SPECIFICATIONS

Invitation to tender by open procedure No 2012CE160AT040

EU-EUROPEAN NEIGHBOURHOOD-RUSSIA: CROSS-BORDER COOPERATION IN THE FRAMEWORK OF REGIONAL POLICY

In the framework of its dialogue on regional policy with countries outside the European Union (EU), the Directorate General for Regional policy is keen to share its experience on European regional policy by offering a mix of information sessions and study visits related to specific regional development interests raised by our external partners. The intention of this call for tenders is to organise information sessions in Russia and up to four other countries mainly but not exclusively from the European neighbourhood followed by corresponding study visits in EU regions and concentrating on the management of cross-border cooperation.

1. INTRODUCTION

In 2004 the EU established the European Neighbourhood policy with a view to developing closer relationships with and enhanced democracy and free trade in the countries on Europe's Eastern and Southern borders. When the Eastern Partnership was developed in 2008 to bring about even closer ties, Regional Policy Dialogue was made an integral part of the package. On 24 May 2011 the Commission adopted a joint communication drafted by HRVP Catherine Ashton which seeks to create a new and ambitious European Neighbourhood policy by extending the scope of the Eastern Partnership to the Southern Neighbourhood.

At the same time cooperation between the Russian Federation and the European Union on questions regarding regional and territorial development is becoming increasingly important, not only because the European Union and the Russian Federation share common borders but also because both cover territories of a continental scale.

In 2007 the EU and Russia established a Regional Policy Dialogue with the objective to promote mutual understanding and bi-lateral cooperation in the field of regional policy and to establish communication channels to strengthen the exchange of information.

The regional policy dialogue between Europe, the Eastern Partnership countries and Russia focuses _inter alia_ on policies aiming at territorial cohesion and reducing social and regional inequalities, on policies contributing to growth, competitiveness, employment and to achieve a better territorial balance, on experiences in setting up and implementing regional policy and organizing territorial development strategies, on governance and partnership issues and on planning proceedings and methods. One of the issues which attracts the most interest from central and regional government officials and experts is cross border cooperation.
2. BACKGROUND

The European Union has a long and rich experience in promoting cross-border cooperation. The development of territorial cooperation actions, of which cross-border cooperation tends to be the most significant element, is seen as a fundamental factor for the development of regional integration processes, of economic and social cohesion, and of progress. It is also expected to become an even more important aspect of regional policy in future.

Cross-border cooperation (CBC) within the EU is currently being implemented through agreed cross-border 'analysis and response' strategies, formulated in each of the 52 cross-border programmes along internal borders. It deals with a wide range of issues, which include: encouraging entrepreneurship, especially the development of SMEs, tourism, culture and cross-border trade; improving joint management of natural resources; supporting links between urban and rural areas; improving access to transport and communication networks; developing joint use of infrastructure; administrative, employment and equal opportunities work.

Other CBC programmes have been established on Europe’s external borders including European neighbourhood countries such as Ukraine, Moldova, Morocco and Tunisia and on Europe’s borders with the Russian Federation. These have been established under the European Neighbourhood and Partnership Instrument Cross Border Cooperation (ENPI CBC) for the period 2007-2013. Five were set up to enhance cross-border cooperation between Russian and EU regions. These European external border areas will not however be the object of this contract which is intended to promote cross border cooperation between certain of the European Neighbourhood countries and between them and Russia.

The Russian Federation has international borders with 14 States, including Belarus, Ukraine, Georgia, Azerbaijan, Kazakhstan, China, Mongolia and North Korea. With a land border of 20,241 kilometers in total it has the second-longest land border of any country.

In this context, it would appear that the regional policy dialogues which the EU has established with certain European Neighbourhood countries and with Russia could make an important contribution to the exchange of experiences and good practices on cross-border cooperation and support the efforts of the authorities in these countries to enhance cross-border cooperation outside the EU.

As part of the regional policy dialogue taking place with the Eastern Partnership and with Russia it is envisaged to organize information sessions in these countries and study visits in Europe (internal border areas) for Russian, European neighbourhood and other country participants as described in point 4.

The project is to be implemented in the framework of the European Parliament's support for putting EU regional policy into a stronger international context and for more cooperation with third countries.

For more information on EU cooperation in regional policy with countries outside EU, see: http://ec.europa.eu/regional_policy/international/index_en.htm

3. PARTICIPATION IN THE TENDERING PROCEDURE

Participation in this tender 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](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.

