



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/2014/012

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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.

Eurostat carries out some of its activities by awarding contracts for the provision of services relating to the various fields of the Community 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

CNA: Competent National Authority responsible for collecting official statistics, such as the National Statistical Institute, the Ministry of Finance, Central Bank, Customs Service, etc.

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 Policy¹ (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 will require 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 region lack the knowhow and 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) was created several years ago 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 courses are coordinated by Eurostat, they are given mainly by qualified trainers from the EU and EFTA national statistical institutes and from Eurostat.

See also http://epp.eurostat.ec.europa.eu/portal/page/portal/pgp_ess/about_ess/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 generally 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.

Targeting this group of countries not only facilitates discussions and sharing of experience and best practices in their transition to the application of EU standards, it also provides an opportunity for the participants from the NSAs to discuss issues of common interest and to strengthen regional cooperation. 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 Eastern European, Caucasus and Central Asia (EECCA countries). The focus will be on the transfer of practical skills and

¹ COM (2011) 303: A new response to a changing neighbourhood

theoretical knowledge to be applied in the daily practice of data production and dissemination.

Six courses from the current ESTP programme 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) Statistical metadata – advanced course	2 days
b) Quality management and survey quality management – advanced course	3 days
c) National accounts in practice – modular advanced course	8 days
d) Sampling techniques	4 days
e) Using new technology for collection of statistical data	2 days
f) Big data – effective processing	5 days
Total Number of days	24 days

2.2 Volume of the contract

The volume of work covered by this contract is the organisation of six training courses on the topics listed in Table 1 above, for a maximum of 20 participants per course from EECCA countries.

The courses should be given in Russian, or in English with simultaneous interpretation into Russian. The courses should be organised in an EU country, Turkey or in the ENP-East region.

The contractor is expected to provide a price for the development, adaptation and organisation of the courses, including interpretation, and the travel, accommodation and per diems for the participants.

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

2.3 Tasks and expected results

The following tasks will have to be carried out by the contractor

Task 1 – Course design and translation

The aim of this task is to develop six courses as specified in Table 1 above, based on the existing or recent ESTP and adapted to the needs of the EECCA countries. Training materials shall bear the Eurostat logo, and all course material shall remain the property of Eurostat for subsequent use. The first course should be ready within five 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 available at least six weeks before each training course (Deliverable

D1), and translation of the material into Russian at least two weeks before the course (Deliverable D2).

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 courses will be given in Russian, but see also 2.2 above. The contractor will propose locations where the training courses will be held, normally in an EU country, Turkey, or an ENP-East country.

The CVs of trainers should be proposed to Eurostat at least 2 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, with at least 2 years' experience in giving courses in statistics. The proposed trainers should speak fluent English and/or Russian (level C1 of the European Framework of Reference for languages).

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.

The expected results for this task are six well designed training courses (Deliverable D3) given to participants from EECCA countries. Eurostat reserves the right to modify the proposed dates and location, in order to ensure the smooth implementation of the courses.

Task 3 – Logistics for the course

The aim of this task is to ensure that the training courses are efficiently organised and take place in good working conditions.

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 be required as well:

- a. a minimum of 2 experienced interpreters 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 – Maintaining a training website

The aim of this task is to maintain a non-public website dedicated to the training courses. The platform will have to be discussed and agreed upon with Eurostat.

The expected result for this task (Deliverable D5) is a website in both English and Russian, including all relevant information for each of the courses, including information concerning visas and travel, course material, and any other information deemed useful for participants.

Task 5 – 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, a description of the course and registration form, in English and Russian, to be sent out by Eurostat (Deliverable D6); 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 D7).

Eurostat shall be immediately informed of any changes to the participant list. 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; and general assistance to the course participants during the courses (Deliverable D8).

Task 6 – 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 their 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 no more than one day after the event.

The expected results for this task are:

1. Booking and purchase of tickets (Deliverable D9)

- 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 D10)

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 7 – 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 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

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 expected results for this task (Deliverable D11) 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 8 – 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 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 any problems encountered and proposals for improvement. The report should be submitted to Eurostat within a month of the end of each course.

