



# Specifications

Tender VT/2012/057

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# Specifications Tender No VT/2012/057

## Technical part

### 1. Title of the contract

The EU Social Situation Monitor:

Ensuring continuity of the European Observatory on Demography and Social Situation, this contract aims at providing policy-relevant analytical and methodological support on the developments in income distribution, poverty, social exclusion and material deprivation as well as health, helping the Commission in its efforts to monitor living standards and life chances across the EU and across different groups in society, and to evaluate how policies affect them.

### 2. Background

The mission of the Directorate General "Employment, Social Affairs and Inclusion" (DG EMPL) is to pursue policy, legislative and financial initiatives in order to create more and better jobs, combat social exclusion, promote social justice and protection, enable the free movement of workers, promote workers' rights and solidarity between generations and contribute to the achievement of full employment, social progress and a highly competitive social market economy in the European Union within the context of the Europe 2020 Strategy for smart, sustainable and inclusive growth<sup>1</sup>.

The Europe 2020 strategy has been adopted in 2010 and, compared with the Lisbon strategy for growth and jobs, the Europe 2020 objective of inclusive growth has given a new prominence to social issues complementing a strong focus on employment. It stresses the need for social inclusion and fighting poverty, as well as increasing labour market participation with more and better jobs as essential elements of Europe's socioeconomic model.

The policy work of DG EMPL supports the objectives of the Europe 2020 strategy and encourages in particular measures to meet three of its headline targets by 2020:

- 75% of people aged 20-64 in employment
- school drop-out rates below 10%, and at least 40% of 30-34-year-olds completing third level education
- at least 20 million fewer people in or at risk of poverty and social exclusion.

DG EMPL regularly assesses and analyses the latest developments, as well as structural issues in society and the labour markets across the EU. These analyses are regularly published in flagship reviews, such as the annual *Employment and Social Developments in Europe* or the *Employment and Social Situation Quarterly Review*. The analytical results give EU governments valuable evidence to steer their policymaking and provide the background to underpin the Joint Employment Report as

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<sup>1</sup> <http://ec.europa.eu/social/main.jsp?langId=en&catId=956>

well as other instruments key to the [Europe 2020 strategy](#), the [European Employment Strategy](#) and the [Social Protection and Social Inclusion strategy](#).

To uphold the principle that policy must be founded on evidence stemming from solid scientific analysis, DG EMPL draws from the reservoir of official European statistics, in particular on major European surveys such as EU SILC, the Labour Force Survey and the European Health Interview Survey-EHIS as well as official statistics on social protection spending, population trends etc. DG EMPL also uses non-official data, such as the Survey on Health and Retirement in Europe (SHARE), the European Quality of Life Survey, the European Working Conditions Survey, the Joint Harmonised EU programme of Business and Consumer Surveys, the European Social Survey, and various Eurobarometer surveys, especially the Special Eurobarometer on Social Climate and the Flash Eurobarometer surveys "Monitoring the Social Impact of the Crisis".

DG EMPL cooperates with major international organisations and other stakeholders to promote research on living conditions, social situation and well-being.

### **3. Subject of the contract**

The purpose of the present call for tender is to obtain external assistance in data analysis and research about current socio-economic situation in the EU. The contractor selected under this procedure will deliver expertise (on topics including economics, social policy, statistics, health policy and economics). Contractor's activity will be called "The EU Social Situation Monitor (SSM)" and will help DG EMPL monitor socio-economic developments and social policy outcomes in the EU using the available statistical data.

DG EMPL will ask the contractor to provide various pieces of research and analysis (in the form of research or methodological notes or literature reviews) based on a final work programme to be agreed between DG EMPL and the contractor after the project commencement.

The contractor will analyse issues related to living conditions and its various determinants and aspects such as income, wealth, poverty, taxes and benefits, consumption, access to health, long-term care and other services, time use, social mobility, social inclusion and social participation. It will help identify socio-economic groups (such as the elderly, families with children, youth, ethnic minorities, migrants etc.) which may be at a particular disadvantage and would need to be targeted by policies.

