



EUROPEAN COMMISSION
DIRECTORATE-GENERAL
REGIONAL POLICY
Policy development
Evaluation

Brussels,
REGIO.C.4./MaR D(2010) 680249

Dear Sir/Madam,

**Subject: Call for tenders by open procedure n° 2010.CE.16.0.AT.075 –
"Evaluating innovation activities: methods and practices".**

1. I enclose the call for tenders relating to the above mentioned contract.
2. If you are interested in this contract, you should submit a tender in triplicate in one of the official languages of the European Union.
3. Bids must be submitted
 - a) either by post or by courier not later than **04/10/2010**, in which case the evidence of the date of dispatch shall be constituted by the postmark or the date of the deposit slip, to the following address:

European Commission
Directorate-General for Regional Policy,
Evaluation Unit,
CSM 1 – 4/123
B – 1049 Brussels

- b) or delivered by hand to the following address:

European Commission
Directorate-General for Regional Policy,
Evaluation Unit,
CSM 1 – 4/123

Exact address :

avenue du Bourget, 1
B-1140 Brussels (Evere)
Belgium

not later than the end of working hours on **04/10/2010**. In this case, a receipt must be obtained as proof of submission, signed and dated by the official in the Commission's central mail department who took delivery. The department is open from 08.00 to 17.00 Monday to Thursday, and from 8.00 to 16.00 on Fridays. It is closed on Saturdays, Sundays and Commission holidays.

4. Tenders must be placed inside two sealed envelopes. The inner envelope, addressed to the department indicated in the invitation to tender, should be marked as follows: **“Invitation to tender n° 2010.CE.16.0.AT.075 - not to be opened by the internal mail department”**. If self-adhesive envelopes are used, they must be sealed with adhesive tape and the sender must sign across this tape.

The inner envelope must also contain two sealed envelopes, one containing the technical specifications (*on paper plus a CD or DVD with a copy of those documents in electronic format -word or pdf-*) and the other the financial bid. Each of these envelopes must clearly indicate the content (“Technical” and “Financial”).

5. The specification, listing all the documents that must be produced in order to tender, including supporting evidence of economic, financial, technical and professional capacity and the draft contract are attached.
6. Tenders must be:
 - signed by the tenderer or his duly authorised representative;
 - perfectly legible so that there can be no doubt as to words and figures.
7. Period of validity of the tender, during which the tenderer may not modify the terms of his tender in any respect: 6 months from the date it was submitted.
8. Submission of a tender implies acceptance of all the terms and conditions set out in this invitation to tender, in the specification and in the draft contract and, where appropriate, waiver of the tenderer's own general or specific terms and conditions. It is binding on the tenderer to whom the contract is awarded for the duration of the contract.
9. Contacts between the contracting department and tenderers are prohibited throughout the procedure save in exceptional circumstances and under the following conditions only:

Before the final date for submission of tenders:

At the request of the tenderer, the contracting department may provide additional information solely for the purpose of clarifying the nature of the contract.

Any requests for additional information must be made in writing only to the attention of the Evaluation Unit, Regio-Directeur-C@ec.europa.eu.

Requests for additional information received less than five working days before the closing date for submission of tenders will not be processed.

The Commission may, on its own initiative, inform interested parties of any error, inaccuracy, omission or any other clerical error in the text of the call for tenders.

Any additional information including that referred to above will be sent simultaneously to all tenderers who have requested the specification and will be published at the internet address below.

Tendering documents are available on the website of Directorate General for Regional Policy at the following address:

http://ec.europa.eu/regional_policy/tender/tender_en.htm (including any additional information referred to above).

Potential tenderers are requested to regularly verify the internet website.

After the opening of tenders

If clarification is required or if obvious clerical errors in the tender need to be corrected, the contracting department may contact the tenderer provided the terms of the tender are not modified as a result.

10. This invitation to tender is in no way binding on the Commission. The Commission's contractual obligation commences only upon signature of the contract with the successful tenderer.