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

2.4 Meetings and missions

A kick-off meeting will be organised in Luxembourg within 30 days of the beginning of the execution of the tasks, unless otherwise agreed by the parties. A maximum of four progress meetings (maximum duration half a day) with Commission staff will be held in Luxembourg on 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 5 working 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 fourth quarter of 2014.

Execution of the tasks is to start on 5 January 2015. The overall duration of the work will be 28 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
Task 1	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	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Task 5		x	x D6	x	x D7 D8		x	x D6	x	x D7 D8	x	x D6	x	x D7 D8	x	x D6	x	x D7 D8	x	x	x D6	x D7 D8		x D6	x	x D7 D8		
Task 6			x	x D9 D10			x	x D9 D10			x	x D9 D10			x	x D9 D10			x	x D9 D10					x D9 D10			
Task 7			x	x	x D11		x	x	x D11		x	x	x D11		x	x	x D11		x	x	x D11		x	x	x D11			
Task 8			x	x D12	x	x D13				x	x D13			x	x D13			x	x D13				x	x D13			x	x 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 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.

- After completion of the first 2 training courses, and as soon as possible after this date, the contractor shall provide an interim technical report relating to the execution of the contract describing the results obtained and the means which were implemented for the execution of the contract.
- 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 and the means which were implemented for the execution of the contract.
- 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 and the means which were implemented for the execution of the contract

These reports shall accompany the corresponding invoices.

2.7 Assessment of results

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

The individual courses will be assessed based on aspects such as the quality of the learning environment, the timeliness of the preparation and documentation, the suitable selection of trainers and the didactical approaches. The courses shall be assessed mainly through questionnaires filled in by the participants, and/or stakeholders on the basis of a standard form(s) approved by Eurostat, but also by other means. 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 quality and 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

2.8 Specific conditions

- Resources made available by Eurostat

The European Statistical Training Programme (ESTP) 2014 can be downloaded from:

http://epp.eurostat.ec.europa.eu/portal/page/portal/pgp_ess/about_ess/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 a tender in response to an invitation to tender issued by the Commission implies that the tenderer:

- accepts all the conditions laid down in the invitation to tender and the contract (in annex 10);
- waives his or her own conditions of sale/service, terms of business or other general terms and conditions;
- confirms that there has been no collusion with other contractors in bidding for the work and there has been no canvassing or soliciting of Eurostat staff.

All documents submitted by tenderers become the property of the Commission and are deemed confidential.

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.

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

Variants are not allowed.

The place of the work will be the Contractor's usual workplace, unless stated otherwise in section 2.

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.4 and II.15 of the draft contract in Annex 10.

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 his services;
- any person specified in the contract is found by the Commission to be incompetent in discharging or unsuitable for the performance of his 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

Your personal data (name, given name if natural person, address, legal form, registration number and name and given name of the persons with powers of representation, decision making or control, if legal person) may be registered in the Early Warning System (EWS) only or both in the EWS and Central Exclusion Database (CED) by the Accounting Officer of the Commission, should you be in one of the situations mentioned in the Commission Decision 2008/969/EC, Euratom of 16 December 2008 on the Early Warning System (for more information see http://ec.europa.eu/budget/info_contract/legal_entities_en.htm) or the Commission Regulation (EC, EURATOM) N° 1301/2008 of 17 December 2008 on the Central Exclusion Database.

3.4.2 Intellectual property rights

Your attention is drawn on Article I.8 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 applications: e-Invoicing, e-Catalogue, e-Ordering, e-Request.

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

The Annex 11 explains the technical and functional characteristics of the above mentioned applications. Moreover, it allows for the estimate of the implementation workload on the side of the tenderers.

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

This invitation to tender is published in the Official Journal (OJ) in accordance with the "Financial Regulation": 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 1605/2002².

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 appraisal 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 consortium if applicable) is open on equal terms to all natural and legal persons coming within the scope of the Treaties and to all natural and legal persons who are nationals of countries which:

- have a special agreement with the European Union in the field of public procurement under the conditions laid down in that agreement or,
- have ratified the Plurilateral Agreement on Government Procurement (GPA) concluded within the 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 a bid: either by submitting a joint tender (via a consortium) 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 consortium (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).