The contractor will use sources such as the EU-SILC, the European Labour Force Survey, the Household Budget Survey, the European Quality of Life Survey, the European Social Survey, the Survey of Health, European Health Interview Survey-EHIS, SHARE, Harmonised European Time Use Survey, Eurobarometer surveys, the Luxembourg Income and Wealth Study, micro simulation models (EUROMOD) and relevant national data sources.

The contractor will transfer the relevant contents from the [www.socialsituation.eu](http://www.socialsituation.eu) website (being managed by the current contractor) to a new dedicated section on DG EMPL's Europa web pages. The contractor will ensure redirection from the [www.socialsituation.eu](http://www.socialsituation.eu) website to the new SSM section on EMPL Europa and keep the domain name reserved for DG EMPL for 3 years to prevent hijacking and misuse. The

contractor will close down (delete) the [www.socialsituation.eu](http://www.socialsituation.eu) website once the new SSM section is available.

The new section will present up-to-date analysis and the latest data on living standards and disparities therein across the EU and highlight policy challenges.

The target audience of the papers to be delivered by the contractor are primarily analysis and policy units of DG EMPL, as well as a wide range of policy makers and stakeholders at the European level and in the Member States. The analysis provided by the contractor should therefore be policy-relevant, up-to-date in terms of the data and methodologies used and drafted in a concise and clear language.

## **4. Tasks to be carried out by the contractor**

On the basis of the work programme to be agreed with the European Commission during the kick-off meeting, the contractor will carry out the following tasks:

### **Task 1 – Research papers**

The contractor will write ten research or methodological papers or literature reviews of up to 30 pages each for internal use or for publication on the SSM website. The papers should be of high quality, should contain advanced and in-depth analysis of the current social trends based on the most recent social statistics, notably the EU SILC and the Labour Force Survey. The language of the narrative should be concise and clear. The text should be thoroughly proof-read and be ready to publish on the website of the DG EMPL. The analysis should be presented in a clear form with an extensive use of graphs and other presentation techniques. Specific contents and presentation methods should be discussed with the Commission during the contract to assure that the research delivered of the contractor is of maximum use for the Commission.

### **Task 2 – Updates of previous research papers**

Revision and updating of up to five existing research papers (see SSM website for a list of papers that have been produced so far). The main purpose of this task is to incorporate the latest data into an existing paper without major methodological revisions.

### **Task 3 – Seminars**

The contractor will design and organise two one-day research seminars on subjects of policy relevance for the EU with the aim to present to DG EMPL and other interested parties new research findings and to provide a platform for discussing research issues related to DG EMPL's policy-related analytical needs. For each seminar 8 presentations by experts not belonging to the SSL should be foreseen. The number of seminar participants will not exceed 50 persons in total for each seminar. All costs related to the organisation of the seminars, including the venue, travel costs and any fees and allowances for the speakers as well as catering costs will be budgeted for in the bid. No travel or accommodation costs will have to be borne by the contractor for EU staff and other participants attending the seminar

## **Task 4 - Research material dissemination**

The contractor will ensure that documents are drafted and presented according to high editorial standards, taking into account rules for web drafting when relevant and formatted in such a way that they can be published on DG EMPL's Europa web pages.

The previous contractor has developed a website to publish the work of the SSM ([www.socialsituation.eu](http://www.socialsituation.eu)). In the new contract, the selected SSM contents will be migrated and integrated into DG EMPL Europa website (<http://ec.europa.eu/social/home.jsp?langId=en>).

The new contractor will propose a structure for new SSM pages (section of the 'EMPL Europa' website), any relevant templates and will provide translations of all new needed menu labels (top level navigation only) in 23 official EU languages.

The new contractor will migrate content (to be selected by the Commission later) from [www.socialsituation.eu](http://www.socialsituation.eu) into the new SSM section on EMPL Europa. DG EMPL's web team will provide technical assistance. The contractor will receive access to the content management system for the SSM section of the EMPL Europa website.

The chosen contractor will co-operate with the Commission to allow for a smooth transition. Advice and instructions on technical issues will be provided by DG EMPL's Web Team to both the current and the new contractor.

The contractor has to follow Commission's guidelines such as the Information Provider's Guide<sup>2</sup> and the Interinstitutional Style Guide<sup>3</sup> for all types of digital content.

The working language in the performance of this contract is English.

