



ESTAT/A/2016/009



**EUROPEAN COMMISSION**  
EUROSTAT

Directorate A: Cooperation in the European Statistical System; International cooperation;  
Resources

**Unit A-3: Statistical cooperation**

## **Invitation to tender for the supply of statistical services**

### **Title:**

**Statistical training programme for the ENP-East countries**

**ESTAT/A/2016/009**

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## SECTION 1 INTRODUCTION

### 1.1 Presentation of Eurostat

Eurostat is a Directorate-General of the European Commission (“Commission”). Its mission is to provide the European Union with a high quality statistical information service.

Together with the national statistical offices, Eurostat is responsible for the European statistical system: see Regulation (EC) No 223/2009 of the European Parliament and of the Council of 11 March 2009 on European statistics (OJ L 87/164, 31.3.2009). Eurostat implements standards, methods and classifications for the production of comparable, reliable and relevant data. Users of Eurostat’s output include the Commission and other institutions of the European Union, national governments of the Member States, international organisations, businessmen, universities and a wide range of other users. Eurostat also supports non-member countries, including the candidate countries, in adapting their statistical systems.

More information can be found on the Eurostat's website:

<http://ec.europa.eu/eurostat>

Eurostat carries out some of its activities by awarding contracts for the provision of services relating to the various fields of the European statistical programme.

### 1.2 Subject of the contract

This invitation to tender covers:

The provision of a statistical training programme for the ENP-East countries

### 1.3 Glossary

**Central Asia:** Kazakstan, Kyrgystan, Tajikistan, Turkmenistan and Uzbekistan

**EECCA:** ENP-East and Central Asian countries

**ENP:** European Neighbourhood Policy

**ENP-East:** Countries covered by the Eastern component of the ENP, i.e. Armenia, Azerbaijan, Belarus, Georgia, Moldova and Ukraine

**ESS:** European Statistical System

**NSA:** National statistical authority, i.e. the NSI or other competent national authorities responsible for collecting official statistics

## **SECTION 2      TECHNICAL INFORMATION**

### **2.1      General information and objectives**

Monitoring the implementation of the European Neighbourhood Policy (ENP) requires reliable and timely official statistics on economic and social progress in the countries. For these data to be comparable with EU statistics, it is important that the countries are able to compile the data according to EU and international standards. This requires training in statistical concepts and methods, EU methodology, and in international standards applied in various domains. Most of the national statistical authorities (NSA) in the ENP-East region lack the knowhow and the internal resources to provide this professional training in statistical methodology and statistical production tools. The NSAs of the Central Asian countries face similar difficulties.

The European Statistical Training Programme (ESTP) aims to provide training courses for European statisticians to transfer knowledge on European concepts, legislation and standards and to allow the exchange of experience and best practices between EU Member States. The ESTP is tailored to meet the specific needs of the European Statistical System (ESS) by taking into account the different levels of statistical knowledge and working experience. It comprises courses in Official Statistics, IT applications, Research and Development and Statistical Management, with a balanced combination of theory and practice and a variety of approaches (workshops, group discussions, lectures and exercises). As a result Eurostat now owns a wide range of very relevant training courses created in recent years. Although the programme is managed by Eurostat, the courses are given by qualified trainers from the EU and EFTA national statistical institutes and from Eurostat.

See also <http://ec.europa.eu/eurostat/web/european-statistical-system/training-programme-estp>

Because there is generally a high demand to participate in ESTP training courses, priority is given to EU Member States and EFTA countries. Moreover, the courses are given in English only and are held in EU or EFTA countries, with no financial assistance from Eurostat to cover travel and accommodation costs. These factors put the courses out of reach of the ENP-East and Central Asian countries. The present invitation to tender is aimed at tackling these issues, by organising six courses, similar to those of the ESTP, with interpretation between English and Russian, specifically for the NSAs in ENP-East countries. Some Central Asian countries will also be invited to participate in so far as places are available.

### **Objectives**

The main objective of this contract is to organise six training courses on selected statistical topics specifically aimed at the NSAs of the ENP-East and Central Asian countries (EECCA). The focus will be on the transfer of practical skills and theoretical knowledge to be applied in the daily practice of data production and dissemination.

Six courses from recent ESTP programmes have been identified as priority for the EECCA countries, see list below.

**Table 1: list of courses for EECCA countries**

Course name	Number of training days
a) ESA 2010 and its effect on government Finance Statistics and Excessive Deficit Procedure	2 days
b) Balance of Payments – introductory course	2 days
c) Dissemination and communication	3 days
d) International Trade in Goods Statistics	4 days
e) Statistical disclosure control	4 days
f) Small Area Estimation	4 days
<b>Total Number of days of training</b>	<b>19 days</b>

## 2.2 Volume of the contract

The contractor will organise the six statistics training courses listed in Table 1 above, and will provide full training material, as well as experienced trainers. There will be a maximum of 20 people per course, and the courses will normally be held in an EU or ENP-East country, or Turkey, in premises to be provided by the contractor.

The courses will be given in Russian. The contractor will translate the course material into Russian before the course takes place. It is estimated that the volume of translation would be  $\pm 60$  pages per course. If the trainers do not speak Russian, the contractor will provide simultaneous interpretation between English and Russian throughout the course.

For each of the six courses, the contractor will arrange, and pay for, travel to and from the location of the training and hotel accommodation for the 20 participants from EECCA countries, and will provide assistance in obtaining visas, as necessary.

The **estimated** total value is EUR 330 000 for the entire duration of the contract (30 months).

It is estimated that around 74 man-days will be needed to adapt the existing training material and to carry out the training (with two trainers per course). Up to 40 man-days may be required for interpretation (two interpreters per course).

Additional human resources will be needed for the organisation of the events, including arranging travel and accommodation, preparation of documentation, contacts with participants, etc.

N.B. No registration, administration or course fees may be charged to participants.

## 2.3 Tasks and expected results

### *Task 1– Course design and translation*

The aim of this task is to provide six courses as specified in Table 1 above, based on the existing or recent ESTP courses and adapted to the needs of the EECCA countries<sup>1</sup>. The

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<sup>1</sup> Details about each course will be provided once the dates and location of the courses are fixed between the contractor and Eurostat.

training course will contain theoretical and practical parts according to the topic. The contractor has to provide all relevant teaching support (flip charts, overhead and data projectors, IT equipment, training software if applicable, etc).

For all courses, the contractor is expected to produce high quality teaching aids (hand-outs, presentation printouts and file) to accompany training courses. Materials may bear the contractor's (and/or sub-contractors) name or logo only in association with the logo of the Commission or Eurostat, together with a statement that the contractor is acting under a contract concluded with the Commission. No more than 2 logos/names of the contractors/sub-contractors shall appear on the training material (i.e. on handouts, presentation slides, data storage media, etc.). These materials should be bound. These materials must be produced by the contractor in advance, in sufficient quantity, in order for each participant to dispose of a copy of her/his own.

All course material shall remain the property of Eurostat for subsequent use. The first course should be provided within six months of the beginning of the execution of the tasks.

The expected results for this task are six well-designed course plans, agendas and training material in English delivered to Eurostat for approval at least eight weeks before each training course (*Deliverable D1*), and translation of the material into Russian at least three weeks before the course (*Deliverable D2*). Two weeks after reception of the material and one week after the reception of the translation, Eurostat will validate the deliverables or ask for modifications.