Up to the point of signature, the contracting authority may either abandon the procurement or cancel the award procedure, without the candidates or tenderers being entitled to claim any compensation. This decision must be substantiated and the candidates or tenderers notified.

11. You will be informed whether or not your tender has been accepted.
12. If your offer includes subcontracting, it is recommended that contractual arrangements with subcontractors include mediation as a method of dispute resolution.
13. If processing your reply to the invitation to tender involves the recording and processing of personal data (such as your name, address and CV), such data will be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Unless indicated otherwise, your replies to the questions and any personal data requested are required to evaluate your tender in accordance with the specifications of the invitation to tender and will be processed solely for that purpose by Ms Veronica Gaffey, Head of Evaluation Unit, Directorate General for Regional Policy, e-mail: regio-eval@ec.europa.eu.

Details concerning processing of your personal data are available on the privacy statement at the page http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf.

14. You are informed that for the purposes of safeguarding the financial interest of the Union, your personal data may be transferred to internal audit services, to the Court of Auditors, to the Financial Irregularities Panel and/or to the European Anti-Fraud Office (OLAF).

Data of economic operators which are in one of the situations referred to in Articles 93, 94, 96(1)(b) and 96(2)(a) of the Financial Regulation¹ may be included in a central database and communicated to the designated persons of the Commission, other institutions, agencies, authorities and bodies mentioned in Article 95(1) and (2) of the Financial Regulation. This refers as well to the persons with powers of representation, decision making or control over the said economic operators. Any party entered into the database has the right to be informed of the data concerning it, up on request to the accounting officer of the Commission.

Natalija Kazlauskienė
Director

¹ Council Regulation (EC, Euratom) No 1605/2002 of 25 June 2002 (OJ L 248 of 16.09.2002), as amended by Council Regulation (EC, Euratom) No 1995/2006 of 13 December 2006 (OJ L 390 of 30.12.2006)

Specifications

1. TITLE OF CONTRACT

The full title of the contract is "Evaluating innovation activities: methods and practices".

2. OVERALL PURPOSE AND CONTEXT OF THE EVALUATION

One quarter of European Regional Development Fund (ERDF) support is devoted to the promotion of innovation. Managing authorities should evaluate the effects of these innovation activities which are diverse in their shape and in their outcomes, ranging from grants or support services for SMEs to support for clusters, research or collaborative activities. This requires an increasing use of methods capable of assessing the different results expected and sometimes a combination of methods needs to be used. To this end, the Directorate General for Regional Policy (DG REGIO) wishes to launch a study on methods applied to evaluating innovation activities supported by the ERDF.

This study will support the work of a network of Member States willing to invest in improving the quality of their evaluations through the use of these methods and complement the work of an Expert network which gathers evaluation evidence and practices throughout the EU. It will also complement the results of two counterfactual impact evaluations on enterprise support and research grants launched by DG REGIO in 2010. The results of these three different activities will feed into the guidance on evaluation that DG REGIO will issue to prepare the next programming period for Cohesion Policy and the Evalsed website which provides guidance on the evaluation of socio-economic development².

3. SUBJECT OF CONTRACT

The specific objectives of this contract are to provide a state of the art of the evaluation of innovation in Member States, provide an analysis of the advantages and limits of available methodologies for assessing different kinds of innovation activities, conduct 15 case studies on good quality evaluations, and draft guidance for managing authorities to support their evaluation activities.

For this study, "innovation activities" are those supported by the ERDF programmes under the Convergence, Regional Competitiveness and Employment and European Territorial Co-Operation Objectives (cross-border cooperation programmes only) according to the Community strategic guidelines on cohesion³.

² http://ec.europa.eu/regional_policy/sources/docgener/evaluation/evalsed/index_en.htm

³ http://ec.europa.eu/regional_policy/sources/docoffic/2007/osc/1_29120061021en00110032.pdf

(1) Tasks

Task 1: Literature review and survey

The study will start with an analysis of the methods used to assess the effects of innovation activities and a survey of the some 300 ERDF Managing Authorities of the Convergence, the Regional Competitiveness and Employment Objective, and the Territorial Co-Operation cross-border programmes, to assess the state of the art in Member States and regions.