## **Organisation of work**

The contractor should appoint a coordinator responsible for the high quality of the deliverables, both in terms of substance and presentation. The coordinator should assure a smooth exchange of information and maintain regular contact with the Commission by telephone, email and, if needed, in person. The coordinator should be reachable within reasonable time.

All deliverables must be sent to DG EMPL by electronic mail and should be submitted in English.

The contractor should foresee the participation in two meetings per year with DG EMPL in Brussels. The costs of attending meetings should be included in the tender budget.

## **Publicity, Dissemination of Results and Visibility of the EU**

The contractors must acknowledge EU funding in any publication or public presentation of work produced as part of this contract. All publications will also contain the following disclaimer: "The information contained in this publication does not necessarily reflect the position or opinion of the European Commission".

The Contractor will insert the EU logo and mention the European Commission as the Contracting Authority in every publication.

<sup>2</sup> [http://ec.europa.eu/ipg/index\\_en.htm](http://ec.europa.eu/ipg/index_en.htm)

<sup>3</sup> <http://publications.europa.eu/code/en/en-000100.htm>

## 5. Time schedule and reporting

See Article I.2. of the contract.

Additional requirements (specific deadlines for the performance of tasks):

The contract will run for 12 months starting on the date of signing. It may be renewed three times. Within the first three weeks following the signature, the contractor will meet with DG EMPL to agree on the detailed work programme. Data availability and release schedules (e.g. EU SILC, Labour Force Survey) will be taken into consideration when planning the work programme. The work programme will specify deadlines for all the tasks during the entire project.

In addition to the specific reports required by each specific task, as mentioned above, the contractor will be asked to provide the following:

### **Interim and Final reporting**

- an interim report to be submitted during the sixth month of execution of the contract. It shall indicate the state of play of the different activities covered by the contract;
- a final report to be submitted at the end of the contract period.

### **Both reports should include, for the time period concerned:**

- a complete description of the work done;
- an assessment of the activities and recommendations for improving the functioning of the SSM;

All reports described above should be submitted by e-mail.

## 6. Payments and standard contract

In drawing up the bid, the tenderer should take into account the provisions of the standard contract comprising the "General terms and conditions applicable to service contracts".

## Administrative part

### 7. Prices

Under the terms of Articles 3 and 4 of the Protocol on the Privileges and Immunities of the European Union, the latter are exempt from all charges, taxes and duties, including value added tax; such charges may not therefore be included in the calculation of the price quoted. The amount of VAT is to be indicated separately.

The price must be stated in EUR(€), net of VAT (using, where appropriate, the conversion rates published in the C series of the Official Journal of the European Union on the day when the invitation to tender was issued), and broken down according to the following model:

#### Breakdown of prices

Description	Unit price in EUR	Max. No of units	Unit type	Sub-total per item EUR	Total amounts in EUR
Experts' fees (to be specified for each specific task)					
Details	0.00	0	w.d.	0.00	0.00
Other costs (to be specified)					
Details	0.00	0	Unit	0.00	0.00
<b>Total amount</b> (art. I.3.1.) of the contract					<b>0.00</b>

#### Professional fees and other costs

- Fees, expressed as the number of person-days multiplied by the unit price per working day for each expert proposed. The unit price should cover the experts' fees and administrative expenditure
- Other costs (Travel expenses, accommodation and subsistence costs of the contractor's staff; Any other direct costs necessary to the achievement of the Contract (translations, documentation, quality control, etc)

The maximum total amount cannot exceed 600.000 EUR

#### Calculation of amounts due under the present procurement

##### Fees

Initial calculation based on unit price(s) per w.d. of expert(s) depending on the level of qualification of the expert(s) executing the mission. The unit price(s) is (are)

expected to cover the expert(s) fees, the contractor's administrative expenses, as well as the costs of producing the contractual number of copies of the required report(s) in the required format(s), but does not include the reimbursable expenses defined below.

N.B. Duration of the services: This includes, besides the time necessary for the carrying out of the services themselves, the necessary time for preparatory work, trips and travelling back and forth between the offices of the Contractor and/or the expert(s) and the places where the services are being carried out and for meetings with the services of the Commission, as well as time for the preparation of reports and output documents related to the work.

## 8. Participation

Please note that:

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 Union a specific agreement in the area of public contracts, under the conditions provided for in that agreement.