### ***Task 2 – Provision of the training courses***

The aim of this task is to provide suitably qualified trainers, normally from the EU or EFTA national statistical institutes or other statistical bodies, to carry out the training courses in a timely and efficient manner. The contractor is expected to provide at least 2 CVs for each of the training courses, once the location and dates are agreed between Eurostat and the contractor. The trainer(s) will prepare the training material and supporting papers. The trainers are expected to:

- prepare the training properly and, in good time, coordinate, check that the documentation and teaching materials are adequate and ready in good time, etc. This will be done in collaboration with contractor;
- run the training in such a way that the training objectives are achieved;
- explain the training objectives clearly and specifically to the participants at the beginning of each course and before beginning each new section; to answer participants' questions clearly and precisely.

The courses will be given in Russian, but see also 2.2 above and task 3 below. The contractor will propose locations where the training courses will be held, normally in an EU country, an ENP-East country or Turkey. The location of the training courses will be proposed either by the contractor or by Eurostat at least 3 months before the start of the course.

The CVs of trainers should be proposed to Eurostat at least three months in advance of the planned date of the training course. The proposed trainers should be experienced statisticians in the domain covered by the course. The proposed trainers must have:

- (1) a minimum of 3 years working experience in the field(s) for which he/she is proposed;
- (2) at least one of the proposed trainers should have a minimum of 5 years' experience in giving courses in statistics;

- (3) a knowledge of English and/or Russian correspondent to level C1 of the European Framework of Reference for Languages<sup>2</sup>

Eurostat will accept the proposed trainers, ask for further clarifications or reject the CVs within 5 working days after reception. The contractor will provide clarifications within 5 working days. Eurostat can accept the clarifications (CV is accepted) or reject them (CV is rejected) in the following 5 working days. In case of rejection, the contractor will propose a new trainer within 10 working days.

The calendar and location of the training courses will be agreed during the kick off meeting between Eurostat and the contractor. Eurostat reserves the right to modify the proposed dates and location, when needed.

The expected results for this task are six well designed training courses (Deliverable D3) given to participants from EECCA countries.

### ***Task 3 – Logistics for the course***

The aim of this task is to ensure that the training courses are organised in such a way that they take place in good working conditions. The costs for renting training facilities are to be included in the course price in the financial proposal.

The expected result for this task (*Deliverable D4*) is the provision of suitable facilities for the smooth running of each of the six courses, including:

- a. training room suitable to accommodate 20 trainees;
- b. one PC per participant, if the course requires it;
- c. the Trainer's and other computers and the projector connected and fully operational at least two hours before the beginning of the course;
- d. water at the tables, and catering services for morning and afternoon coffee breaks;
- e. the assistance of a technician in case of problems with any of the equipment.

If the trainer is not a fluent Russian speaker, the following will also be required:

- a. a minimum of 2 experienced interpreters (with three years of experience in interpreting statistical terminology) able to provide simultaneous interpretation between English and Russian;
- b. interpreter cabins, equipped according to ISO standard;
- c. Equipment for transmission and reception of simultaneous interpretation (microphones and headphones for the participants).

### ***Task 4 – Providing general and secretarial support before and during the courses***

The aim of this task is to provide general and secretarial support to Eurostat and the course participants before and during the courses.

The expected results for this task are:

- a. Before the courses: draft invitation letters at least three months in advance of the course, a description of the course and registration form, all in both English and Russian, to be sent out by Eurostat (*Deliverable D5*); the EECCA countries propose

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<sup>2</sup> <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

participants, the contractor compiles a list of all applications at least two month before the course and Eurostat will decide on the final list of participants at least four weeks before the course; a draft list of participants; name badges bearing the Eurostat logo, the course title, as well as the name, title and organisation of the participant (*Deliverable D6*).

Any additional communication with the participants on the organisation of the courses will be the responsibility of the contractor.

- b. During the courses: a Welcome desk manned by staff able to work in English and Russian, for the registration of the participants – including signature of the participants list for each day, confirmation of participant details, and agreement to the distribution of their contact details to the other participants; as well as general assistance to the course participants during the courses. The signed presence list will constitute an integral part of the report. (*Deliverable D7*).

### ***Task 5 – Travel Arrangements***

The aim of this task is to arrange and pay for the travel of the confirmed NSA participants to the location of the training courses, as a rule for 2-3 participants per ENP-East country and 1-2 participants per Central Asian country - up to a maximum of 20 participants per course. The contractor will be responsible for all aspects of travel arrangements from the participants' place of work to the venue of the training course, including direct contacts with participants where necessary. As a general rule, travel shall be arranged so that participants arrive the evening before the event and depart the day after the event. The contractor is supposed to provide tickets to participants at least four weeks before the flight.

The expected results for this task are:

#### **1. Booking and purchase of tickets (*Deliverable D8*)**

- a. Air tickets: These should normally be economy class and must cover all normal charges (including airport tax and, where appropriate, any charges for making tickets available for collection at the airport of departure).
- b. Rail tickets: Where more appropriate (when travel is from or to a location not exceeding a distance of 400 km from the location of the course and not including a sea crossing which can only be made by boat), travel may be arranged by rail rather than air (first class for international journeys).
- c. Car: If a participant wishes to travel to the training course by car, he or she will be refunded the cost of a rail ticket for the equivalent journey (first class for international journeys). If several participants travel by the same car, only one reimbursement will be authorised. Evidence of the journey by car must be requested from the participants. In a case of any accident, any and all claims are the sole responsibility of the person(s) taking the journey and cannot be made on the Commission or on the contractor.
- d. Changes and cancellations: The contractor must provide participants with the necessary assistance whenever changes have to be made to the tickets. Any additional outlay occasioned by negligence attributable to the contractor will be borne by the contractor.

#### **2. Help with obtaining visas in time (*Deliverable D9*)**

The contractor must assist participants to obtain in due time any visas they may need in order to travel to the course venue. Such help will consist of providing all the information and documentation (for example, administrative forms) that participants need to obtain the



necessary visas. Where a participant encounters problems with obtaining a visa, the contractor must inform Eurostat immediately.

The costs of visas should be reimbursed to the participants on the basis of supporting documents: presentation of the original passport, endorsed with the appropriate tax stamps and official stamps, and/or of the official receipt issued by the appropriate consular department.

#### ***Task 6 – Hotel Reservations and per diems***

The aim of this task is to provide hotel accommodation for the participants during the training courses, and to pay a daily allowance (per diem) to the course participants.

For each course, a daily allowance of no more than the official EC rate will be paid to the participants. The official per diem rates can be found at:

[http://ec.europa.eu/europeaid/work/procedures/implementation/per\\_diems/index\\_en.htm](http://ec.europa.eu/europeaid/work/procedures/implementation/per_diems/index_en.htm)

The daily allowance is intended to cover accommodation, meals, local travel within the place of mission and sundry expenses. The hotel costs and the cost of any meals or transfers paid directly by the contractor shall be deducted from the daily allowance. The contractor will provide hotel reservations to participants at least four weeks before the training.

The expected results for this task (*Deliverable D10*) are the provision of one hotel room with en-suite bathroom per participant, including breakfast, from the evening before the start of the course to the morning after the end of the course, as well as the payment of one per diem per participant for each overnight stay.

#### ***Task 7 – Evaluation and reports of the courses***

The aim of this task is to prepare a standard questionnaire for the participants to evaluate the training courses and the facilities provided. The participants will be asked to complete the questionnaire at the end of each course. The contractor is expected to provide during the kick off meeting a template of the evaluation questionnaire with the minimum content of: logistic and accommodation, trainer, training material, training facilities, translation, topic covered, usefulness of the course, any other suggestion. The template must be approved by Eurostat.

The contractor will also prepare a brief report in English on the implementation of each course, including an analysis of the answers by the course participants to the evaluation questionnaire, a summary of the feedback from the participants (see below), a summary of any problems encountered and proposals for improvement. The report should be submitted to Eurostat within two months of the end of each course. The contractor should provide a template of this report for the kick off meeting.

