract** *(if applicable)*

Notice number in **2003/S 52 – 044699** of **14/03/2003** *(dd/mm/yyyy)*  
OJ content list

**IV.1.3.2) Other previous publications**

Notice number in OJ content list /S - of // (dd/mm/yyyy)

**IV.1.4) Envisaged number of suppliers which will be invited to tender (when applicable)**

Number  or: Minimum  / Maximum

**IV.2) AWARD CRITERIA**

A) Lowest price

or

B) The most economically advantageous tender in terms of: **X**

B1) criteria as stated below (in descending order of priority where possible)

In descending order of priority : NO  YES

or:

B2) criteria as stated in contract documents **X**

**IV.3) ADMINISTRATIVE INFORMATION**

**IV.3.1) Reference number attributed to the file by the contracting authority \***

VT/2003/45

**IV.3.2) Conditions for obtaining contract document and additional documents**

Obtainable until: The Commission will consider only the requests for documents received not later than **40** calendar days after the date of publication of the present notice.

Price (where applicable) free of charge

**IV.3.3) Time-limit for receipt of tenders or requests to participate (depending whether it is an open, restricted or negotiated procedure)**

// (dd/mm/yyyy) or **52** days from the date of publication of the present notice.

Time (when applicable): \_\_\_\_\_

**IV.3.4) Dispatch of invitations to tender to selected candidates (In restricted and negotiated procedure)**

Estimated date : // (dd/mm/yyyy)

\* Field not indispensable for publication



**IV.3.5) Language or languages in which tenders or requests to participate can be drawn up**

ES DA DE EL EN FR IT NL PT FI SV Other (s) – third country  
**X X X X X X X X X X X** \_\_\_\_\_

**IV.3.6) Minimum time frame during which the tenderer must maintain its tender (in case of an open procedure)**

Until // (dd/mm/yyyy) or **6** months and/or  days from the deadline stated for receipt of tenders

**IV.3.7) Conditions for opening tenders**

**IV 3.7.1) Persons authorised to be present at the opening of tenders (where applicable)**

One representative of each tenderer, duly mandated in writing by the tenderer

**IV.3.7.2) Date, time and place**

Date: 10 calendar days after the date mentioned in IV.3.3. If this day is a Saturday, Sunday or public holiday, the following working day will be considered.

Time: 10:00 a.m.

Place J 27 00/18 at rue Joseph II , 27 B-1040 Brussels

**SECTION VI: OTHER INFORMATION**

**VI.1) IS THIS NOTICE A NON-MANDATORY ONE?**

NO **X** YES

**VI.2) IF APPLICABLE, INDICATE WHETHER THIS PROCUREMENT IS A RECURRENT ONE AND THE ESTIMATED TIMING FOR FURTHER NOTICES TO BE PUBLISHED**

\_\_\_\_\_  
\_\_\_\_\_

**VI.3) DOES THE CONTRACT RELATE TO A PROJECT / PROGRAMME FINANCED BY EU-FUNDS?\***

NO  YES **X**

*If yes, indicate the project/programme and any useful reference*

Community Action Programme to Combat Social Exclusion 2002-2006

Decision 50/2002/EC of the European Parliament and of the Council of 7 December 2001

**VI.4) ADDITIONAL INFORMATION (if applicable)**

The studies on *household structure* belong to the strand 1 of the programme: Policy co-operation and exchange of information and best practices (annex programme).

**VI.5) DATE OF DISPATCH OF THIS NOTICE:**

(dd/mm/yyyy)

## ANNEX A

### 1.2) ADDRESS FROM WHICH FURTHER INFORMATION CAN BE OBTAINED

Organisation	For the attention of
Address	Postal code
Town	Country
Telephone	Fax
Electronic mail (e-mail)	Internet address (URL)

### 1.3) ADDRESS FROM WHICH DOCUMENTATION MAY BE OBTAINED

Organisation	For the attention of
Address	Postal code
Town	Country
Telephone	Fax
Electronic mail (e-mail)	Internet address (URL)

### 1.4) ADDRESS TO WHICH TENDERS/REQUESTS TO PARTICIPATE MUST BE SENT

Organisation European Commission. DG Employment and Social Affairs	For the attention of Unit E2: Call for Tenders VT/2003/45
Address Archives DG Employment and Social Affairs J 37 00/20	Postal code B – 1049
Town Brussels	Country Belgium
Telephone	Fax
Electronic mail (e-mail) <a href="mailto:Empl-e2@cec.eu.int">Empl-e2@cec.eu.int</a>	Internet address (URL) <a href="http://www.europa.eu.int/comm/employment_social">www.europa.eu.int/comm/employment_social</a>