Where the Multilateral Agreement on Public Contracts concluded within the framework of the WTO applies, the contracts are also open to nationals of States that have ratified this Agreement, under the conditions provided for therein. It should be noted that research and development services, which come under category 8 of Annex II A of Directive 2004/18/CE, are not covered by this Agreement.

## 9. Groupings of economic operators or consortia

Tenders can be submitted by groupings of service providers/suppliers who will not be required to adopt a particular legal form prior to the contract being awarded, **but the consortium selected may be required to assume a given legal form when it has been awarded the contract if this change is necessary for proper performance of the contract**<sup>4</sup>. However, a grouping of economic operators must nominate one party to be responsible for the receipt and processing of payments for members of the grouping, for managing the service administration, and for coordination. The documents required and listed in the following points 10 and 11 must be supplied by every member of the grouping.

Each member of the grouping assumes a joint and several liability towards the Commission.

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<sup>4</sup> These entities can take the form of an entity with or without legal personality but offering sufficient protection of the Commission's contractual interests (depending on the Member State concerned, this may be, for example, a consortium or a temporary association).

The contract has to be signed by all members of the group, or by one of the members, which has been duly authorised by the other members of the grouping (a power of attorney or sufficient authorisation is to be attached to the contract), when the tenderers have not formed a legal entity.

## 10. Exclusion criteria and supporting documents

1) Bidders must provide a declaration on their honour, duly signed and dated, that they are not in one of the situation referred to in Articles 93 and 94 a) of the Financial Regulation.

Those articles are as follows:

"Article 93:

1. Applicants or tenderers shall be excluded if:

- a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) they have been convicted of an offence concerning their professional conduct by a judgement which has the force of *res judicata*;
- c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- d) they have not fulfilled 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 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 Union's financial interests;
- f) they are currently subject to an administrative penalty referred to in Article 96(1).

(...)

Article 94 :

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

- a) are subject to a conflict of interest;
- b) are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the procurement procedure or fail to supply this information;(..."

2) The tenderer to whom the contract is to be awarded shall provide, within a time limit defined by the contracting authority and preceding the signature of the contract, the evidence referred to in Article 134 of the implementing Rules, confirming the declaration referred to in point 1 above.

Article 134 of the Implementing Rules – Evidence

**§3.** The contracting authority shall accept as satisfactory evidence that the candidate or tenderer to whom the contract is to be awarded is not in one of the situations

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

Where the document or certificate is not issued in the country concerned, it may be replaced by a sworn or, failing that, a solemn statement made by the interested party before a judicial or administrative authority, a notary or a qualified professional body in his country of origin or provenance.

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

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

3) The contracting authority may waive the obligation of a candidate or tenderer to submit the documentary evidence referred to in Article 134 of the Implementing Rules, if such evidence has already been submitted to it for the purposes of another procurement procedure launched by DG EMPL and provided that the issuing date of the documents does not exceed one year and that they are still valid.

In such a case, the candidate or tenderer shall declare on his honour that the documentary evidence has already been provided in a previous procurement procedure and confirm that no changes in his situation have occurred.

## 11. Selection criteria

### a) Economic and financial capacity:

Tenderers must provide sufficient information to satisfy the Commission of their financial standing and more particularly that they have the necessary resources and financial means to carry out the work that is the subject of the tender and that the tenderer is viable for the duration of the contract.

The following documents should be provided:

- the tenderer (or all the members of the consortium together) must provide proof of turnover in the last two financial year at least equivalent to 200 % of the proposed price of the contract;
- presentation of accounts - balance sheet and profit and loss account - for the past two years. They have to be certified by an external audit where it is required by the legislation of the country where the tenderer is established;

- regular accounts for the quarter preceding that in which the contract notice of the tender was published if the full accounts for the previous financial year are not yet available;
- a bank declaration providing evidence of good financial standing.

If, for some exceptional reason which the contracting authority considers justified, the tenderer or candidate is unable to provide the references requested by the contracting authority, he may prove his economic and financial capacity by any other means which the contracting authority considers appropriate.

