EU-GCC

TRADE AND BUSINESS COOPERATION FACILITY

ref. FPI4/2013/EU-GCC_TBCF

Deadline for submission of offers:

1 April 2014

(12:00 Central European Time)

BUDGET LINE 19.0501
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<th>Description</th>
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<tbody>
<tr>
<td>EC</td>
<td>European Commission</td>
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<td>EU</td>
<td>European Union</td>
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<td>FPI</td>
<td>Service for Foreign Policy Instruments</td>
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<td>FTA</td>
<td>Free Trade Agreement</td>
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<td>ICI</td>
<td>The Council Regulation on cooperation with Industrialised and high-income countries and territories in North America, the Asia-Pacific region and the Gulf region.</td>
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<td>GCC</td>
<td>Gulf Cooperation Council</td>
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<td>ICT</td>
<td>Information and Communication Technology</td>
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<td>IPR</td>
<td>Intellectual Property Rights</td>
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<td>JAP</td>
<td>Joint Action Programme</td>
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<td>SME</td>
<td>Small &amp; Medium Enterprises</td>
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<tr>
<td>SPS</td>
<td>Sanitary &amp; Phytosanitary</td>
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1. BACKGROUND INFORMATION

1.1. BENEFICIARY COUNTRIES

European Union (EU) Member States and the countries of the Gulf Cooperation Council (GCC): Bahrain, Kuwait, Oman, Qatar, Saudi Arabia and the United Arab Emirates.

1.2. CONTRACTING AUTHORITY

The European Commission’s (EC) Service for Foreign Policy Instruments (FPI) will be responsible for managing the contract.

1.3. LEGAL BASIS

This Call for Tenders is organised in the framework of EU actions to strengthen cooperation with industrialised and other high-income countries and territories under Council Regulation 1934/2006 of 21 December 2006 (“Industrialised Countries Instrument” or ICI).

1.3.1. The Industrialised Countries Instrument

The Industrialised Countries Instrument promotes cooperation with 17 industrialised and other high-income countries and territories in North America, Asia-Pacific and in the Gulf region. Based on Article 212 of the Treaty on the Functioning of the EU, it contributes to fostering the EU’s relations with countries and territories which often share similar values and are major political and trading partners, have a prominent role in multilateral fora and in global governance. The actions provided for under the aegis of the ICI will support strategic objectives of the Community’s external action in relation to industrialised countries: intensifying political cooperation, advancing the EU’s economic interests, and enhancing global networking and awareness of the EU.

1.3.2. ICI 2013 Financing Decision

The ICI’s Annual Action Programme 2013 (ref. C/2013/1110 of 1.3.2013) has earmarked business as the main area of cooperation between the EU and the GCC, an area that could help remove regulatory obstacles and could include efforts to support economic diversification in the non-oil sector; support for European small and medium-sized companies (SME) in gaining market access to the GCC countries; capacity building and exchange of expertise; and the development of a comprehensive renewable energy demand management policy to address climate change.

1.4. THE CONTEXT OF EU-GCC POLITICAL AND TRADE RELATIONS

The Cooperation Council for the Arab States of the Gulf (GCC) is a regional organization created in May 1981 by Bahrain, Kuwait, Oman, Qatar, Saudi Arabia and the United Arab Emirates. Given the GCC’s objective of closer cooperation and coordination between member states with a view to harmonisation, the first real step in this direction was made in 2003 with the start of the GCC customs union.

The EU established relations with the GCC through the 1988 Cooperation Agreement, intended to:

- Strengthen stability in a region of strategic importance
- Facilitate political and economic relations
- Broaden economic and technical cooperation

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1 From 1 December 2009, Article 212 replaces Article 181A of the Treaty
**Tender Specifications for the implementation of the EU-GCC Trade and Business Cooperation Facility**

- Broaden cooperation on energy, industry, trade and services, agriculture, fisheries, investment, science, technology and environment.

The Cooperation Agreement establishes an annual Joint Council/Ministerial Meeting between the EU and the GCC foreign ministers as well as between senior officials at a Joint Cooperation Committee. The last meeting of the Joint Council took place in Manama, Bahrain in June 2013. Working groups exist in the fields of the energy, air transport, and economic affairs.