4. **TASKS TO BE CARRIED OUT BY THE CONTRACTOR**

The Contractor will prepare, run and evaluate a maximum of four preliminary information sessions of up to one week in duration followed by study visits of up to two weeks to train participants (at both national and regional level) on regional policy issues, especially in the field of cross-border cooperation. These information sessions and study visits will have the aim of fostering dialogue and exchange between the European Union, the European Neighbourhood and Russia. Participants will in turn be able to disseminate the knowledge gained within their professional sectors. The idea is to involve up to 15 participants, coming for each session from two different countries such as Russia, Ukraine, Moldova, Georgia, Armenia and Kazakhstan:

The overall aim of the information sessions and workshops is to strengthen bilateral co-operation by offering participants a source of reference when further developing their policy strategies and actions in order to promote better cross-border cooperation. The immediate objectives of the sessions will be as follows:

- to raise awareness of the participants on the key principles of European regional policy and on their implementation in the field of cross-border cooperation;
- to enable participants to understand the concepts provided by the specific policy instruments.

As a proposal, the following border areas shall be considered:

(i) A first session for participants in the border area Russia-Ukraine (a minimum of 5 participants per country, maximum 15 in total). The session will show how European regional and cohesion policy supports cross-border cooperation, focusing on its main targets, instruments, strategic and governance aspects.

(ii) A second session for participants in the border area Ukraine-Moldova border area (a minimum of 5 participants per country, maximum 15 in total, objectives of the session as above.)

(iii) A third session for participants in the border area Russia-Kazakhstan or Armenia-Georgia (a minimum of 5 participants per country, maximum 15 in total, objectives of the session as above).

The final selection of border areas will be decided at the initial co-ordination meeting with the Commission following consultation with the Ministries of Regional Development or equivalent in the countries concerned and other appropriate authorities.

Each session will include preliminary information sessions in the countries or border areas
concerned followed by study visits to at least two EU internal border areas. The Contractor will propose the different areas according to their relevance to the programme while respecting a geographical balance. The Contractor shall implement each information session in languages appropriate to the areas concerned (presentations in English with interpretation in Russian and Ukrainian for example). Once the detailed programme for each session has been drawn up (exact topics to be covered, speakers to be invited) it should be agreed upon with the Commission.

The participants will be selected following consultation with Ministries of Regional Development in the countries concerned or other appropriate authorities. They will be chosen according to the relevance of their function in the region and according to their ability to disseminate what they have learnt when they return to their professional life ("multiplier effect").

To achieve this goal, at the end of the information session participants will be asked to prepare a report (not more than 15 pages) concerning the development of actions (e.g. cross-border concepts, structures, projects) to enhance cooperation in their respective border areas. In this task participants will be assisted by the Contractor and the report will identify lessons learned, good practices and the relevance of European experience to overcome obstacles identified in selected border areas.

The Contractor shall ensure that any subcontractor performs the work to a satisfactory standard. The Contractor will remain responsible for any work performed by subcontractors and for their compliance with the deadlines agreed by the Commission.

Details of how the tasks are to be carried out

(1) The Contractor shall work in close contact with the Commission, which will guide and monitor the quality of work and compliance with deadlines.

(2) The Contractor shall appoint one coordinator who will act as a single contact point for the Commission on all tasks, unless agreed otherwise for specific purposes.

(3) The Contractor shall ensure that any subcontractor performs the work to a satisfactory standard. The Contractor will remain responsible for any work performed by subcontractors and for their compliance with the deadlines agreed by the Commission.

(4) The Contractor will be responsible for all practical aspects of organising the information sessions and workshops:

• fixing the dates and location (in agreement with the Commission);
• sending out the invitations together with the schedule at least six weeks before the information session and/or workshop and also the other appropriate documents (possibly subsequently);
• practical arrangements (information session rooms, training rooms, interpretation, hotel and restaurant reservations);
• providing an e-learning platform for preparation before implementation of the
information sessions;
• providing online documentation of all lecturers’ contributions;
• registration of participants and organisation of their travel and subsistence expenses in/from participating countries and Europe;
• organisation of the travel and subsistence expenses of the lecturers.

(5) The Contractor will be required to detail in its final report accompanying the request for the final payment the steps it took towards meeting and achieving these contractual provisions.

Please note that the tender should include the possibility of providing interpretation in order to make the sessions more effective for participants.

The offer should provide, within the allocation of human resources, for a manager trainer with sound experience of the organisation of such sessions (at least 2 years).

