



EUROPEAN UNION  
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## 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 <b>European Commission DG Employment and Social Affairs</b>	For the attention of <b>Armindo Silva / Head of Unit EMPL/E02 Call for tenders VT/2004/040-info</b>
Address <b>Rue Joseph II 27 1/33</b>	Postal code <b>B- 1049</b>
Town <b>Brussels</b>	Country <b>Belgium</b>
Telephone	Fax <b>+32 0 295 65 61</b>
Electronic mail <a href="mailto:Empl-e2@cec.eu.int">Empl-e2@cec.eu.int</a>	Internet address (URL) <b>www.europa.eu.int/comm/employment_social</b>

#### 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

### 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,

\* Field not indispensable for publication

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 **11**

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

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

**"ANALYSIS OF THE POLICY MEASURES CONCERNING THE SPECIFIC SITUATION OF  
DISADVANTAGED YOUTH, IN PARTICULAR IN ACCESSING EMPLOYMENT"** \_\_\_\_\_

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

Disadvantaged youth is, in the context of this study, primarily defined as young people who, because of poor skills or any type of handicap, meet persistent problems in integrating into the first labour market and for that reason are jobless or drift continuously between low-wage, short term jobs. Employment difficulties may be associated with social problems of integration. However, it is important to take into account that those risks are very unequally distributed and highly correlated with other risk factors in the fields of poverty and social exclusion.

The aim of this contract is four fold:

- To identify the socio-economic characteristics of disadvantaged youth in relation to unemployment and low educational attainment;
- To identify, the key problems of the transition of disadvantaged youth from school to work and analyse the main obstacles for their sustainable integration into the first labour market;
- To assess the impact of both inclusion and active labour market policies and their interaction in fighting youth unemployment and the promotion of smooth transition from school/vocational training to work;
- To identify the causes of success or failure of educational reforms, social inclusion and active labour market programmes to support disadvantaged youth.

**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 **74.13.16.00-2**

- - -

Additional objects ...- - - -  
...- - - -  
...- - - -  
...- - - -

**II.1.8.2) Other relevant nomenclature (CPA / NACE / CPC) CPC 865,866**

**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)**

The price sought ought not to exceed € **200,000**

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

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

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

Either: Period in month/s **10** 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)**

Payments shall be made in EUR (€)

The terms of payment are as follows:

- 30% within 30 days after the signing of the contract
- the balance following 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.

\* Field not indispensable for publication

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### 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

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

###### Regulation

###### *Article 93 of the Financial Regulation:*

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.

###### *Article 134 of the Rule for Implementation – Evidence*

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 of the Financial Regulation:*

- 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

*See Annex I (which may be used as a checklist) for the supporting documents accepted by the European Commission to be provided by applicants, tenderers or bidders.*

***Any bid not including the supporting documents provided for in this Annex will be excluded.***

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

Sound financial position of the consultant/researchers. 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, part of which should have been focussed on issues in relation to disadvantaged youth, demonstrated by providing a list of relevant policy analysis and research projects.

- Details of educational and professional qualifications of the persons undertaking the study. The project director will require a deep knowledge in relation to transition from school to work issues and social inclusion in Member States, Accessing Countries and Candidate Countries and of the different policy approaches being adopted; an extensive knowledge of the European and international literature and data on the links between youth unemployment / school rupture and social inclusion; a proven track record in the field of policy analysis, particularly in relation to poverty /social exclusion and sustainable integration of disadvantaged youth into the first labour market.

- The consultants/researchers should have no-conflict of interest and be completely independent. A statement of independence should be included in the offer.

## **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  
OJ content list **2004/S 58.049310** of **23/03/2004** *(dd/mm/yyyy)*

**IV.1.3.2) Other previous publications**

Notice number in /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)

1 _____	4 _____	7 _____
2 _____	5 _____	8 _____
3 _____	6 _____	9 _____

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/2004/040** \_\_\_\_\_

**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 **40** calendar days after the date of publication of the present notice.

Price (where applicable) **Free of charge** \_\_\_\_\_ Currency \_\_\_\_\_

Terms and method of payment \_\_\_\_\_

**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 **60** 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)

**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**

- 15 calendar days after the date indicated in **IV.3.3** (or the next working day if the date is a non-working day)

Date   /   /     (dd/mm/yyyy) Time: 10 AM

Place J-27 rue Joseph II, 27 B-1040 Brussels \_\_\_\_\_

**SECTION VI: OTHER INFORMATION**

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

NO  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

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 December 2001 \_\_\_\_\_

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

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

**VI.5) DATE OF DISPATCH OF THIS NOTICE:**   /   /     (dd/mm/yyyy)

\* Field not indispensable for publication



## 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 E/2 Call for tenders VT/2004/040
Address Rue de Genève 1	Postal code B-1049
Town Brussels	Country Belgium
Telephone	Fax
Electronic mail (e-mail)	Internet address (URL)

**ANNEX B – INFORMATION ABOUT LOTS**

LOT n°   .....

**1) Nomenclature**

**1.1) Common Procurement Vocabulary (CPV) \***

	Main vocabulary	Supplementary vocabulary <i>(when applicable)</i>		
Main object	<input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/> - <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/>
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**1.2) Other relevant nomenclature (CPA/NACE/CPC)** \_\_\_\_\_  
 \_\_\_\_\_

**2) Short description** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**3) Scope or quantity** \_\_\_\_\_  
 \_\_\_\_\_

**4) Indication about different starting/delivery date *(if applicable)***

Starting // (dd/mm/yyyy) / delivery // (dd/mm/yyyy)

LOT n°   .....

**1) Nomenclature**

**1.1) Common Procurement Vocabulary (CPV) \***

	Main vocabulary	Supplementary vocabulary <i>(when applicable)</i>		
Main object	<input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/> - <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/>
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**1.2) Other relevant nomenclature (CPA/NACE/CPC)** \_\_\_\_\_  
 \_\_\_\_\_

**2) Short description** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\* Field not indispensable for publication

3) Scope or quantity \_\_\_\_\_

4) Indication about different starting/delivery date (if applicable)

Starting // (dd/mm/yyyy) / delivery / (dd/mm/yyyy)

..... (Use present annex as many times as necessary) .....