Participants are expected to compile an "activity report" explaining how they intend to use the knowledge gained during the training in their every day activity 6 weeks after the end of the course. The contractor should provide a template of this activity report at the kick off meeting.

The expected results for this task are a standard evaluation questionnaire template (*Deliverable D11*), and a brief report in English on each training course implemented (*Deliverable D12*). Annexed to these reports should be a participants list and a copy of all training material provided before and during the course, in electronic format (*Deliverable D13*).



## **2.4 Meetings and missions**

A kick-off meeting will be organised in Luxembourg soon after the signature of the contract. Six-monthly progress meetings (maximum duration half a day) with Commission staff will be held in Luxembourg, in Commission's premises. If agreed by Eurostat, the progress meetings may also take place via telephone- or video-conference. For these meetings the contractor will prepare progress reports to be sent to Eurostat at least three days prior to the meetings. The minutes of each meeting will be prepared by the contractor and sent to Eurostat at the latest 7 days after the meeting for approval.

Travel expenses for such meetings should be included in the financial proposal of the tender.

## **2.5 Duration and timetable**

The contract is expected to be signed in the 4<sup>th</sup> quarter of 2016.

Execution of the tasks is to start on 1 April 2017. The maximal overall duration of the work will be 30 months.



The overall indicative timetable is the following:

Time schedule:

Task	M 1	M 2	M 3	M 4	M 5	M 6	M 7	M 8	M 9	M 10	M 11	M 12	M 13	M 14	M 15	M 16	M 17	M 18	M 19	M 20	M 21	M 22	M 23	M 24	M 25	M 26	M 27	M 28	M 29	M 30
Task 1	x	x	x	x D1	x D2	x	x	x	x D1	x D2	x	x	x D1	x D2	x	x	x D1	x D2	x	x	x D1	x D2			x D1	x D2				
Task 2						x D3					x D3				x D3				x D3				x D3				x D3			
Task 3						x D4					x D4				x D4				x D4				x D4				x D4			
Task 4		x	x D5	x	x	x D6 D7	x	x D5	x	x	x D6 D7	x D5	x	x	x D6 D7	x D5	x	x	x D6 D7	x D5	x	x	x D6 D7	x D5	x	x	x D6 D7			
Task 5				x	x D8 D9				x	x D8 D9			x	x D8 D9			x	x D8 D9			x	x D8 D9				x D8 D9				
Task 6				x	x	x D10			x	x	x D10		x	x	x D10		x	x	x D10		x	x	x D10		x	x	x D10			
Task 7	x D11			x	x	x	x D12 D13				x	x D12 D13			x	x D12 D13			x	x D12 D13				x	x D12 D13			x	x	x D12 D13

Legend:

- M – month of project lifetime
- x – task's lifetime
- D – deliverables (expected results, see item 2.3 above)

A detailed timetable should be provided by the tenderer in the offer.

## 2.6 Minimum requirements

Offers deviating from the requirements or not covering all minimum requirements described below may be rejected on the basis of non-compliance with the tender specifications and will not be further evaluated.

As the training courses are aimed at Russian speaking countries, a minimum requirement is that the course material is available in Russian.

If the trainers are not Russian speakers, simultaneous interpretation for the courses is a minimum requirement.

As a minimum, the required reports should be available in electronic format.

The first meeting between Eurostat and the contractor (the kick-off meeting) must be held in Luxembourg.

Furthermore, the offer shall comply with applicable environmental, social and labour legislation established under Union legislation, national legislation, collective agreements or the applicable international social and environmental conventions listed in Annex X to Directive 2014/24/EU<sup>3</sup>.

## 2.7 Reports

The work carried out by the contractor under the contract will be the subject of the following reports, which must be sent to Eurostat by the contractor both in hard copy and electronic format. The annexes to the report may be submitted in electronic format only.

- After completion of the first 2 training courses, and as soon as possible after this date, the contractor shall provide a first interim technical report relating to the execution of the contract describing the results obtained, the means which were implemented for the execution of the contract, lessons learnt and steps proposed to improve the delivery of the remaining courses.
- After completion of another 2 training courses, and as soon as possible after this date, the contractor shall provide a second interim technical report relating to the execution of the contract describing the results obtained, the means which were implemented for the execution of the contract, lessons learnt and steps proposed to improve the delivery of the remaining courses.
- After the implementation of all 6 training courses, the contractor shall provide, as soon as possible and within sixty days of completion of the tasks referred to in 2.3, a final technical report relating to the execution of the contract describing the results obtained, the means which were implemented for the execution of the contract and lessons learnt. The final course material for all courses and complete participants lists shall be provided in annex.

These reports shall accompany the corresponding invoices.

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<sup>3</sup> OJ L 94 of 28.03.2014, p. 65

## 2.8 Assessment of results

Evaluation of the results will be based on the following criteria:

Each individual course will be assessed by Eurostat through:

- the training material being adequate to reach the objectives of the training;
- the use of correct statistical terminology in the Russian translations;
- the timeliness of the preparation and documentation; and
- the suitability of trainers.

Through the questionnaires developed under Task 7, the participants will assess:

- the adequacy of the assistance to participants;
- travel arrangements;
- hotel accommodation;
- the learning environment.

The questionnaires are part of the course documentation, submitted to Eurostat together with a summary of the evaluation.

Successful progress and final outcome of the project will be measured by the following indicators:

- the clarity of the training material
- the evaluation of the usefulness of the training for the beneficiary countries
- the application of the knowledge in practice by the trainees

## 2.9 Specific conditions

### - Resources made available by Eurostat

The European Statistical Training Programme (ESTP) 2016 can be downloaded from:

<http://ec.europa.eu/eurostat/web/european-statistical-system/training-programme-estp>

The ESTP for other years can be made available if needed.

Eurostat will provide the contractor with all the information necessary to build up a communication network with the participants of the training courses.

### - Specific conditions for the execution of the contract

None

## **SECTION 3 INFORMATION ON THE CONTRACT**

### **3.1 General information**

The submission of the tender implies acceptance of all the terms and conditions set out in the procurement documents (contract notice, invitation to tender, tender specifications, draft contract) and, where appropriate, waiver of the tenderer's own general or specific terms and conditions. **The submitted tender is binding on the tenderer to whom the contract is awarded for the duration of the contract.**

Once the Commission has opened the tender, the document shall become the property of the Commission and it shall be treated confidentially.

The Contractor is to carry out the tasks in accordance with:

1. the contract;
2. the technical specifications;
3. the tender.

In the event of conflict between these three documents, their provisions will apply in descending order.

No variants are allowed in relation to the services or the price schedule proposed in accordance with this tender specification

The place of the work will be the Contractor's usual workplace, unless stated otherwise in section 2.9

### **3.2 Payments**

Contracts will be expressed in euro. All payments under these contracts will also be made in euro.

Payments under the contract will be made in accordance with Articles I.5 and II.21 of the draft contract in Annex 9.

### **3.3 Replacement of persons assigned to carry out the work**

The Commission expects the contract to be executed by those persons identified in the tender. Whenever a replacement is necessary, the Contractor must ensure a high degree of stability of the services and an effective transfer of information.

Any replacement must be submitted to the Commission for written approval. The Contractor shall provide a timely replacement with at least equivalent qualifications and experience if:

- for duly justified reasons, a person is unable to continue providing the services;
- any person specified in the contract is found by the Commission to be incompetent in discharging or unsuitable for the performance of his/her duties under the contract or if carrying out his tasks under the contract prejudices the good and timely performance of the contract. Unless otherwise stated, if the Commission requests a replacement in writing, the Contractor must propose a replacement within one month of the receipt of the Commission's request. Failure to make such a proposal within this period will be considered a breach of contract.