5. TIME SCHEDULE AND DELIVERABLES

The duration of the tasks shall not exceed 12 months and the execution of the tasks shall start from the date of entry into force of the contract. The period of execution of the tasks may be extended for up to 3 months, with the express written agreement of the parties before such period elapses.

After signature of the contract, an inception meeting will be arranged in Brussels.

Indicative calendar

Adaptation of this calendar may be agreed during the course of the contract.

<table>
<thead>
<tr>
<th>Indicative calendar</th>
<th>Meeting</th>
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<tr>
<td>After signature of</td>
<td>Coordination meeting in Brussels</td>
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<tr>
<td>the contract</td>
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<tr>
<td>Second quarter 2013</td>
<td>First and second information sessions and study visits</td>
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<tr>
<td>Third quarter 2013</td>
<td>Third information session and study visit</td>
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<tr>
<td>Fourth quarter 2013</td>
<td>Workshops in border areas</td>
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Approximately one month before each of the meetings listed above, contractors will be expected to arrange to attend a briefing meeting in Brussels at the offices of the Directorate-General for Regional Policy. The final schedule of the information sessions, workshops and the briefing meetings prior to each one will be decided at the initial co-ordination meeting.

Deliverables

1. **An Inception report** explaining how the tasks (point 4) will be carried out: it will provide a detailed description of the organisation of the project. A detailed, updated work plan and timetable shall be submitted to the Commission for approval within 6 weeks after signature of
the contract.

2. **Interim reports**
   After each information session and workshop, an interim report shall be submitted to the European Commission, explaining how the tasks (point 4) have been carried out, summarising the organisation, the main results, outcomes and conclusions of each information session or workshop, and detailing the remaining foreseen future activities until the completion of the contract. This report should be not longer than 20 pages.

3. **A Final report**
   Before the end of the period of execution of the tasks, a final report shall be submitted to the Commission. The final report will summarise the main findings and lessons of the above mentioned activities and come up with conclusions. The maximum length of the final text should be not more than 50 pages, including up to 5 pages of executive summary. The Contractor should submit the text in English. The executive summary shall be submitted in English and Russian. The report will include as annex the report as described on point 4. The text should be provided to the European Commission in Word and charts in Excel (or equivalent application compatible with MS Office).

**Information requirements**

In accordance with the general conditions, the Contractor is under the obligation to acknowledge that the present service is delivered on behalf of the European Union in all documents and media produced, in particular final delivered outputs, related reports, brochures, press releases, videos, software, etc, including at conferences or information sessions, as follows:

"This (publication, conference, information session) is financed by the Directorate General for Regional Policy of the European Commission as part of its regional policy dialogues with non-EU countries. These dialogues have been established to exchange information and best practice on experiences in setting up and implementing cohesion policy."

*For more information see: [http://ec.europa.eu/regional_policy/international](http://ec.europa.eu/regional_policy/international)*

For publications it is also necessary to include the following reference:

"The information contained in this publication does not necessarily reflect the position or opinion of the European Commission"

With regard to publication and any communication linked to the present service, the Contractor will insert the European Union logo, and any other logo developed for the regional policy field, and mention the European Commission as the Contracting Authority in every publication or related material developed under the present service contract.

In all documents produced both for the information sessions and workshops the logo of the EU (with the reference "DG Regional Policy") will be inserted at the top of the page. The name of the contractor will be inserted at the bottom of the page preceded of the legend "Implemented by (name of the contractor)".
6. TERMS OF PAYMENT

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

Payments under the contract shall be made as follows:

√ A pre-financing payment equal to 10 % of the total amount, within 30 days of the receipt by the Commission of the relevant invoice, following signature of the Contract by the last party.

√ Interim payments

Payments shall be made at intervals throughout the contract period as a function of the progress made, the reports submitted and the quality of the work undertaken:

√ A first interim payment equal to 10 % 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.

√ A second interim payment equal to 20 % 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 interim report related to the first information session and study visit.

√ A third interim payment equal to 20 % 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 interim report related to the second information session and study visit.

√ A fourth interim payment equal to 20 % 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 interim report related to the third information session and study visit.

√ Payment of the balance equal to 20 % 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 and of the previous deliverables.

7. VOLUME OF THE CONTRACT

The maximum volume of the contract is € 350,000 lump sum, including fees, travel expenses and other costs.

8. PRICE

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

√ Prices must be fixed amounts and not subject to revision.