² OJ L298 of 26.10.2012

A **joint tender** is a situation where an offer is submitted by a group of tenderers (consortium). If awarded the contract, each member of the consortium will be jointly and severally liable towards the Commission for the performance of the contract.

Consortia members in joint tenders may submit only one tender for a single contract. The tender must indicate which member will represent the consortium 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.

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 his obligations to the Commission under the Contract and shall bear exclusive liability for proper performance of the Contract. (see Article II. 7 of the draft contract in Annex 10).

During implementation of the contract the Contractor must obtain prior written approval from the Commission in order to replace a subcontractor and/or have work which was not originally subcontracted in the original tender carried out by third parties.

See Section 4, item 4.4 which information must be provided in case of consortium 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).

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 **08/08/2014**, to the following address:

European Commission
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 **4.00 p.m.** on **08/08/2014** to the following address:

European Commission
Eurostat - Unit A.5 – (CAD) BECH F2/907
Jean Monnet Building – Main entrance
Rue Albert Wehrer
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 to 17:30 Monday to Thursday, and from 08:30 to 16:30 on Friday. It is closed on Saturday, Sunday and Commission holidays.

If the bid 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	
		submission of tender	compliance with deadline
<u>Registered</u> letter deposited in the post office network	The tender must be <u>posted</u> on the final date at the latest (regardless of the time)	Receipt issued by the post office	Postmark
Mail deposited with a messenger service	The tender must be <u>deposited</u> 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
Delivery by hand, by the tenderer or by an authorised representative	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

The Commission will not reimburse expenses incurred in preparing and submitting tenders.

4.3.2 Date and place of opening of the tenders

Tenders will be opened on **19/08/2014 at 10 am** 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 chairman of 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 bids:

- 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=475> Provided it has been requested in good time, such additional information will be supplied simultaneously to all economic operators on e-Tendering website- address
<https://etendering.ted.europa.eu/cft/cft-display.html?cftId=475> no later than six days before the deadline for the receipt of tenders or, in the case of requests for information received less than eight calendar days before the deadline for receipt of tenders, as soon as possible after receipt of the request. The contracting authority is not bound to reply to requests for additional information made less than five working days before the deadline for receipt of tenders.
- 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 informations on the e-Tendering website address <https://etendering.ted.europa.eu/cft/cft-display.html?cftId=475>

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.

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

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 of **12 months** following the closing date for receipt of the tenders as indicated under point IV.3.4 of the contract notice. 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 altered in the period that has elapsed since the tender in question was submitted, any changes must be reported immediately and at the bidder's own initiative to the Commission.

4.4 Structure of the tender

Tenders must be presented in the following five sections including all the requested information (in the absence of which the Commission may decide to exclude the tender from the award procedure for the contract) and 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 bid*
- *Section Five: Financial bid*

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 duly signed by the legal representative of the tenderer
- 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" 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. 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/info_contract/legal_entities_en.htm

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

http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm

- The questionnaire for joint bids and/or subcontracting signed by a legal representative of the tenderer (lead partner in case of joint bid with subcontracting) (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. 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/info_contract/legal_entities_en.htm;

- A letter of availability from the subcontractor that he intends to work together with the tenderer if the tenderer is awarded the contract (Annex 5) ;

Case 3: Submission of joint tender

Each entity involved (all members of the consortium 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. 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/info_contract/legal_entities_en.htm

- A letter signed by each member of the consortium, except the lead partner, giving the authorisation to the lead partner 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 his bank. A specific form for each Member State is available at:
http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm
- The questionnaire for joint bids and/or subcontracting signed by a legal representative of the lead partner. (Annex 4)

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

The tenderer(s) including each partner in case of joint tender and each subcontractor must provide the "Declaration on grounds for exclusion" (Annex 7).