Such a replacement will not oblige the Commission to pay any remuneration, fees or costs additional to those laid down in the initial contract. The Contractor must bear any additional costs arising from or incidental to such replacement. Such costs will include the costs of the return journey of the replaced member of staff and his family, the costs of the replacement's training and, if necessary, the expenses arising from the need to maintain simultaneously at the place of work the member of staff to be replaced and his replacement.

### **3.4 Personal data and intellectual property rights**

#### **3.4.1 Personal data**

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 the unit involved. Details concerning the processing of your personal data are available at:

[http://ec.europa.eu/dataprotectionofficer/privacystatement\\_publicprocurement\\_en.pdf](http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf)

All personal data may be registered in the Early Detection and Exclusion System (EDES) if you are in one of the situations mentioned in Article 106 of the Financial Regulation<sup>4</sup>. For more information, see the Privacy Statement on

[http://ec.europa.eu/budget/explained/management/protecting/protect\\_en.cfm#BDCE](http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm#BDCE)

#### **3.4.2 Intellectual property rights**

Your attention is drawn on Article I.9 of the contract's special conditions which contains specific provisions on intellectual property rights related to the results of the contract and their use.

### **3.5 E-prior**

The execution of the contract between the Commission and the contractors could be automated by the use of the following application: e-Invoicing, e-Catalogue, e-Ordering, e-Request based on an electronic exchange platform (e-Prior). Information on the technical and functional characteristics of the above-mentioned system can be found at:

[http://ec.europa.eu/dgs/informatics/supplier\\_portal/documentation/documentation\\_en.htm](http://ec.europa.eu/dgs/informatics/supplier_portal/documentation/documentation_en.htm)

At the request of the Commission, the use of the above applications could be mandatory for contractors during the lifetime of the contract.

The e-Invoicing application may be used for this contract (the decision to use this application can be taken at the start of the contract or during the lifetime of the contract (through an amendment)). Further information on this application are available in the

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<sup>4</sup> Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) No 1605/2002 (OJ L 298 of 26.10.2012, p. 1) as amended 28 October 2015



general conditions of the draft contract (Annex 9) in Art II.1 and II.5 and through the link above-mentioned.

If provided for in the special conditions of the contract, the exchange of electronic documents (e-documents) such as invoices between the parties is automated through the use of the *e-PRIOR* platform. This platform provides two possibilities for such exchanges: either through web services (machine-to-machine connection) or through a web application (the *supplier portal*).

Other applications as e-Sourcing and e-Fulfilment, which are currently under development may be implemented on a voluntary basis during the contract execution.

## **SECTION 4 INFORMATION ON THE TENDER PROCEDURE**

### **4.1 General information**

The legal basis for EU procurement consists of the relevant articles of the Financial Regulation and its Rules of Application (“RAP”), i.e.:

- Financial Regulation – Regulation (EU, Euratom) No 966/2012 of the European Parliament and the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union<sup>1</sup>, Part One, Title V (Procurement) (Articles 101 to 120), as amended by Regulation (EU, Euratom) No 2015/1929 of the European Parliament and the Council of 28 October 2015.
- Rules of Application – Commission Delegated Regulation (EU, Euratom) No 1268/2012 of 29 October 2012, Part One, Title V (Procurement) (Articles 121 to 172), amended by Commission Delegated Regulation (EU) C(2015)7555 of 30 October 2015.
- Judgments, mainly of the General Court in procurement cases.

The Financial Regulation and the Rules of Application incorporate the rules from Directive 2014/24/EU<sup>5</sup>, hereinafter referred to as “the Directive” and Directive 2014/23/EU on concessions<sup>6</sup>.

This invitation to tender is intended to be competitive. Any attempt by a tenderer to obtain confidential information, enter into unlawful agreements, collude or make arrangements with competitors, canvass or solicit Commission staff or influence the evaluation committee or its individual members in any way during the tendering process will render his or her tender invalid.

The tender must be clear and concise, with continuous page numbering, and assembled so as to constitute a coherent whole (e.g. bound or stapled, etc.). Since tenderers will be judged on the content of their written offers, these must clearly state that the tenderer is able to meet the requirements of the specifications and is capable of carrying out the work.

Tenders must be written in one of the official languages of the European Union. They must include all the information and documents required by the Commission for the evaluation of tenders on the basis of the exclusion, selection and award criteria, in accordance with these specifications, in the absence of which the Commission may decide to exclude the tender from the award procedure for the contract. For details, see item 4.4 “Structure of the tender”.

### **4.2 Who may participate in this invitation to tender**

Participation in this invitation to tender (including each member of a group of economic operators if applicable) is open on equal terms to all natural and legal persons coming within the scope of the Treaties, as well as to international organisations.

It is also open to all natural and legal persons established in a third country which:

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<sup>5</sup> OJ L 94, 28.03.2014, p. 65, see <http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32014L0024&from=EN>

<sup>6</sup> OJ L 94, 28.03.2014, p. 1, see <http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32014L0023&from=EN>

- has a special agreement with the European Union in the field of public procurement on the conditions laid down in that agreement or,
- has ratified the plurilateral Agreement on Government Procurement (GPA) concluded within the World Trade Organisation (WTO), under the terms of that Agreement.

A service provider may consider submitting a tender as a single entity or decide to collaborate with other service providers to present an offer: either by submitting a joint tender (via a group of economic operators) or through subcontracting. These two approaches may be combined.

In all cases the tender must clearly specify whether the providers involved in the tender are acting as members of the group of economic operators (joint tender) or as subcontractors (this also applies where the companies involved belong to the same group or where one of these companies is the parent company of the others).

**A joint tender** is a situation where an offer is submitted by a group of economic operators (natural or legal persons). Joint tender may include subcontractors in addition to the members of the group.

In case of joint tender, all members of the group assume joint and several liabilities towards the Contracting Authority for the performance of the contract as a whole, i.e. both financial and operational liability.

Group members in joint tenders may submit only one tender for a single contract. The tender must indicate which member ("the leader") will represent the group of economic operators in dealing with the Contracting Authority. The tender must describe the form the cooperation is to take in order to achieve the desired results and how technical, administrative and financial aspects will be organised.

If the tender does not mention that all members are jointly and severally liable, all other parties included in the tender than the party signing the tender (tenderer) will be considered subcontractors.

After the award, the Contracting Authority will sign the contract either with all members of the group, or with the leader on behalf of all members of the group, authorised by the other members via powers of attorney.

**Subcontracting** is the situation where a contract has been or is to be concluded between the Commission and a contractor and where the contractor, in order to carry out the contract, enters into legal commitments with other legal or natural persons for performing part of the service (in particular, any work performed by an expert who is not an employee of the tenderer will be considered as subcontracted). The Commission has no direct legal relationship with the subcontractor(s).

If certain tasks provided for in the contract are entrusted to subcontractors, the Contractor shall remain bound by its contractual obligations to the Commission under the Contract and shall be solely responsible for the performance of the contract (see Article II. 10 of the draft contract in Annex 9).

During contract performance, the change of any subcontractor identified in the tender or additional subcontracting will be subject to prior written approval of the Contracting Authority.

Tenderers are required to identify all subcontractors.



See Section 4, item 4.4 which information must be provided in case of group of economic operators and subcontracting.

### 4.3 How to send a tender

#### 4.3.1 General Information

If you are interested in this contract, you should submit one original and four copies of your tender (see structure below) on paper (for each lot concerned, if several lots are proposed).

In addition you must submit one (1) electronic version on USB key. In case of discrepancy between the paper version and the electronic file, the paper version will take precedence.

You must indicate on the parcel the title of the call for tender, the reference number, the lot number (if any) and the name of the tenderer. It should also bear the words “Invitation to tender – not to be opened by the mail service”. If a self-adhesive envelope is used as parcel, it must be sealed with adhesive tape and the sender must sign across this tape.