The EU and the GCC agreed on a **Joint Action Programme** (JAP) for 2010-13 to guide their cooperation, covering a large range of issues for co-operation including trade, investment, industrial cooperation, intellectual property rights, ICT, nuclear safety, clean energy, research, and economic dialogue. Sectoral cooperation is on-going, even though the first JAP lapsed in July 2013, while discussions on a 2nd JAP are not concluded yet.

EU-GCC total trade in goods in 2012 amounted to around €145 Billion (i.e. a very significant increase from around €100 billion in 2010). The GCC accounts for 4.2% of total EU trade and is a significant market for EU exports (5%). The EU is the first trading partner for the GCC covering 13.5% of its total trade.

The EU launched negotiations on a Free Trade Agreement with the GCC in the early 1990s, which gained substantial clout after the creation of the GCC customs union in 2002. In 2008, the GCC side formally suspended the EU-GCC Free Trade Agreement (FTA) negotiations. By that time, most of the FTA text had been agreed upon. In 2010, the GCC then suspended all its ongoing FTA negotiations and launched studies on the benefits of these negotiations.

The GCC is an important region from a trade and investment point of view and there are many business opportunities for companies on both sides. The EU is committed to conclude the EU-Gulf Cooperation Council (GCC) Free Trade Agreement negotiations successfully.

**2. PROGRAMME OBJECTIVES AND EXPECTED OUTCOMES**

**2.1. GENERAL OBJECTIVES**

The overall objective of this facility is **to strengthen EU-GCC sustainable trade, investment and business cooperation through mutual understanding and dialogue**.

**2.2. PROJECT PURPOSE**

The project’s purpose is to increase trade and investment opportunities through creating stronger business to business links and policy dialogues between the EU and GCC countries.

**2.3. EXPECTED RESULTS**

Three components will achieve the project purpose:

**Component 1: Policy Support**

- Improved trade and business policy dialogues between the EU and GCC countries, as well as other selected sectors (e.g. transport, SPS issues, energy sector, patents).
- Supported and enhanced policy dialogues on the basis of EU-GCC agreements.
- Direct and lasting positive impact on trade and business cooperation: regulatory framework for standardisation, trade and investment issues incl. market access, visa regulations etc.;
- Drafted Recommendations and analysis to the EU on ways to improve sustainable business cooperation.

Component 2: Trainings

- Shared information and expert recommendations available to businesses and policymakers to facilitate market access and business cooperation.
- Improved mutual understanding of business practices and policy processes.
- Increased knowledge of European SME’s on how to successfully enter GCC markets.
- Increased focus on businesses as a driving force for youth and women empowerment.
- Enhanced awareness of IPR issues amongst businesses and policymakers on both sides.

Component 3: Events and Communication

- Increased networking between EU and GCC companies, resulting in new and lasting trade and investment opportunities taking place.
- Increased visibility and projection of the EU in the GCC States through the organisation of business and trade related events.
- B2B links for SMEs created, particularly in – but not restricted to – sectors such as non-energy raw materials, renewables, and/or clean energy and/or energy security and/or energy efficiency and/or sustainable construction but also ICT, transport, water, waste management, etc.;
- High-end industries promoted such as fashion, jewellery, luxury furniture, cars.

2.4. Indicators

In order to measure the expected results listed above (non-exhaustively), applicants are invited to develop a methodology and propose related SMART (Specific, Measurable, Achievable in a cost effective way, Relevant and Timely) indicators in their tenders. The assessment of tenders will take this into consideration and the logical framework matrix (see point 6.1 below) to be submitted with the inception report will have to build upon these indicators.

3. SCOPE OF THE WORK

3.1. General Description of the Tasks to be Implemented

The contractor will duly carry out the following activities according to the above-mentioned results to be achieved:

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<th>Description</th>
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| COMPONENT 1 Policy Support | Facilitate business dialogue on Trade and Investment matters including on market access problems and in the field of patents.  
- Support the implementation of EU framework agreements and political declarations, with the aim of translating political commitments into concrete actions.  
- Support comprehensive policy dialogues on sectorial issues of relevance (e.g. SPS, energy, transport)  
- Support comprehensive policy dialogues, including facilitating the implementation of political commitments with regard to the development of knowledge-based co-operation.  
- Enhance business cooperation on standardisation issues. |
| COMPONENT 2 Trainings | Providing technical expertise and analysis  
- Twinning and Secondment arrangements for experts and officials  
- Training programme for European SMEs and other businesses giving know-how on GCC business culture and exchanging best practices.  
- Trainings specifically targeted at young men and women (would-be) entrepreneurs from both regions giving tips on how to start a business, management skills, negotiation, etc. |
交换知识产权方面的专业知识（COMPONENT 3）