### **b) Technical capacity:**

Professional qualifications of the service provider will be substantiated by providing:

- Good analytical and drafting capacity of the contractor; in-depth knowledge of the EU social policies as attested by the CVs and related documentation of the experts proposed;
- Ability to work with micro-data and relevant micro simulation models;
- Detailed CV's of the Project Coordinator (at least category I expert), of the core persons delivering the services (at least category III) and of all supporting staff.
- A list of principal services or studies provided in the relevant domains over the past 4 years; the domains being: trends in household income, income and wealth inequalities, labour market, unemployment, public health, demographic ageing, integration of migrants, social inclusion policies, quality of life.
- In the case of tenders from consortia: clear identification of the co-ordinator of the work who will also be responsible for signing the contract, and written confirmation from each member of the consortium that they would be ready and willing to participate in the execution of the contract, and describing their role.

It is recommended to use the presentation of the Europass CV at [http://europass.cedefop.europa.eu/europass/preview.action?locale\\_id=1](http://europass.cedefop.europa.eu/europass/preview.action?locale_id=1)

Please note that the experts should have no conflict of interest and should be independent. A conflict of interests arises where the ability of an expert to perform his duties impartially and objectively is impaired because of family or emotional ties, political or national affinity, economic interest or any other pertinent connection or common interest with national authorities. Each expert proposed must declare that he/she has no conflict of interests. If he/she discovers during the contract period that such a conflict exists, he/she will declare it immediately and will resign from the contract if required by the Commission.

## **12. Award criteria**

The contract will be awarded to the bidder offering the best quality/price ration. The bids will be evaluated on the following criteria:

1. the **understanding** of the **socio-economic challenges** Europe is facing (such as e.g. unemployment, poverty, income inequalities, mismatch between skills and jobs, integration of migrants, demographic ageing and the

sustainability of the pension system and structural reforms as part of austerity programmes - 25%

2. the **policy relevance** of the deliverables proposed in the outline of the work programme; the correspondence of the research questions with the current EU social policies (notably the policies related to employment, migration, health and ageing, fight against poverty and exclusion) - 25%
3. the **methodology** to be applied and the choice of data sources to be used in the analysis 25%
4. the breadth and **ambition of the topics** covered by the proposed work programme - 25%

Please note that the contract will not be awarded to any bid that receives less than 70 % in the award criteria.

The points total will then be divided by the price, with the highest-scoring bid being chosen.

## 13. Content and presentation of bids

### Content of bids

Tenders must include:

- all information and documents necessary to enable the Commission to appraise the bid on the basis of the selection and award criteria (see points 11 and 12 above);
- a bank ID form duly completed and signed by the bank;
- a "legal entity" form duly completed;
- the price;
- the name and function of the contractor's legal representative (i.e. the person authorised to act on behalf of the contractor in any legal dealings with third parties);
- proof of eligibility: tenderers must indicate the State in which they have their registered office or are established, providing the necessary supporting documents in accordance with their national law;
- the detailed CVs of the proposed experts;
- List of experts assigned, classified by level of expertise according following criteria:

<b>Level of qualification I</b>
Highly qualified expert having assumed important responsibilities in his/her profession, recruited for his/her management/supervisory, thought and creativity skills as regards professional practise.
He/she must have at least 15 years professional experience of which at least 7 must be connected with the professional sector concerned and the type of tasks to be performed.
<b>Level of qualification II</b>

Highly qualified expert having assumed responsibilities in his/her profession, recruited for his/her management/supervisory, thought and creativity skills as regards professional practise.

He/she must have at least 10 years professional experience of which at least 4 must be connected with the professional sector concerned and the type of tasks to be performed.

**Level of qualification III**

Certified expert having received a high-level training in his/her profession, recruited for his/her thought and creativity skills as regards professional practise.

He/she must have at least 5 years professional experience of which at least 2 must be connected with the professional sector concerned and the type of tasks to be performed.

**Level of qualification IV**

Junior expert, newcomer to the profession but holding a university degree or equivalent training related to the professional sector concerned and the type of tasks to be performed.

**Presentation of bids**

- Bids must be submitted in triplicate (i.e. one original and two copies).
- They must include all the information required by the Commission (see points 7, 9, 10 and 11 above).
- They must be clear and concise.
- They must be signed by the legal representative.
- They must be submitted in accordance with the specific requirements of the invitation to tender, within the deadlines laid down.