The tender must meet the deadline mentioned in the contract notice and be submitted:

- either **by registered mail or by courier service**, postmarked or registered by the courier service not later than **03/10/2016**, to the following address:

European Commission  
For the attention of  
Eurostat - Unit A.5 - (CAD) BECH F2/907  
Jean Monnet Building  
Rue Alcide de Gasperi  
L-2920 Luxembourg (Kirchberg)

The outer envelope should bear, in addition to this address, the project title and the reference number of the invitation to tender.

- or **by hand delivery**, i.e. by delivery in person or by an authorised representative, not later than **4:30 p.m.** on **03/10/2016** to the following address:

European Commission  
For the attention of  
Eurostat - Unit A.5 – (CAD) BECH F2/907  
Jean Monnet Building  
Rue Alcide de Gasperi  
L-2920 Luxembourg (Kirchberg)

where a signed and dated receipt must be obtained from an official in the Commission's central mail department who takes delivery. This department is open from 08:30 a.m. to 04:30 p.m. Monday to Friday. It is closed on Saturday, Sunday and Commission holidays.

If the offer is delivered by hand in person, it must actually reach the address indicated above no later than the hour and day indicated. See the summary table below:

	Final date	Proof concerning
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		submission of tender	compliance with deadline
<b>Registered letter deposited in the post office network</b>	The tender must be <b>posted</b> on the final date at the latest (regardless of the time)	Receipt issued by the post office	Postmark
<b>Mail deposited with a messenger service</b>	The tender must be <b>deposited</b> with the messenger service on the indicated date at the latest (regardless of the time)	Receipt issued by the messenger service	Date of the receipt
<b>Delivery by hand, by the tenderer or by an authorised representative</b>	The tender must arrive at the above-mentioned office address no later than the specified time on the final date.	Receipt signed by an official of the above-mentioned Commission service, indicating the date and time of receipt. This receipt will be issued on the spot to the tenderer or authorised representative.	Date of the receipt

All costs incurred for the preparation and submission of tenders are to be borne by the tenderers and will not be reimbursed.

#### 4.3.2 Date and place of opening of the tenders

Tenders will be opened on **11/10/2016 at 10 a.m.** at the following address:

Eurostat  
Room B4/444  
Joseph Bech Building  
rue Alphonse Weicker, 5  
L-2721 Luxembourg (Kirchberg)

One authorised representative of each tenderer may be present at this opening session. A written authorisation signed by the tenderer or his duly authorised agent must be presented to the opening committee.

#### 4.3.3 Contact with Eurostat

In principle, no contact is permitted between the Commission and the tenderer during the procedure. However, contact may exceptionally be permitted before the final date for the receipt of offers:

- **On the tenderers' initiative:** in order (and only then) to clarify the nature of the contract. Such requests for additional information should be in writing only and indicate the section(s) and paragraph(s) to which they refer and shall be made through the "Question&answers" section in e-Tendering website (<https://etendering.ted.europa.eu/cft/cft-display.html?cftId=1563>)
- The Contracting Authority is not bound to reply to requests for additional information made less than six working days before the deadline for receipt of tenders. Provided it has been requested in good time, such additional information will be supplied simultaneously to all economic operators through the e-Tendering website (<https://etendering.ted.europa.eu/cft/cft-display.html?cftId=1563>) no later than six days before the deadline for the receipt of tenders.

**The website will be updated regularly and it is your responsibility to check for updates and modifications during the submission period.**

- **On the initiative of the Contracting Authority**: in order to inform all interested parties of the existence of an error, a lack of precision, an omission or any other type of defect in the documents relating to the invitation to tender by supplying information on the e-Tendering website address:

<https://etendering.ted.europa.eu/cft/cft-display.html?cftId=1563>

After the tenders have been opened, contact may be permitted only on the initiative of the Contracting Authority, where some clarification is required in connection with a tender, or if obvious clerical errors in the tender must be corrected, provided this does not lead to substantial changes to the terms of the submitted tender.

In any event, such contact must not lead to any amendment of the terms of the tender.

In exceptional cases (unavailability of e-Tendering, other reason...), and under the conditions described above, further information can be obtained by sending an **e-mail** to:

[ESTAT-A3-CALLS-FOR-TENDER@ec.europa.eu](mailto:ESTAT-A3-CALLS-FOR-TENDER@ec.europa.eu)

#### **4.3.4 Period of validity of the tender**

Tenders must be firm and not be subject to revision for the duration of the work. The tender must remain valid for a period as indicated under point IV.2.6 of the contract notice following the closing date for receipt of the tenders. Where the initial contract is stated to be renewable, the offer will remain valid for such renewals. Upon renewals of contracts, the Commission reserves the right to request updated forms for exclusion and selection criteria (see item 4.4 below). The contract(s) will be signed within the validity period, during which the tenderer must continue to meet all the requirements set in the exclusion, selection and award criteria. If the situation concerning these requirements has been altered in the period that has elapsed since the tender in question was submitted, any changes must be reported immediately and at the tenderer's own initiative to the Commission.

#### **4.4 Structure of the tender**

Tenders must be presented and structured in the same order of paragraphs as described below (five section) with page numbering. The tender must include all the requested information and be perfectly legible so that there can be no doubt as to words and figures:

*Section One: Administrative information*

*Section Two: Exclusion criteria*

*Section Three: Selection criteria*

*Section Four: Technical offer*

*Section Five: Financial offer*

The Commission reserves the right to request any other additional information in relation to the tender submitted, for evaluation or verification purposes within a time-limit mentioned in its request.

##### **4.4.1 Section One: Administrative information**

In the first section, the tenderer must provide:

- A cover letter signed by an authorised representative presenting the name of the tenderer (including all entities in case of joint tender) and identified subcontractors if applicable, and the name of the single contact point (leader) in relation to this procedure
- A table of contents (with page numbers)
- Administrative documents concerning its legal situation, i.e.:

### **Case 1: Submission by one tenderer**

The completed "Administrative information form" (**Annex 1**) accompanied by a legible copy of the **notice of appointment of the persons authorised to represent the tenderer** in dealings with third parties and in legal proceedings, (if it is not included in the document requested in Annex 2), or a copy of the publication of such appointment if the legislation which applies to the legal entity concerned requires such publication. If they are necessary in order to show the authorisation to represent the tenderer, the instrument of incorporation or constitution of the legal entity and/or a copy of the statutes have to be submitted. If the person(s) signing the tender or the person designated to sign the contract is/are entitled to represent the economic operator by a power of attorney from the abovementioned authorised persons, the power of attorney must also be submitted;

The "Legal entity form" (**Annex 2**) completed and signed by an authorised representative of the tenderer accompanied by all the requested supporting evidences:

- For legal persons, a **proof of registration**, as prescribed in their country of establishment, on one of the professional or trade registers or any other official document showing the registration number, a copy of the **VAT registration document**, where applicable.
- For public entities: a **proof of registration** number in the national register of the entity, a copy of the **VAT registration document**, where applicable, a copy the **official legal act establishing the entity** (a law, a decree, etc.).
- For natural person: a legible photocopy of the identity documents, a **proof of registration**, as prescribed in their country of establishment, on one of the professional or trade registers or any other official document showing the registration number, a copy of the **VAT registration document**, where applicable.

A standard form for individuals, private entities and public entities in each Member State language is available at the following Internet address:

[http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/legal\\_entities/legal\\_entities\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm)

The "Financial identification form" (**Annex 3**) filled in and signed by an authorised representative of the tenderer and stamped by a bank representative. A specific form for each Member State language is available at:

[http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/financial\\_id/financial\\_id\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm)

The questionnaire for joint offers and/or subcontracting signed by a legal representative of the tenderer (**Annex 4**).