This analysis should:

- Identify the methods and approaches used for evaluating at least 10 different kinds of innovation activities commonly funded by the ERDF, including mixed supports (combining different instruments)⁴. The evaluations analysed could include those identified in the Inno-appraisal repository⁵, by the expert evaluation network set up by DG REGIO in 2010⁶ or coming from other sources⁷. The tender should include a list of the different sources to be examined during this study.
- Analyse the advantages and limits or difficulties of these methods and approaches for evaluating each kind of activity.
- Examine in particular: beneficiary surveys, impact analysis, network analysis, as well as methods used to assess mixed supports and behavioural changes.
- Conduct a survey of the some 300 ERDF Managing Authorities to find out about the evaluations of innovation activities completed during the period 2005-2010, launched or planned for the 2007-13 programming period, the methods used, and the advantages and difficulties of such evaluations and methods. Through this survey, the contractor could identify some representatives of the Managing Authorities willing to contribute to the workshop planned in Task 3 and also analyse their needs for further guidance. A high response rate will be required and the tender should explain how this will be achieved.

Task 2: Case studies of 15 evaluations

The study should analyse 15 evaluations of the most popular innovation activities supported by ERDF. This analysis will be conducted in 7 Member States which frequently evaluate their policies: Germany, UK, Austria, France, Italy, Poland, and Denmark. The tenderer may propose and justify amendments to this list.

These evaluations should have been completed during the period 2005-2010. As far as possible, the consultant should analyse evaluations using network analysis, beneficiary surveys, and counterfactuals as well as evaluations attempting to assess a portfolio of instruments (mixed supports) and behavioural changes.

⁴ National analyses of these activities and a synthesis drafted by the Expert evaluation network working for DG REGIO will be made available to the tenderers on request.

⁵ <http://www.proinno-europe.eu/appraisals/ipar>

⁶ http://ec.europa.eu/regional_policy/sources/docgener/evaluation/rado_en.htm

⁷ E.g. Fteval in Austria: <http://www.fteval.at/cms/en/home.html?srcId=>

If necessary, the set of ERDF evaluations could be complemented with examples of evaluations of regional or national interventions similar to what ERDF commonly finances. Under this task, the contractor will:

- Based on the analysis of Task 1, propose the 15 evaluations demonstrating the best quality to DG REGIO (with the evaluation reports and the Terms of Reference) for agreement.
- Analyse the Terms of Reference (context, objectives, approaches, proposed methods if any, proposed targets if any...)
- Assess the relevance and robustness of the methods applied.
- Analyse the advantages and limits or difficulties in each case study according to the kind of activity and the context, basing this analysis on interviews with the Managing Authorities and the evaluator responsible for the evaluation (in most cases an external consulting company).
- Analyse the methodological gaps in the evaluations, the reasons for these (going beyond the issue of lack of data).
- Propose strategies to manage these gaps.
- Draft 15 one page fiches presenting the evaluations, their coverage, purpose and used methodologies, their quality and relevance for assessing the effects of the ERDF programmes. A proposal for the template of these fiches should be presented in the tender documentation.

This activity will complement the analyses of the Expert evaluation network working for DG REGIO, which will organise peer reviews on a selection of seven ERDF evaluations in 2011.

During the interviews, the contractor will discuss with the Managing Authorities their needs for further guidance and the form this should take to be most relevant to support their evaluation efforts.

Task 3: Conclusions and guidance, workshop

3.1. Conclusions

The contractor will draft a short final report, synthesising the work undertaken during this contract and drawing conclusions on the usefulness of the different methods according to the different kinds of evaluated measures taking into account the context.