组织高级别会议的商务论坛（COMPONENT 3）

提高和展示欧盟在GCC国家的能见度和意识（COMPONENT 3）

• 一个单独的合同网站很可能会无法达到活动的最高能见度。因此，更有效的方式是通过对话伙伴的网站和更远的地方来宣传结果和成就。

3.2. 地理区域

项目应覆盖GCC六个国家和欧盟成员国。

项目执行的基地将是申请人办公室。在GCC和EU国家均有存在是鼓励的。

允许欧盟-GCC合资（伙伴关系）投标该项目。在这种情况下的合资申请人，所有合资伙伴必须在符合条件的国家设立，即GCC和EU成员国，符合相关国内立法。

• 如果合资申请人是EU成员国公民，它必须在至少一个GCC成员国设立一个关键合作伙伴机构。

• 如果合资申请人是GCC成员国公民，它没有义务与（一个）EU伙伴（见第8.1条）。

3.3. 时间

合同的预定开始日期为2014年5月，实施期设定为40个月。

3.4. 目标群体

活动应针对政府各部门及机构，工商界，商会，智囊团，思想领袖和媒体。

3.5. 具体活动

项目活动可能包括以下内容：

• 计划和促进会议和高级别会议，创造信息和最佳实践交流的机会，并创建政策对话的平台；

• 组织活动（会议，研讨会，工作坊，圆桌会议等）在政策对话的范围，如果未由合作伙伴国家。

• 物资支持延长的工作会议政策对话合作伙伴（在欧洲或GCC地区）。

• 提供短期专业知识等特定专题等，并且外部分析政策对话（如演讲人，与会者，报告者，协调员的支持）。

• 培训；

• 伙伴关系；

• 移民专家；

• 提供技术专业知识和分析；

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见第8.1条中的“单一申请人”，“申请人”、“合资”和“分包商”描述。
Tender Specifications for the implementation of the EU-GCC Trade and Business Cooperation Facility

- Publication and dissemination of recommendations and outcomes;
- Organisation of a Business Forum;
- Translation and interpretation services with respect to documents relevant to policy dialogues if required for the successful implementation of one or several of the activities mentioned above.

3.6. PROJECT MANAGEMENT

3.6.1. Responsible Body
The EC’s Service for Foreign Policy Instruments, Unit FPI.4 Public Diplomacy and Election Observation, will be in charge of the project’s supervision and management. The EU Delegations in Riyadh and Abu Dhabi will be expected to assist EC Headquarters with regard to project monitoring.

3.6.2. Coordination
Steering Committee
The EC will appoint a Steering Committee that will deal with the Programme to ensure a smooth implementation of the activities. This Committee will consist of EU Officials (from HQ and the concerned EU Delegations), officials of the GCC (if feasible) and the Project Director. Its task will be to discuss the project’s general approach and methodology, planning, annual work programmes, and the content of the draft inception, interim and final reports.

Four meetings of the steering committee are foreseen and will be organised in EC offices or via other means (video-conference). The first meeting (the "kick-off" meeting) should take place immediately after the signature of the contract. The other three meetings will provide an opportunity for the Contractor to present each of the reports to the steering committee.

The EC will have meeting rooms available. Other meetings may be organised through teleconferences as appropriate, or on an ad-hoc basis.

More concretely, the Steering Committee is expected, as a minimum, to contribute to the following:

- Facilitate the Contractor’s access to the information necessary to the project’s implementation;
- Support and monitor the Contractor’s work (including participation in the kick-off meeting, and participation in meetings where the Contractor presents the inception, interim technical, and final reports);
- Review and comment on the content, quality, accuracy, and reliability of the reports delivered by the Contractor;
- Provide assistance to the Contractor in preparation of the activities.

4. REQUIREMENTS

4.1. HUMAN RESOURCES / STRUCTURE
Taking into account the variety of activities, the Facility's human resources should be carefully considered. The structure of the Facility should include the following experienced staff (supported by CVs) with specific capacities in coordination, communication/PR, events management and administrative/financial tasks:

- Project Director
- Business Specialist
- Team Leader/Project Manager
• Communication and Events Manager
• Finance and Administration Specialist

If the Facility is run by a consortium, there should be a (part-time) staff member in each organisation responsible for coordination and liaison with the lead organisation.