### **Case 2: Submission in case of the tenderer with subcontractor(s)**

If the tenderer wishes to subcontract all or part of the services, in addition to the documents to be provided in case 1, the following information must be provided in the tender:

The "Legal entity form" (**Annex 2**) completed and signed by the authorised representative of each subcontractor, accompanied by all the requested supporting evidence:

- For legal persons, a **proof of registration**, as prescribed in their country of establishment, on one of the professional or trade registers or any other official document showing the registration number, a copy of the **VAT registration document**, where applicable.
- For public entities: a **proof of registration** number in the national register of the entity, a copy of the **VAT registration document**, where applicable, a copy the **official legal act establishing the entity** (a law, a decree, etc.).
- For natural person: a legible photocopy of the identity documents, a **proof of registration**, as prescribed in their country of establishment, on one of the professional or trade registers or any other official document showing the registration number, a copy of the **VAT registration document**, where applicable.

A standard form for individuals, private entities and public entities in each Member State language is available at the following Internet address:

[http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/legal\\_entities/legal\\_entities\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm)

A letter of availability signed by an authorised representative of the subcontractor stating their willingness to provide the services presented in the tender and in line with the present tender specifications if the tenderer is awarded the contract (**Annex 5**).

### **Case 3: Submission of joint tender**

Each entity involved (all members of the group of economic operators included the lead partner) must provide following documents:

The completed "Administrative information form" as provided in **Annex 1**;

The "Legal entity form" (**Annex 2**) completed and signed by an authorised representative of the tenderer, accompanied by all the requested supporting evidence:

- For legal persons, a **proof of registration**, as prescribed in their country of establishment, on one of the professional or trade registers or any other official document showing the registration number, a copy of the **VAT registration document**, where applicable.
- For public entities: a **proof of registration** number in the national register of the entity, a copy of the **VAT registration document**, where applicable, a copy the **official legal act establishing the entity** (a law, a decree, etc.).
- For natural person: a legible photocopy of the identity documents, a **proof of registration**, as prescribed in their country of establishment, on one of the professional or trade registers or any other official document showing the registration number, a copy of the **VAT registration document**, where applicable.

A standard form for individuals, private entities and public entities in each Member State language is available at the following Internet address:

[http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/legal\\_entities/legal\\_entities\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm)

A letter signed by each member of the group of economic operators, except the lead partner, giving the authorisation to the lead partner (**Annex 6: powers of attorney**) to submit the tender on its behalf.

In addition, the following documents must be provided by the lead partner:

The "Financial identification form" (**Annex 3**) filled in and signed by an authorised representative of the tenderer and stamped by the signed by a bank representative. A specific form for each Member State language is available at:

[http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/financial\\_id/financial\\_id\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm)

The questionnaire for joint offers and/or subcontracting signed by a legal representative of the lead partner (**Annex 4**).

After the award of the contract, the following document must be provided by the lead partner only before the signature of the contract and on the request of the Commission:

"Power of attorney" filled in and signed by an authorised representative of each partner (**Annex 6**).

#### **4.4.2 Section Two: Exclusion criteria**

Article 106 of the Financial Regulation<sup>7</sup> defines situations when the tenderers shall be excluded from participating in procurement procedures.

##### Declaration:

The tenderer(s) including each partner in case of joint tender and each subcontractor<sup>8</sup> must provide the "Declaration on honour on exclusion criteria and selection criteria" (**Annex 7**) attesting that they are not in one of the exclusion situations detailed in the Declaration on honour.

##### Evidence:

Only on request of the Contracting Authority, and for contracts with a value higher than EUR 135.000, the successful tenderer must provide the documents mentioned as supporting evidence in the declaration on honour (**Annex 7**) before signature of the contract and within a deadline given by the Contracting Authority. This requirement applies to each member of the group in case of joint tender and to subcontractors whose capacity is necessary to fulfil the selection criteria. The Contracting Authority reserves the right to require these documents for the other subcontractors.

#### **4.4.3 Section Three: Selection criteria**

Tenderers must prove their legal, regulatory, economic, financial, technical and professional capacity to carry out the work subject to this procurement procedure.

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<sup>7</sup> <http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=OJ:L:2015:286:TOC>

<sup>8</sup> The Contracting Authority shall require that a candidate or tenderer replaces a subcontractor or an entity on whose capacity the candidate or tenderer intends to rely, which is in an exclusion situation.

The tenderer may rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. It must in that case prove to the Contracting Authority that it will have at its disposal the resources necessary for performance of the contract, for example by producing an undertaking on the part of those entities to place those resources at its disposal.

The tender must include the proportion of the contract that the tenderer intends to subcontract (see Annex 4).

The tenderer (and each member of the group of economic operators in case of joint tender) must declare whether it is a Small or Medium Size Enterprise in accordance with [Commission Recommendation 2003/361/EC](#). This information is used for statistical purposes only.

#### Declaration:

The tenderers (and each member of the group of economic operators in case of joint tender) and subcontractors whose capacity is necessary to fulfil the selection criteria must provide the declaration on honour (see Annex 4), signed and dated by an authorised representative, stating that they fulfil the selection criteria applicable to them.

In case of joint tender or subcontracting, the criteria applicable to the tenderer as a whole will be verified by combining the various declarations for a consolidated assessment.

This declaration is part of the declaration used for exclusion criteria (see section 4.4.2) so only one declaration covering both aspects should be provided by each concerned entity.

#### Evidences:

Tenderers will be required to provide the evidence mentioned below (see 4.4.3 a, 4.4.3 b) in the offer. This requirement applies to each member of the group in case of joint tender and to subcontractors whose capacity is necessary to fulfil the selection criteria

#### **a- Economic and financial capacity:**

Tenderer(s), in case of joint tender each partner, must provide enclose the full set of annual accounts (balance sheet, profit and loss account and notes on the accounts) for the last two years.

The Contracting Authority reserves the right to ask these documents for the declared subcontractors.

If, for some exceptional reason which the Contracting Authority considers justified, a tenderer is unable to provide one or other of the above documents, it may prove its economic and financial capacity by any other document which the Contracting Authority considers appropriate. In any case, the Contracting Authority must at least be notified of the exceptional reason and its justification. The Commission reserves the right to request any other document enabling it to verify the tenderer's economic and financial capacity.

#### **b- Technical and professional capacity:**

The following documents must be provided by the tenderer(s) as an evidence of the educational and professional qualifications:

Tenderers must enclose a CV of all personnel to be involved directly in performing the contract (including those working for any subcontractors) indicating educational and professional qualifications and experiences in areas relevant to the subject of this tender.

In the CV the language competence must be mentioned, bearing in mind that the main working languages in the Commission are English, French and German.

Tenderers must indicate whether or not the proposed staffs are currently working for the tenderer on the date of submission of the offer. The tender will clearly indicate if the proposed expert is an employee or not of the tenderer. If the proposed expert is not an employee, he/she will be considered as a subcontractor. Any person who is engaged on another project, where the input from his/her position in that contract will not have ended before the expected start of his/her activities under this contract, and where this commitment restricts his/her intended role under this contract must not be proposed for this contract.

A letter of availability signed by an authorised representative of the subcontractor stating their willingness to provide the services presented in the tender and in line with the present tender specifications if the tenderer is awarded the contract (Annex 5).

In addition, the tenderer shall provide a list of the principal services provided in the past three years, with the amounts, dates and recipients (public or private) and any relevant evidence proving the requirements of the selection criteria (refer to section 4.5.1 b)).

#### **4.4.4 Section Four: Technical offer**

The technical offer is the core of the tender and it is essential that it conforms perfectly to all requirements listed in the technical specifications.