Tenderers will be excluded from participation in the procedure of the call for tenders where:

(a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;

(b) they or persons having powers of representation, decision-making or control over³ them have been convicted of an offence concerning professional conduct by a judgment of a competent authority of a Member State which has the force of *res judicata*;

³ This covers the company directors, members of the management or supervisory bodies, and cases where one natural person holds a majority of shares

(c) they have been guilty of grave professional misconduct proven by any means which the contracting authorities can justify including by decisions of the European Investment Bank and international organisations;

(d)) they are not in compliance with all its obligations relating to the payment of social security contributions and the payment of taxes in accordance with the legal provisions of the country in which it is established, with those of the country of the contracting authority and those of the country where the contract is to be performed;

(e) they or persons having powers of representation, decision-making or control over them have been the subject of a judgement which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such activity is detrimental to the Union's financial interests;

(f) they are subject to an administrative penalty following the cases where :

- they have been guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the procurement procedure or failing to supply this information.

- they have been declared to be in serious breach of their obligations under contracts covered by the European Union budget.

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

(g) are subject to a conflict of interest.

(h) 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.

(i) find themselves in one of the situations of exclusion referred to points (a) to (f) above.

Only on request, and for contracts of a value higher than EUR 134°000, the tenderer(s) (all partners in case of joint tender) to whom the contract is to be awarded shall have to provide evidence that they are not in any of the situations listed above.

The contracting authority will accept, as satisfactory evidence:

- for situations referred to in (a), (b) or (e), a recent extract (dated no earlier than 4 months before the deadline for submission of tenders) from the judicial/criminal records or, failing this, a recent equivalent document issued by a judicial or administrative authority in the country of origin or provenance attesting that these requirements are satisfied. For situation referred to in (b) and (e), if the tender is a legal person, information on the natural persons with power of representation, decision-making or control over the legal person shall be provided only upon request by the contracting authority;

- for the situation referred to in (d), a recent certificate or letter (dated no earlier than 4 months before the deadline for submission of tenders) issued by the competent authority of the State concerned. These documents must provide evidence of payment of all taxes and social security contributions for which the tenderer is liable, including VAT, income tax (natural persons only), company tax (legal persons only).

Where the Tenderer is a legal person and the national legislation of the country in which the Tenderer is established does not allow the provision of such documents for legal persons, the documents should be provided for natural persons, such as the company directors or any person with powers of representation, decision making or control in relation to the Tenderer.

For any of the situations referred to in (a), (b), (d) or (e), where any document described in the two paragraphs above is not issued in the country concerned, it may be replaced by a sworn or, failing that, a solemn statement (the form in Annex 7 may be used for this purpose) made by the interested party in front of a judicial or administrative authority, a notary or a qualified professional body in his country of origin or provenance.

- for situations referred to in (c), (f), (g) and (h) the form in Annex 7 duly signed and dated by the interested party.

The contracting authority may impose administrative and financial penalties on tenderers to whom one of the grounds for exclusion listed above applies, in accordance with the Financial Regulation.

4.4.3 Section Three: Selection criteria

a- Economic and financial capacity:

Tenderer(s), in case of joint tender each partner, must

- fill in the compulsory reply form for accounting data (Annex 8)
- enclose the full set of annual accounts (balance sheet, profit and loss account and notes on the accounts) for the last two years.

If these documents are unavailable for a valid reason properly justified in the tender, the tenderer may prove his economic and financial capacity by other means which the Commission considers appropriate.

If these documents have already been provided within the framework of another call for tender published by Eurostat in 2014, you do not have to provide them again.

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 experience 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 staff is 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 signed commitment (letter of availability) from all involved persons (including employees and subcontractors) to accept the work proposed by the tenderer if the tenderer is awarded the contract (Annex 5) must be attached.

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 bid

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

4.4.5 Section Five: Financial bid

The compulsory reply form (Annex 9) 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 Assessment method and award of the contract

4.5.1 Exclusion and selection of tenderers

The assessment of tenderers will take place in 2 stages:

a- Exclusion of tenderers

The exclusion criteria will be assessed in relation to each tenderer or subcontractor individually.

To be eligible for participating in this tender procedure, tenderers must not be in any of the situations covered by the exclusion criteria (see item 4.4.2)

b- Selection of tenderers

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.