4.2. OFFICE ACCOMMODATION

Office accommodation of a reasonable standard is to be provided by the selected contractor. The costs of office accommodation are to be covered by the fee rates of the experts.

4.3. EQUIPMENT

No equipment is to be purchased on behalf of the Contracting Authority / beneficiary countries as part of this Service Contract or transferred to the Contracting Authority / beneficiary countries at the end of this contract.

5. Deliverables and Content

The Contractor must produce three types of self-standing reports as described below; and each must include all explanations, analytic concepts, assumptions, and contextual information necessary for a full understanding of the work performed, the evidence gathered, the judgements reached and the recommendations made.

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<th>Type of Report</th>
<th>Content</th>
<th>Date of Submission</th>
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| INCEPTION REPORT | Should describe how the work will be carried out by including at least the following:  
  • An executive summary.  
  • An analysis of the existing situation.  
  • An account of initial contacts made with the Steering Committee and with the different stakeholders.  
  • A list of the relevant stakeholders for this project.  
  • An overview of the proposed approach | Within 2 months after the signature of the contract |
| ANNUAL WORK PLANS | Detailed annual work plans and budgets for the project. |  
  • Within 2 months with the Inception Report  
  • After 12 months of implementation before the 1st Interim Report  
  • After 24 months of implementation before the 2nd Interim Report |
| INTERIM REPORTS | Should summarise the work undertaken up to the date of the report, and the main results obtained. In particular, it should include:  
  • An executive summary.  
  • A description of achievements and the activities carried out.  
  • Problems encountered and recommendations. | Annually: no later than 2 months following each 12 month implementation period. |
5.1. **SUBMISSION AND APPROVAL OF REPORTS**

The selected contractor will submit the following to the assigned EC Programme Officer:

- 2 copies of the inception report together with a USB stick or a CD-ROM containing the electronic version of the report and supporting documents (preferably in PDF format).
- 2 copies of the interim annual reports together with a USB stick or a CD-ROM containing the electronic version of the reports and supporting documents (preferably in PDF format).
- 2 copies of the final report together with a USB stick or a CD-ROM containing the electronic version of the report and supporting documents (preferably in PDF format).

All reports must be drafted in English.

5.2. **PUBLICITY**

Outputs involving the visibility of the programme (information, leaflets, website, publications, etc.) must clearly show that it is managed and financed by the EU. No reference shall be made to the contractor’s own company or organisation or to any other associated companies or organisations.

The specific guidelines published in the *Use of the Logo of the EC: Guidelines for Partner Organisations* which was published in April 2012 and that can be accessed on the following link:  
should be followed.

6. **MONITORING AND EVALUATION**

6.1. **DEFINITION OF INDICATORS**

In order to assess progress, identify difficulties and take rapidly appropriate measures to overcome them, it is essential to design, at an early stage of project implementation, an information system giving a clear picture of the situation of the activities and of the results achieved at both regional and national levels.

To that end, a **logical framework matrix** will be designed and submitted with the inception report. Progress reports shall be result oriented and the analysis of risks will be done continuously.
This requires the identification of key information sources and information providers, the selection of relevant quantitative and qualitative indicators, and the development of meaningful information materials, to be used and updated regularly (questionnaires, mission reports, minutes of meetings with stakeholders, end of seminar evaluation sheets, etc).

6.2. **SPECIAL REQUIREMENTS**

Monitoring visits from EU staff (HQ and/or DELs) will be carried out regularly.

In addition, the contractor may be requested to hire external expert(s) in order to conduct evaluations of the project and should, therefore, earmark part of the budget for this purpose. This includes:

- Mid-term review after 26 months of implementation
- A final evaluation after 40 months of implementation

The Commission will analyse the conclusions and recommendations of the mid-term review and decide if any follow-up action should be taken or if any adjustments are deemed necessary, including, if flagged, the reorientation of the project.

6.3. **AUDITS**

Procurement contracts may be subject to expenditure verification as per the general conditions of the contract. The arrangements for this type of expenditure verification are an integral part of the contractor’s obligations with respect to the terms of the contract.

7. **ADMINISTRATIVE PROVISIONS**

7.1. **BUDGET**

The overall and maximum indicative amount made available under this call for tenders is **€ 2 400 000.00** for the award of **one** service contract.

Where the financial envelope indicated above cannot be used due to insufficient quality or the lack of eligible proposals received, the EC reserves the right to reallocate the remaining funds to another geographic area or to fund other objectives of the ICI.