The contractor will draft a guidance document underlining the:

- Degree of feasibility of the different methods used for different measures (level of expertise, cost, data requirements...)
- Contexts in which the methods are the most effective.
- Practical tips for applying these evaluation techniques.

The guidance document should be concise, practical and operational (30 pages maximum). Like the fiches, it should be clearly and simply written so as to be readable for non specialists (such as evaluation officers in Managing Authorities).⁸ The guidance document will be annexed to the final report.

The 15 fiches drafted in Task 2 will also be annexed to the final report. Together with the evaluation reports and their Terms of Reference, they will be published on the Evalsed website as examples of good practices.

3.2. Workshop with practitioners

The draft conclusions and guidance document will be discussed during a one-day workshop to be held in Brussels towards the end of the contract. This workshop will involve a few desk officers of DG REGIO and 5 practitioners working in Managing Authorities engaged in the evaluation of innovation activities (such as evaluation officers). These practitioners will be identified in the framework of the survey conducted in Task 1 and during the case studies conducted in Task 2. The contractor will submit a list for agreement by DG REGIO.

The evaluator should include in his tender the cost of 5 practitioners attending this workshop. DG REGIO will provide the facilities for the workshop.

(2) Methodology

The evaluation will require a variety of methods, including:

- Literature review and desk research
- Survey
- Interviews with persons responsible for evaluations (in managing authorities and in consultancy companies in charge of the analysed evaluations)
- Other methodological approaches as appropriate (to be specified by the evaluator in the tender documentation).

For each task, the tenderer will clearly identify the methods they plan to use, in particular for selecting the evaluations to be studied in Task 1 and the case studies for Task 2.

(3) Time schedule and deliverables

The duration of the contract is 12 months starting from its signature by the last contracting party. The deliverables and their timing are as follows:

- **Deliverable 1:** one methodological **inception report** covering all tasks + the questionnaire for the survey in task 1.
Deadline: within 1 month after the signature of the contract.
- **Deliverable 2:** progress reports of 2 pages maximum.
Deadline: every month where there is no other deliverable

⁸ A number of general guidance document can be consulted (see bibliography in annex 1). This guidance document should be shorter, operational and targeted to the evaluation of ERDF supported innovation activities.

- **Deliverable 3:** one **interim report** consisting of task 1 plus a proposal for 15 case studies for task 2.
Deadline: within 6 months after the signature of the contract.
- **Deliverable 4:** 15 case studies (maximum 15 pages each) + 15 analytical fiches + a proposed structure for the guidance document.
Deadline: within 8 months after the signature of the contract.
- **Deliverable 5:** one **draft final report**, drawing together all the findings of the study, i.e. tasks 1-2 and a guidance document. The 15 analytical fiches and the guidance document will be annexed to the draft final report.
Deadline: within 10 months after the signature of the contract.
- **Deliverable 6: Workshop** with representatives of Managing Authorities
Deadline: within 11 months after the signature of the contract
- **Deliverable 7:** one **final report** including the 15 analytical fiches and the revised guidance document as annexes.
Deadline: within 12 months after the signature of the contract.

A hard copy and an electronic version of the inception report, the interim report and the 15 cases studies are required. For the final report three hard copies and an electronic version (three CD, word format and pdf format) are required. The Commission will provide details for the layout of the reports.

The evaluator will provide presentation material for the final reports in English (powerpoint) for the use of Commission services.

All reports need to be delivered in English. **Tenderers should note that a high standard of written English and capacity for clear and concise expression of complex ideas is required in all deliverables.** The final report will have an executive summary in English, French and German and the Guidance document will be translated into French, German, Spanish and Polish.

In addition to meetings on each of the reports, the contractor will present the results of the evaluation to the Member States and the Commission services (3 meetings in Brussels).

The quality of the evaluation will be assessed by the Commission services using the quality criteria from the GUIDE to the evaluation of socio-economic development. These can be found in Part 2 of the GUIDE at www.evaled.info. The assessment of the quality will be published by the Commission.