√ The price tendered must be inclusive of all costs and expressed in euro, even for countries outside the euro zone. For tenderers from such countries, the prices may not be subsequently revised to reflect movements in the exchange rate. The choice of which exchange rate to use lies with the tendering party, who accepts both the risks and opportunities of any fluctuations.
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For each task described under point 4, the tenderer must specify at least the following:

- Fees, expressed as the number of person-days multiplied by the unit price per working day for each expert proposed.
- Travel and subsistence expenses, as necessary;
- Translation/interpretation costs
- Conference and symposium costs; these costs must be detailed (coordination, accommodation, travel, conference room, interpreters, etc.)
- Deliverables (support material, reports)

The price quoted must include all travel and subsistence expenses of participants, lecturers and experts, including any travel necessary to meet the contracting authority. It represents, at all events, the maximum amount of travel and subsistence expenses payable for all services under the contract. This estimate must be based on the standard Commission rules.

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.

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.

9. **VARIANTS**

Not authorised

10. **CONTRACTUAL TERMS AND GUARANTEES**

For the contractual terms, see attached draft contract (Annex I to the Tender Specifications).

Guarantee: N/A
11. 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 budget, been declared to be in serious breach of contract for failure to comply with their contractual obligations.

Evidence:

1. Tenderers shall provide a declaration* on their honour, duly signed and dated, stating that they are not in one of the situations described above (annex II to the Tender Specifications).

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.

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

* The model declaration on honour published with this call covers all exclusion criteria.
Economic and financial capacity - means of proof required

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.

Professional and technical capacity - means of proof required

The tenderer's technical and professional capacity will be assessed on the basis of expertise, knowledge, efficiency, experience, and reliability in the following areas:

- experience in providing training on EU issues and the organisation and management of information events on EU issues (at least 10 years based on the CV);
- experience in providing multilingual training in EU/non EU languages in an international environment (including with an interpretation environment) and have the linguistic capacity to facilitate communication between the participants, the experts and the Commission;
- have the ability to draw up reports in English;
- knowledge and experience in EU economic integration issues, notably regional policy and cross-border cooperation;

Evidence:

Technical and professional capacity of economic operators shall be evaluated and verified as follows:

- the educational and professional qualifications of the service provider or contractor and/or those of the firm's managerial staff and, in particular, those of the person or persons responsible for providing the services (including, where relevant, works and/or articles published, enough for enabling to assess the language knowledge - for that purpose bibliographical references only for published work and articles will be deemed unsatisfactory);
- a list of services provided in the last five years related to the subject of the contract, together with details of values, dates and public or/and public recipients involved;
- a statement of the average annual manpower and the number of managerial staff of the service provider or contractor in the last three years;
- an indication of the proportion of the contract which the tenderer may intend to subcontract;
- a description of the technical equipment, tools and plant to be employed by the firm for performing the service contract.
12. **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 one achieving the highest mark out of 100 on price and quality based on the following formula:

\[
\text{score for tender } X = \frac{\text{Cheapest price}}{\text{Price of tender } X} \times \text{price weighting} + \frac{\text{total quality score (out of 100) for all award criteria of tender } X}{100} \times \text{Quality criteria weighting}
\]

The quality of the tender will be assessed as a function of the following criteria:

1. Understanding of the nature of the assignment, its context and the results to be achieved and appropriately expanding it to the tasks (20%).

2. Appropriateness of the proposed methodology (50%) in terms of completing the assignments laid down in the Tender Specifications, to include in particular:
   - presentation of the overall working method and capacity to liaise and cooperate with all the relevant stakeholders,
   - proposal for an appropriate training concept, with a relevant mix of information sessions and study visits including the EU Commission;
   - the presence of high level speakers/panellists;
   - identification of potential regions benefiting from the activities;
   - mechanism to provide feedback and assessment for the information sessions and to ensure wide and effective dissemination of the information beyond the specific groups of trainees involved.

3. Work organisation and planning of the human resources (30%), in particular of the administrative and logistical tasks involved (including the organisation of the information sessions and workshops) and the feasibility of the time schedule given, clarity and coherence of the work programme and structure of the whole team with regard to the identification and distribution of tasks.

13. **TENDER TO BE SUBMITTED BY THE TENDERER**

- Tenderer must include the following information in their replies:
  - All the information and documentation needed to enable the contracting department 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 of the consortium 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 on 03/09/2012 at 15.00 in room 053 in DG Regional Policy, Cours Saint-Michel 2, Avenue de Tervueren 41, 1040 Brussels. Tenderers may be present at the opening of tenders. Each tenderer may take part or send a representative.

Annexes to the Tender Specifications:

Annex I: Draft service contract

Annex II: Declaration on the honour