7.2. **CONTRACT**

A model contract with the provisions for specific and general conditions is part of the tender documentation (see Annex I).

The EC will conclude a contract following this tender with a single legal counterpart (be it a single applicant or the lead applicant in a consortium). When an applicant presents a bid on behalf of a consortium of firms or organisations, the bid shall clearly distinguish the lead applicant and the partner(s).

Where the applicant wishes to sub-contract or otherwise rely on the capacities of other entities, he/she must in that case prove that he/she will have at its disposal the resources necessary for the performance of the contract, for example by producing an undertaking on the part of those entities to place those resources at its disposal.

7.3. **DURATION OF THE CONTRACT**

The contract will have a time-span of maximum **40 months** including:

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4 See descriptions for “single applicant”, “lead applicant”, “consortium” and “subcontractor” in point 8.1
• An inception / preparatory period of maximum two months during which (i) the programme infrastructure, management team and governance mechanisms are expected to be set up; and (ii) a detailed annual work programme for the first year of activities will be developed and submitted by the contractor to the EC.

• Three years of operation. Activities to be carried out will be detailed in annual work programmes to be submitted to the Commission sufficiently ahead of their implementation for discussion and approval. Interim Reports will be submitted at the end of each year of implementation.

• A closing period of maximum two months during which the contractor will prepare the final report.

However, if after the signing of the contract and the start of the project it becomes impossible for the contractor, for fully justified reasons, to complete the programme within the scheduled period, an extension to the eligibility period may be granted. A maximum extension of six additional months may be granted as long as it does not have any impact whatsoever on the overall budget, if requested before the deadline specified in the Contract and duly justified. The maximum duration will then be 46 months.

7.4. REQUIREMENTS FOR THE TENDERS

Tenders must be drawn up in English.

The tender must consist of:

(a) a technical part including all the information and documents required by the contracting authority for the appraisal of tenders on the basis of the selection criteria set out under point 8.3 and the award criteria set out under point 16 of these specifications;

(b) a financial part setting out prices in accordance with point 7.5 of these TOR.

The tender must comply with the following rules:

• The offer must include all the required statements and documentation,
• The offer should address most of the key activities as described in point 3.5 above,
• The offer must list members of staff, and their roles, responsible for the implementation of the respective activities, with their curriculum vitae and an indication of their professional experience relevant to the assignments described in this call for tenders as well as their English proficiency.
• All offers imply acceptance of the EC’s Provisions related to tenders and the award of contracts and the General Terms and Conditions applicable to contracts (refer to Annex I) on all points not specifically covered by the present tender specifications.
• Offers shall remain valid for 9 months from the time limit for receipt of tenders.
• Expenses incurred in preparing and submitting offers shall not be reimbursed by the EC.

7.5. PRICES

Prices must be quoted in EURO using the conversion rates published in the C-series of the Official Journal of the European Union on the day when this invitation to tender was sent out.

Prices must be fixed amounts that are non-revisable and should distinguish between fees, fixed overheads, operational expenses, event-related expenses, and travel expenses and accommodation for the contractor’s staff.

Where appropriate, with regard to the fees, the offer should also indicate prices in EURO per working day.

Forms for the quotation of prices are provided in Annex III of this document.
Prices should be quoted free of all duties, taxes and other charges, including of VAT, as the Communities are exempt from such charges under Articles 3 and 4 of the Protocol on the privileges and immunities of the European Communities.

8. Evaluation of the Offer

8.1. Eligibility

Glossary:

- Single applicant: the entity that submits a tender without any partner
- Lead applicant: the entity that, as part of a consortium, endorses the responsibility of preparing the tender on behalf of such consortium and to be the main interlocutor of the contracting authority
- Consortium (also called “joint tender”): may be a permanent, legally-established grouping or a grouping which has been constituted informally for a specific tender procedure. All members of a consortium (i.e., the leader and all other members) are jointly and severally liable to the contracting authority.
- Subcontractor: the entity providing services or supplying equipment based on a contracting procedure launched after the signature of the contract concluded with the contracting authority. It is not a partner and should not be considered as such nor identified ex ante; subcontracting some parts of the action implies the respect of contracting procedures in accordance with internationally agreed rules.

Subject to their meeting the eligibility criteria set out below, tenders are invited from Chambers of Commerce, Business and Industry Associations, Trade and Investment Promotion Agencies, and other legal entities working in the field of trade and investment policy and business cooperation with activities in the GCC countries.