Tenders must be clear and concise. Since tenderers will be judged on the content of their written tenders, the tenders must clearly show how the tenderers are able to meet the requirements of the specifications.

If it is intended to subcontract part of the service, this should be indicated and quantified (the identity of and resources provided by the subcontractor).

The technical offer must cover all aspects and tasks required in the technical specifications and provide all the information needed to apply the award criteria.

Offers deviating from the requirements or not covering all minimum requirements described in section 2 point 2.6 (Technical specifications) may be rejected on the basis of non-compliance with the tender specifications and **will not be evaluated**.

The offer shall comply with applicable environmental, social and labour legislation established under Union legislation, national legislation, collective agreements or the applicable international social and environmental conventions listed in Annex X to Directive 2014/24/EU<sup>9</sup>.

The Commission envisages applying the EMAS environmental management system ('the EMAS system') provided for by Regulation (EC) No 1221/2009 of the European Parliament and the Council of 25 November 2009 on the voluntary participation by organisations in a Community eco-management and audit scheme (EMAS), repealing Regulation (EC) No 761/2001 and Commission Decisions 2001/681/EC and 2006/193/EC (OJ L 342 of 22.12.2009, p. 1).

During the execution of the contract, the successful tenderer, group member(s) and/or any subcontractor(s), if relevant, may be requested by the Contracting Authority to

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<sup>9</sup> OJ L 94 of 28.03.2014, p. 65

implement the EMAS scheme, inter alia by providing information relating to the contract field required for the drafting and updating of the documents provided for by Regulation No 1221/2009 and the periodic evaluation of the system.

#### **4.4.5 Section Five: Financial offer**

The compulsory reply form (Annex 8) must be used.

Prices must be expressed in euro.

Prices should be quoted free of all duties, taxes and other charges, i.e. also **free of VAT**, as the European Commission is exempt from such charges pursuant to the provisions of Articles 3 and 4 of the Protocol on the Privileges and Immunities of the European Union (of 8 april 1965).

All costs associated with the completion of the work, including overheads such as infrastructure, administration, costs and travel should be included in the overall fixed price in the financial proposal (no reimbursable variable costs).

### **4.5 Evaluation and award**

The evaluation is based solely on the information provided in the submitted tender. It involves the following:

- Verification of non-exclusion of tenderers on the basis of the exclusion criteria
- Selection of tenderers on the basis of selection criteria
- Verification of compliance with the minimum requirements set out in these tender specifications
- Evaluation of tenders on the basis of the award criteria

The tenders will be assessed in the order indicated above. Only tenders meeting the requirements of one step will pass on to the next step.

The criteria for choosing the contractor are divided in three categories: exclusion, selection and award. Exclusion and selection criteria are related to the candidate or tenderer, whereas award criteria are related to the tender. Exclusion and selection criteria are verified on a pass/fail basis.

The Contracting Authority will inform candidates and tenderers, simultaneously and individually, by electronic means of decisions reached concerning the outcome of the procedure as soon as possible:

- After the opening phase for tenders received after the deadline or received already open;
- After the award decision, specifying in each case the grounds for the decision.

The information of the successful tenderer does not imply any commitment on the part of the Contracting Authority.

#### **4.5.1 Exclusion and selection of tenderers**

The assessment of tenderers will take place in 2 stages:

**a- Exclusion of tenderers**

Article 106 of the Financial Regulation<sup>10</sup> defines situations when the tenderers shall be excluded from participating in procurement procedures (see Annex 7).

As indicated in point 4.4.2, the tenderer(s) including each partner in case of joint tender and each subcontractor must provide the "Declaration on honour on exclusion criteria and selection criteria" (Annex 7) attesting that they are not in one of the exclusion situations detailed in the Declaration on honour.

Only on request of the Contracting Authority, and for contracts with a value higher than EUR 135.000, the successful tenderer must provide the documents mentioned as supporting evidence in the declaration on honour (Annex 7) before signature of the contract and within a deadline given by the Contracting Authority. This requirement applies to each member of the group in case of joint tender and to subcontractors whose capacity is necessary to fulfil the selection criteria. The Contracting Authority reserves the right to require these documents for the other subcontractors.

The Contracting Authority may waive the obligation of a tenderer to submit the documentary evidence referred to annex 7 in the following cases:

- (a) the candidate is an international organisation or;
- (b) such evidence has already been submitted for the purposes of another procurement procedure in 2016 and provided that the documents are not more than one year old starting from their issuing date and that they are still valid. In such a case, the 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.

**b- Selection criteria**

Tenderers must prove their legal, regulatory, economic, financial, technical and professional capacity to carry out the work subject to this procurement procedure.

Tenderers will be selected if they have the economic and financial capacity as well as the technical and professional capacity to perform the tasks required in this call for tender.

**Legal and regulatory capacity**

Tenderers must prove that they are allowed to pursue the professional activity necessary to carry out the work subject to this call for tenders. The tenderer (including each member of the group in case of joint tender) and sub-contractors must provide the requested information with the Legal Entity Form (See 4.4.1).

**Economic and financial capacity criteria**

The tenderer must have the necessary economic and financial capacity to perform this contract until its end. In order to prove their capacity, the tenderer must comply with the following selection criteria :

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<sup>10</sup> <http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=OJ:L:2015:286:TOC>

The **economic and financial capacity** of the tenderer will be assessed on the basis of the last annual turnover which has to be at least two times the annual value of the contract to be awarded (equal to the annual value of the financial offer submitted).

In the case of joint tender (group of economic operators) or subcontracting, this turnover criteria shall be assessed in relation to the combined turnover of all the parties involved in the tender.

Tenderers will be required to provide the evidence mentioned below (see 4.4.3 a) in the offer. This requirement applies to each member of the group in case of joint tender and to subcontractors whose capacity is necessary to fulfil the selection criteria

The Contracting Authority may waive the obligation of a tenderer to submit the documentary evidence referred in point 4.4.3 a) above, if such evidence has already been submitted for the purposes of another procurement procedure in 2016 and that they are still valid. In such a case, the 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.

**All the requirements have to be fulfilled at the deadline for the submission of the offer**

- **Technical and professional capacity criteria**

The **technical and professional capacity** of tenderer(s) will be assessed from the qualifications of the staff/experts proposed, the principal services provided in the past three years and, if any, the specific requirements mentioned in the tender specifications. In the case of joint tender (group of economic operators) or subcontracting, the technical and professional capacity shall be assessed in relation to the combined capacity of all the parties involved in the tender.

The tenderer must meet the following criteria.

Criteria relating to the tenderer:

Criterion	Experience in organising statistical training courses.
Minimum requirement	At least two statistical training courses organised in the last two years, including providing travel and accommodation for the participants.
Documentary evidence	List of training courses with details on subject, organisational arrangements and timing

Criteria relating to the team delivering the service:

Criterion 1	Educational and professional qualification
Minimum requirement	Project Manager: At least two years' experience in organizing multi-lingual events such as workshops and training courses, involving participants from at least four different countries.
Documentary evidence	CVs of staff members and list of training courses organised with details on subject, timing and participants

Criterion 2	Language capabilities
Minimum requirement	At least one person in the team allocated to managing this contract should speak, understand and write both English and Russian fluently (level C1 of the European Framework of Reference for Languages).
Documentary evidence	CVs of staff members

The assessment will be based on the tender and on tenderers' answers in the compulsory reply forms.

Tenderers who wish to be taken into consideration must submit all the necessary supporting documents (as indicated in section 4.4.3b) and must use the forms provided in the annexes to this document.

Tenderers will be required to provide the evidence mentioned below (see 4.4.3 b) in the offer. This requirement applies to each member of the group in case of joint tender and to subcontractors whose capacity is necessary to fulfil the selection criteria.