(4) Organisation of the Evaluation

This evaluation will be organised on the basis of a single contract with the Directorate General for Regional Policy. As part of the tender documentation, the team to be involved should be identified, describing their skills and qualifications, quantifying the input of each member of the team in terms of days and explain the distribution of tasks between the different consultants involved. The tender should demonstrate that the teams have the capacity to work in the different fields and languages needed.

DG REGIO will establish a steering group for the evaluation. The evaluator will provide documentation for and attend 4 meetings of the steering group. The meetings will take place in order to discuss the inception report, the interim report, the case studies and the draft final report. In addition, the contractors should make provision to attend a kick-off meeting to be held in the offices of DG REGIO.

4. PARTICIPATION IN THE TENDERING PROCEDURE

The competition is open to any physical person or legal entity coming within the scope of the Treaties and any other physical person or legal entity from a third country which has concluded with the European Union a specific agreement in the area of public contracts, under the conditions provided for in that agreement.

The Multilateral Agreement on Government Procurement (GPA) concluded within the WTO applies and the contract is open to nationals of States that have ratified this Agreement, under the conditions provided for therein. The GPA does not cover all contracts awarded by the EU Institutions. Appendix I to the GPA sets out which contracts are covered. The full text of the GPA and its appendices can be found on http://www.wto.org/english/tratop_e/gproc_e/gp_gpa_e.htm

As a rule subcontracting is allowed.

Consortia of economic operators are authorised to tender or be candidates.

5. DOCUMENTATION FOR TENDERERS

None.

6. VISITS TO PREMISES OR BRIEFING

Not applicable.

7. VARIANTS

Not authorised.

8. VOLUME OF CONTRACT

€ 200,000 maximum (lump sum, including fees, travel expenses and other costs).

9. PRICE

The attention of the tenderer is drawn to the following points in relation to the price:

- The price quoted must be fixed and not subject to revision.
- Under Articles 3 and 4 of the Protocol on the Privileges and Immunities of the European Union, the Union is exempt from all charges, taxes and dues, including

value added tax; such charges may not therefore be included in the calculation of the price quoted; the VAT amount must be indicated separately.

- The price tendered must be all inclusive and expressed in euros, including for countries which are not part of the euro zone. For tenderers in countries which do not belong to the euro zone, the price quoted may not be revised in line with exchange rate movements. It is for the tenderer to select an exchange rate and assume the risks or the benefits deriving from any variation.
- The price quoted must include a separate estimate for travel and subsistence expenses. This estimate must be based on the standard Commission rules (published on Inforegio). It must include any travel necessary to meet the contracting authority, and represents, at all events, the maximum amount of travel and subsistence expenses payable for all services under the contract. These expenses must be included in the price quoted.
- The same principle applies to any specific expenditure incurred in the performance of the contract, such as the cost of translating reports into the languages indicated in the specification. These expenses must be included in the price quoted.
- Costs incurred in preparing and submitting tenders are borne by the tenderers and cannot be reimbursed.

10. TERMS OF PAYMENT

The Contractor shall submit requests for all payment, expressed in euros, to the Commission.

Payments under the contract shall be made as follows:

- **A first interim payment** equal to 30 % of the total amount within 30 days of the date on which a valid request for payment is registered following approval by the Commission of the inception report as specified above.
- **A second interim payment** equal to 40 % of the total amount within 30 days of the date on which a valid request for payment is registered following approval by the Commission of Deliverable 4 as specified above.
- **Payment of the balance** equal to 30 % of the total amount within 30 days of the date on which a valid request for payment is registered following approval by the Commission of the final report, the organisation of the workshop and the approval of all the previous deliverables.

11. CONTRACTUAL TERMS AND GUARANTEES

For the contractual terms, see the draft contract published on Inforegio.