In the case of a proposal submitted by a single applicant, the organisation must be a national of one of the GCC Member States.

In the case of a proposal submitted by a consortium, the lead applicant may be established in the EU as long as at least one key partner organisation national of one of the GCC Member States is identified and engaged.

The lead applicant will be the only signatory of the contract with the EU. Therefore, there must be an internal arrangement within the consortium, as regards the allocation of tasks and the sharing of costs. The consortium, may include different categories of organisations – the targeted types of organisations are listed in the first paragraph of this section and may also include professional conference organisers, communication agencies etc.

Natural persons may not apply.

The applicant/consortium has the possibility to subcontract part of its activities to external service providers. This sub-contracting should be documented in the Tender and the applicant/consortium should describe the tasks, activities and amounts that it plans to sub-contract.

8.2. Exclusion Criteria

With regard to tenders submitted by a consortium of firms or groups of service providers, documents on exclusion criteria must be supplied by each member of the consortium.

Tenderers shall be excluded from participation in this procurement 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 or persons having powers of representation, decision making or control over them have been convicted of an offence concerning their professional conduct by a judgment of a competent authority of a Member State 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 including by decisions of the EIB and international organisations;

d) they are not in compliance with their 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 or persons having powers of representation, decision making or control over them have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such illegal activity is detrimental to the Union's financial interests;

f) Following another procurement procedure or grant award procedure financed the EU budget, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations.

Tenderers must declare on their honour (on letterhead stationery, dated and signed by a legally authorised signatory) that they are not in one of the situations listed above. For the declaration related to d) above, the contracting authority shall accept a recent certificate issued by the competent authority of the State concerned.

A contract shall not be awarded to candidates or tenderers who, during the procurement procedure for this contract: 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 procurement procedure or fail to supply this information, c) find themselves in one of the situations of exclusion, referred to above.

8.3. SELECTION CRITERIA

With regard to tenders submitted by a consortium of organisations or groups of service providers, documents on selection criteria must be supplied by each member of the consortium.

Where any subcontractor would be responsible for over 25% of the services required under the contract, the same selection criteria will be applied to it.

The tenderer must show its capacity to fulfil the assignment. Therefore it must provide all the following documents for the selection criteria:

**Legal, economic and financial capacity**

Evidence of the candidate’s legal position:

- The legal status of the company, including information on country affiliation.
- The name and title of the person who is legally authorised to sign.
- A statement on the VAT status, including the VAT number.
- Complete banking reference (account number and bank name; full address of the local branch; international bank code, SWIFT or IBAN code).

Tenderers are requested to download and fill in the two following forms, which must be included in the offer for this tender.

http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm
Please note that the EC will only accept either original documents or certified copies which must be less than 6 months old.

Proof of the candidate’s economic and financial capacity to perform the tasks involved in these contracts:

- A full set of financial statements, including at least a balance sheet and profit and loss account for the last three financial (or fiscal) years or the annual budget (income and expenditure) of the last three years in the case of semi-public or non-profit organisations, where the tenderer is required by law to produce such statements.

  It should be noted that where the relevant company law requires these financial statements to be audited, the auditor’s statement should be included and where the candidate tenderer is not required to produce full financial statements, other internal reports of management accounts establishing financial capacity should be submitted.

- A copy of enrolment in the trade or professional register (if not available, explain why), specifying the legal status of the tenderer’s company.

- A certified statement of earnings over the last three financial (or fiscal) years

- A banker’s statement on the solvency of the tenderer’s company and/or evidence of professional risk indemnity insurance

- A statement indicating the proportion of the contract which the service provider may want to sub-contract.

**Technical capacity**

To prove the tenderer’s technical expertise and professional experience in the area of the service required and which are relevant (both in type and in volume) to the contract, the tenderer will submit detailed information with the offer as required hereafter:

- A substantiated declaration that the tenderer is a well-established organisation which, through delegated representatives in the GCC has general access to EU companies operating in the GCC, to the local business organisations as well as to other relevant economic actors/operators.

- A declaration that elaborates on the tenderer’s capacities to develop operational methodologies and procedures for the implementation of complex programmes such as this project.

- A list of projects in related fields for the past 3 years demonstrating the tenderer’s capacity, knowledge of regulatory aspects focusing on EU companies as related to the Programme.