Incomplete tenders may be rejected. However, the Commission may request the submission of missing formal documents by electronic mail (normally to be submitted within 24 hours after the request).

In addition, the Commission reserves the right to use any other information from public or specialist sources.

**All the requirements have to be fulfilled at the deadline for the submission of the offer**

#### **4.5.2 Compliance with minimum requirements**

Before proceeding to the evaluation of the award criteria, the evaluation committee will assess the compliance of the tender with the minimum requirements contained in section 2 point 2.6 of the present tender specifications.

Furthermore, the offer shall comply with applicable environmental, social and labour legislation established under Union legislation, national legislation, collective agreements or the applicable international social and environmental conventions listed in Annex X to Directive 2014/24/EU<sup>11</sup>.

Offers deviating from the requirements defined in the tender specifications or not covering all requirements may be excluded on the basis of non-conformity with the tender specifications and will not be evaluated

#### **4.5.3 Award of the contract**

##### **a- Evaluation of the technical quality of the offer**

The evaluation (award) criteria will be assessed in relation to the tender as a whole.

The technical offer (including any subcontracted parts) must be sufficiently detailed to enable the offer to be assessed on the basis of all award criteria mentioned below. It should meet the technical specifications and address all matters laid down therein. The

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<sup>11</sup> OJ L 94 of 28.03.2014, p. 65

tender should provide all the information required to award the contract, including a description of the intended team structure and the respective role of each team member and (where applicable) models, examples and technical solutions to problems raised in the specifications.

Merely repeating the mandatory requirements set out in these specifications without going into detail or adding any value will result in a very low score. The degree to which the criteria are met will be measured by a points score for each criterion. The relative importance of criteria for the overall score is indicated by the weighting of the award criteria.

Before its dispatch, please check that your offer is well documented according to the award criteria.

The technical quality of the offer will be assessed on the basis of the following criteria:

### **1. Technical approach and methodology (40 points)**

The technical approach and methodology will be assessed on:

- The extent to which any particularities that are mentioned in the specific project/lot have been considered.
- The practical implementation proposed for the project, for all tasks and expected results to be carried out and how does it demonstrate a solid understanding of all the issues involved.
- Description of the work and the clarity of practical application on how to achieve the project's goals and outputs considering, if possible, examples to demonstrate its successful completion.
- Presentation and description of expected and tangible results to be attained  
Description of the **project management methodology** which will be applied to plan, monitor and control the execution of activities.
- A presentation on how the tenderer will provide a description of the expected results that have to be delivered for each task (e.g. structure of a training report, publications, etc.)?
- Quality of the methodology set out in the tender. Overall accurateness and consistency of the methodology proposed .

### **2. Work plan and timetable - overall planning (15 points)**

The work plan and timetable will be assessed on:

- Detailed work plan and timetable to demonstrate that the project is achievable by the proposed deadline.
- Suitability between the work plan and the intended completion schedule.
- Clear work packages and divided responsibilities and work time amongst team members.
- Detailed implementation of the work plan to demonstrate successful achievement of the expected results, including rapid start-up, milestones and a realistic timeline taking into account the necessary time to involve expected participants and associated stakeholders and reports submitted on time

- Work plan making specific reference to mobilisation of the experts/team, appropriate evaluation points, submission of reports and documents, specific meetings and milestones.

### **3. Management arrangements - Organization of the work and resources (25 points)**

The management arrangements - Organization of the work and resources will be assessed on:

- Description of the proposed team (number / profiles) with their role and responsibilities and of the different economic operators (in case of joint tender, including subcontractor if applicable) distributed for each task and work package. Balance between profiles and breakdown of the tasks (which profile is going to do which task and how much time will be devoted to each task per profile).
- Description of how each of the proposed experts will be assigned to the various elements of the work
- Level of details provided on the allocation of time and human resources to the project and each task or deliverables and the rationale behind the choice of the proposed allocation.
- Suitability of the proposed organization for achieving the desired objectives of the project.
- Description given by the tenderer of the part of the project that he/she is able to implement autonomously.
- Estimate of how much and what kind of Eurostat involvement would be needed to ensure successful delivery and how cooperation with the Commission will be managed in practice.
- Description of the control the tenderer will exercise over those working on the project and how it will be a success factor for the project.
- Business continuity measures on how the tenderer will assure continuity if staff assigned to the project leave. A description of the back-up system to cover absences of key profiles (project manager, senior expert..)
- Detailed needs and justification for specific technical resources (software, informatics, resources, logistic, etc.).

### **4. Quality arrangements - Quality control measure (20 points)**

The quality arrangements - Quality control measure will be assessed on:

- Detailed quality control system applied to the service(s) foreseen in the tender specification concerning the quality of the deliverables and including continuity of the service in case of absence of a member of the team.

#### **b- Method of selecting the economically most advantageous tender**

Only tenderers whose offer has scored 50 % for each criterion and minimum 50 points in total or more on the technical evaluation according to the criteria and points set out under item 4.5.3.a may participate in the evaluation of the financial proposal. The contract will be awarded to the economically most advantageous tender, ie the tender offering the best price-quality ratio on the basis of the following method:

$$R = \left( \frac{P_{\min}}{P} * 100 \right) * 0.30 + Q * 0.70$$

where:

R	Price-quality ratio
Q	total quality score (out of 100) of tender in question
P <sub>min</sub>	Cheapest price
P	price of tender in question

**The tender ranked first after applying the formula will be awarded the contract.**

#### **c- Notification of tenderers of decisions taken by the Contracting Authority**

You will be informed of the outcome of this procurement procedure by **e-mail only**. It is your responsibility to provide a valid e-mail address together with your contact details in your tender and to check this e-mail address regularly.

Eurostat will notify the successful tenderer of the award decision. This notification does not constitute a commitment on the part of Eurostat.

Simultaneously and individually, the Contracting Authority will inform all unsuccessful tenderers, by electronic means, that their application or tender has not been accepted, specifying in each case the reasons why the tender or application has not been accepted.

Unsuccessful tenderers may request additional information about the reasons for their rejection in writing by mail or email, and all tenderers who have put in an admissible tender (i.e. one that meets the exclusion and selection criteria) may obtain information about the characteristics and relative merits of the tender accepted and the name of the successful tenderer.

However, certain details need not be disclosed where disclosure would hinder application of the law, would be contrary to the public interest or would harm the legitimate business interests of public or private undertakings or could distort fair competition between those undertakings.

The Contracting Authority must reply within fifteen calendar days from receipt of the request.

The Contracting Authority may not sign the contract with the successful tenderer until 10 calendar days (“standstill period”). That period shall run from the day after the simultaneous dispatch of the notifications to successful and unsuccessful tenderers. However, if due to technical reasons the dispatch is made on paper, the standstill period is 15 days.

If only one tender has been received, there will not be a standstill period for signing the contract.

If necessary, the Contracting Authority may suspend signing of the contract for additional examination if justified by the requests or comments made by unsuccessful tenderers during the standstill period or any other relevant information received during that period.



In that event, all the tenderers must be informed within three working days following the suspension decision.

Should it not be possible to conclude the contract with the successful tenderer or should they withdraw, Eurostat reserves the right to review its decision and to award the contract to another tenderer, to close or to cancel the procedure.

Any request for information and any reply will have neither the purpose nor the effect of suspending the deadline for lodging an appeal against the contract award decision, which must be done within two months of the notification.

**d- No obligation to award the contract**

Opening to competition or the launch of an invitation to tender in no way imposes on the Commission an obligation to award the contract. The Commission will not be liable for any compensation for tenderers whose tenders have not been accepted, nor will it be so liable if it decides to abandon the procurement or cancel the award procedure. This decision would be substantiated and notified to the tenderers.