12. CRITERIA

Exclusion criteria

A. Exclusion from participation in the procedure:

Tenderers are excluded from participating in a 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 professional conduct by a judgment which has the force of *res judicata*;
- (c) they have been guilty of grave professional misconduct proven by any means which the contracting authorities can justify;
- (d) they have not fulfilled 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 carried out;
- (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 European Union's financial interests;
- (f) they have, following another procurement procedure or grant award procedure financed by the European Union's budget, been declared to be in serious breach of contract for failure to comply with their contractual obligations.

Evidence:

1. Tenderers shall provide *a declaration⁹ on their honour*, duly signed and dated, stating that they are not in one of the situations described above.
2. The tenderer to whom the contract is to be awarded shall provide, within 10 days preceding the signature of the contract, the evidence referred to in the following paragraph, confirming the declaration referred to in the previous paragraph.
3. The contracting authority will accept, as satisfactory evidence that the tenderer to whom the contract is to be awarded is not in one of the situations described in points a), b) or e), an extract from the judicial record or, failing that, an equivalent document issued by a judicial or administrative authority in the country of origin or provenance, showing that those requirements are satisfied.

The contracting authority will accept, as satisfactory evidence that the tenderer is not in one of the situations described in point d), a certificate issued by the competent authority of the Member State concerned.

Where no such document or certificate is issued by the country concerned and for other cases of exclusion referred to in cases c) and f) above, it may be replaced by a sworn or, failing that, a solemn statement made by the interested party before a judicial or

⁹ The model declaration on honour published with this call covers all exclusion criteria

administrative authority, a notary or a qualified professional body in his or her country of origin or provenance.

These documents or certificates must be valid on the closing date for receipt of tenders, and in any case, they must have been delivered less than 12 months before this closing date.

Depending on the national legislation of the country in which the tenderer is established, the documents referred to in points 1 and 3 above must relate to legal persons and 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 tenderer.

B. Exclusion from award of the contract:

No contract will be awarded to tenderers who, at the time when contracts are being awarded under this procedure:

- a. have a conflict of interest. The Commission must ensure that the tenderer does not, at the time of submitting a tender, have any conflict of interest in connection with this call for tenders, a conflict of interest possibly arising in particular as a result of economic interests, political or national affinities, family or emotional ties, or any other relevant connection or shared interest. The Commission reserves the right to assess whether a conflict of interest exists.

To that end tenderers are asked to state whether their payroll, staff or shareholders include:

- any former European officials, contract staff, temporary staff or auxiliary staff who have worked for the European Union in the last three years preceding this call for tenders;
- any European officials on leave;
- any former agents on secondment within the European institutions having worked to the European Union during three years preceding this call for tender;
- any former trainees who have completed a placement at the EC during the year preceding this call for tenders.

Tenderers are also asked to declare:

- that they have not made and will not make any offer of any type whatsoever from which an advantage can be derived under the contract;
- that they have not granted and will not grant, have not sought and will not seek, have not attempted and will not attempt to obtain, and have not accepted and will not accept, any advantage, financial or in kind, to or from any party whatsoever, constituting an illegal practice or involving corruption, either directly or indirectly, as an incentive or reward relating to the award of the contract;
- that they will inform the contracting authority, without delay, of any situation constituting a conflict of interest or which could give rise to a conflict of interest.

- b. have been guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the contract procedure or have failed to supply that information.

Evidence:

The contracting authority will accept, as satisfactory evidence that the tenderer is not in one of the situations described in points B. a) and b), a **declaration¹⁰ on their honour** signed by the tenderer. However, the Commission reserves the right to verify the information.

C. Tenders submitted by consortia or groups of service providers – tenders involving subcontracting

Where the tender is submitted by a consortium or by a contractor intending to subcontract part of the work or have it performed by another economic operator, the exclusion criteria defined above have to be fulfilled by each economic operator involved in the tender.

Evidence:

In the case of tenders submitted by consortia or groups of service providers, every economic operator in the tender must provide a declaration on honour to prove that none of the exclusion criteria for participation or award of contracts applies to it.