- The **economic and financial capacity** of the tenderer will be assessed on the basis of the last annual turnover and the examination of the following figures or ratios (own funds capital, working capital, gross operating surplus, net result, self-financing capacity, general liquidity, debt, coverage of third-party funds by self-financing capacity, and profitability). Special attention will be paid to the following criteria: own funds, working capital, gross operating surplus, liquidity ratio and debt ratio.

The last annual turnover has to be at least the double of 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 (consortium) or subcontracting, this turnover criteria shall be assessed in relation to the combined turnover of all the parties involved in the tender.

Relevant evidence has to be provided as mentioned in point 4.4.3 a).

- 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 (consortium) or subcontracting, the technical and professional capacity shall be assessed in relation to the combined capacity of all the parties involved in the tender.

Criteria relating to the tender:

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 of 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	Educational and professional Qualification
Minimum requirement	Interpreters: The interpreters should have at least two years' experience in interpretation between English and Russian, and should have provided interpretation for at least two events which required knowledge of statistical or economic terminology.
Documentary evidence	CVs of staff members and list of translation events with details on subject, timing and language
Criterion 3	Language capabilities
Minimum requirement	At least one person in the team allocated to managing this contract should speak 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 and must use the forms provided in the annexes to this document.

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 of the request).

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

4.5.2 Award of the contract

a- Evaluation of the technical quality of the bid

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

The technical bid (including any subcontracted parts) must be sufficiently detailed to enable the bid 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 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 bid is well documented according to the award criteria.

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

1. Comprehension (15 points)

Does the tenderer's interpretation of the terms of reference demonstrate that he has:

- understood the main aspects, scope of the project, the volume of work involved, and above all the objectives and expected results?
- covered all of the essential points?

2. Technical approach and methodology (35 points)

Is the description of the proposed courses sufficient to allow an evaluation of the level and appropriateness of the courses?

Does the practical implementation proposed for the project demonstrate efficiency and effectiveness of approach and method taking into account any particularities that are mentioned in the specific project/lot?

Presentation of the expected results; description of tangible results to be attained.

3. Work plan and timetable (15 points)

Are the work plan and the timetable detailed enough to demonstrate that the organisation of the courses is feasible by the proposed deadlines?

Does the work plan make specific reference to mobilisation of the experts/team, appropriate evaluation points, submission of reports and documents, specific meetings etc.?

Does the tender agree that implementation of the work programme is feasible, including rapid start-up and reports submitted on time?

4. Management arrangements (20 points)

Organisation of work – covering both implementation of the contract and also how the Contractor will provide support for the management and administration of the contract.

A description of how autonomously the tenderer is able to implement the project, an 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.

Staffing arrangements – Appropriate resources proposed for achieving the desired objectives. Description of how each of the proposed experts will be assigned to the various elements of the work. Description of the control the tenderer will exercise over those working on the project. This should include an indication of how the tenderer will assure continuity if those assigned to the project leave.

5. Quality arrangements (15 points)

Proposed approach ensures that the service provided/courses delivered / reports delivered to Eurostat will be of acceptable quality.

b- Method of selecting the economically most advantageous tender

Only tenderers whose bid has scored 50 points or more on the technical evaluation according to the criteria and points set out under item 4.5.2.a may participate in the evaluation of the financial proposal. The contract will be awarded to the economically most advantageous tender, on the basis of the following method: the price of each bid is divided by the number of technical points awarded to the bid. The bid with the lowest ratio is deemed the economically most advantageous.

c- Notification of tenderers of decisions taken by the contracting authority

The contracting authority will inform all unsuccessful tenderers, simultaneously and individually, as soon as possible after the award decision and within the following week at the latest, by fax or 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.

At the same time that it notifies unsuccessful tenderers that they have not been accepted, Eurostat will notify the successful tenderer of the award decision. This notification does not constitute a commitment on the part of Eurostat.

Unsuccessful tenderers may request additional information about the reasons for their rejection in writing by mail, fax 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 14 calendar days have elapsed.

That period shall run from either of the following the day after the simultaneous dispatch of the notifications to successful and unsuccessful tenderers.

Where fax or electronic means are used for the communication with tenderers, the standstill period shall be 10 calendar 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 the procedure or to abandon the procurement.

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.