- The educational and professional qualifications of the tenderer’s staff which will carry-out the work.

- A declaration that the tenderer has the conceptual and administrative ability to manage complex tasks.

- A declaration that the tenderer has experience in accounting, budget and finance rules and in project management.

**8.4. Award Criteria**

The contract will be awarded under the best-value-for-money procedure. Criteria that will be applied are:

1) Price (20%) based on the assessment of the following key price factors:

| Daily rates applicable to fees | 40 |
2) The quality of the proposed approach to achieve the desired results (80%) based on the assessment of:

<table>
<thead>
<tr>
<th>Award criteria</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Coherence, design and relevance of the proposal in relation to the objectives and expected outcomes of the Call for Tenders</td>
<td>30</td>
</tr>
<tr>
<td>1.1 How relevant is the offer to the general objectives of the Call for Tenders?</td>
<td>10</td>
</tr>
<tr>
<td>1.2 Is the action coherent, feasible and consistent in relation to the project purpose and expected results?</td>
<td>10</td>
</tr>
<tr>
<td>1.3 Are objectively verifiable indicators proposed to measure the achievement of the general objective, the project purpose and the expected results?</td>
<td>10</td>
</tr>
<tr>
<td>2. Sustainability of the activities</td>
<td>15</td>
</tr>
<tr>
<td>2.1 Capacity to achieve significant and sustainable impact:</td>
<td></td>
</tr>
<tr>
<td>- At policy level (where applicable) (what will be the structural impact of the action? — e.g. will it lead to improved legislation, codes of conduct, methods, etc?)</td>
<td>5</td>
</tr>
<tr>
<td>2.2 Capacity to develop entirely new activities</td>
<td>5</td>
</tr>
<tr>
<td>2.3 Are the actions likely to have multiplier effects? (including scope for replication, extension and information sharing)</td>
<td>5</td>
</tr>
<tr>
<td>3. Financial and operational capacity</td>
<td>25</td>
</tr>
<tr>
<td>3.1 Capacity to reach, create links and effectively mobilise the target groups in the GCC, government departments and agencies, businesses, think tanks, opinion leaders and the media.</td>
<td>15</td>
</tr>
<tr>
<td>3.2 Do the tenderers and, if applicable, potential partners have sufficient experience in project management (capacity to carry-out activities, events organisation, recruitment of experts for trainings and so on)?</td>
<td>5</td>
</tr>
<tr>
<td>3.3 Do the tenderers and, if applicable, potential partners have sufficient technical expertise (especially knowledge of the issues to be addressed) and management capacity (including staff, equipment and ability to handle the budget for the action)?</td>
<td>5</td>
</tr>
<tr>
<td>4. Cost Effectiveness</td>
<td>15</td>
</tr>
<tr>
<td>Cost effectiveness in the implementation of activities proposed and particularly in the administration and working methods envisaged for the delivery, monitoring, pricing (see 7.5) and reporting on the activities programmed. Activities to be appropriately reflected in the budget</td>
<td></td>
</tr>
<tr>
<td>5. Projection and Outreach</td>
<td>15</td>
</tr>
</tbody>
</table>
Ability to increase the EU visibility and ensure synergy with other EU initiatives

| Total maximum points | 100 |

The total of the points scored on 1) price; and 2) quality of the proposal will be weighed as mentioned above. The contract will be awarded to the economically most worthwhile tender on the basis of the ratio between price points (20%) and quality points (80%).

**Total score for tender X = (score for price * 20/100) + (score for quality * 80/100)**

Tenders scoring below 60 points on the "total score for tender" or below 50 % of the points awarded for any individual criterion will be excluded from the rest of the assessment procedure.

### 8.5. ADDITIONAL INFORMATION

Tenderers are requested to put any questions in writing and to send them to the functional mailbox: FPI-4-GRANTS-TENDERS@ec.europa.eu

For legal reasons, queries by telephone or personal contact cannot be taken into consideration.

Replies to all questions will be published regularly in a FAQ document on the website where the call was published.

The deadline for submission of questions is **15 March 2013**.

The deadline for submission of offers is **1 April 2013 by 12.00 CET** (postmark or receipt if hand delivered).

**No obligation to award the contracts**

The EC shall not be under any obligation to award a contract following a tendering procedure. Furthermore, it shall not be liable for any compensation with respect to tenderers whose tenders have not been accepted. Nor shall it be so liable if it decides not to award the contracts.