The tenderer to whom the contract is to be awarded shall provide, within 10 days preceding the signature of the contract, the evidence referred to above, confirming the declaration on honour for every economic operator part of the consortia or groups of service providers.

In the case of tenders involving subcontracting, the tenderer to whom the contract is to be awarded shall provide, within 10 days preceding the signature of the contract, the evidence referred to above for the exclusion criteria for participation or award of contracts, confirming the declaration on honour for every subcontractor for which the Commission will request it.

Selection criteria

Legal position – means of proof required

- a) Where the tenderer needs a specific authorisation or must be a member of a specific organisation in order to provide the services concerned in his country of origin, he must prove that he holds this authorisation or that he belongs to this organisation.
- b) The tenderer is required to furnish proof of his enrolment on the professional or trade register, or a sworn statement or certificate in accordance with the conditions laid down in the Member state in which he is established.

Economic and financial capacity – means of proof required

¹⁰ The model declaration on honour published with this call covers all exclusion criteria.

The tenderers must prove that they have the economic and financial capacity to carry out the tasks set out in the Tender Specifications throughout the duration of the contract.

Proof of financial and economic standing must be provided by one or more of the following:

- bank declarations;
- balance sheets or summarised balance sheets;
- a statement of general turnover or turnover relating to the services in question, covering the last three financial years.

Technical capacity – means of proof required

Technical capacity will be assessed on the basis of expertise, knowledge, efficiency, experience and reliability in the following areas:

- The theory and practice of socio-economic analysis and evaluation, including analysis of the effects of support to innovation;
- Knowledge of fundamental features of cohesion policy;
- The drafting and presentation of analytical reports;
- The manipulation and analysis of data;
- Capacity to cope with evaluations written in different EU languages and to produce good quality texts in English.

Proof of the above may be furnished by means of:

- i) Academic and professional qualifications held by the service provider and, in particular, by the person(s) to be responsible for the services;
- ii) Main services provided over the past three years, together with details of values, dates and public or private recipients involved;
- iii) Tenderer's average annual manpower and number of managerial staff over the past three years;
- iv) Technical plant and equipment, office-automation and computer equipment available to the tenderer for performing the services;
- v) Company's study and research facilities;
- vi) Proportion of the contract which the tenderer may intend to subcontract.

Award criteria

The contract will be awarded to the tender that is **most economically advantageous**. This will be determined in the light of the price and the quality of the tender. The successful tender will be the tender with the lowest ratio of total cost to the quality mark achieved. Tenders with a mark below 50% of available quality points will not be considered. The quality of the tender will be assessed as a function of the following criteria

- Understanding of the objectives of the Terms of Reference and appropriately expanding it to the tasks (30%)

- Appropriateness and quality of the methodology (30%)
- Quality of planning of human resources and work organisation (40%)

13. TENDERS

General comments

Tenderers must include in their replies

- all the information and documentation needed to enable the contracting authority to appraise tenderers/tenders on the basis of the exclusion, selection and award criteria;
- the price;
- any other information and documentation required in the tendering documents.

Tenders may be written in any of the official EU languages.

Tenders from the consortia of companies or groups of service providers must specify the role, qualifications and experience of each member or group, and submit all the applicable documents required in the tendering documents.

The previous provisions also apply to any subcontractors that may be involved in the tender.

In case of tenders involving subcontractors, a letter of intent must be supplied by each subcontractor stating its unambiguous undertaking to collaborate with the tenderer if he wins the contract and the extent of the resources that it will put at the tenderer disposal for the performance of the contract.

14. OPENING OF TENDERS

Tenders will be opened **11/10/2010** at **10.00 am** at **CSM1 9/22**, DG Regional Policy, rue Père de Deken 23, 1040 Brussels. Tenderers may be present at the opening of tenders. Each tenderer may take part or send a representative.

Annex to the specifications: Bibliography

Bibliography

"SMART Innovation, a practical guide to evaluating innovation programmes", Louis Lengrand, January 2006

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