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Unit: C4 – Price statistics; Purchasing Power Parities; Housing statistics

Invitation to tender for the supply of statistical services

Purchasing Power Parities (PPPs) for capital goods

(ESTAT/C/2014/5)

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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 statistical services for Purchasing Power Parities (PPPs) for capital goods.

The statistical services forming the subject of this invitation to tender are divided into the following lots:

Lot 1: Co-ordination of the 2015 PPP price survey on equipment goods

Lot 2: Co-ordination of the 2015 and 2016 PPP price surveys on construction

Each lot is the subject of a separate contract. Tenderers may bid for any number of lots, but not for parts of lots.

1.3 GLOSSARY

BoQ	Bill of Quantities
CIRCABC	Communication and Information Resource Centre for Administrations, Businesses and Citizens
eDAMIS	Electronic Data Files Administration and Management Information System
ESA	European System of Accounts
ILMT	Item List Management Tool
NSI	National Statistical Institute
QT	Quaranta Table
SPD	Structured Product Descriptions
VT	Validation Tool

See also the glossary included in the "[Eurostat-OECD Methodological Manual on Purchasing Power Parities](#)".

GENERAL INFORMATION ON LOTS 1 AND 2

What are Purchasing Power Parities?

Purchasing Power Parities (PPPs) are indicators of price level differences across countries. PPPs tell us how many currency units a given quantity of goods and services costs in different countries. PPPs can thus be used as currency conversion rates to convert expenditures expressed in national currencies into an artificial common currency (the Purchasing Power Standard, PPS), eliminating the effect of price level differences across countries.

The main use of PPPs is to convert national accounts aggregates, like the Gross Domestic Product (GDP) of different countries, into comparable volume aggregates. Applying nominal exchange rates in this process would overestimate the GDP of countries with high price levels relative to countries with low price levels. The use of PPPs ensures that the GDP of all countries is valued at a uniform price level and thus reflects only differences in the actual volume of the economy.

PPPs are also applied in analyses of relative price levels across countries. For this purpose, the PPPs are divided by the current nominal exchange rate to obtain a price level index (PLI) which expresses the price level of a given country relative to another, or relative to a group of countries like the EU28.

The production of PPPs is a multilateral exercise involving the National Statistical Institutes of the participating countries, Eurostat and the OECD.

Country coverage

Eurostat is in charge of the annual calculation and dissemination of PPPs for 37 European countries. These include the 28 EU Member States, 3 EFTA Member States (Iceland, Norway and Switzerland), 4 EU candidate countries (the Former Yugoslav Republic of Macedonia, Montenegro, Serbia and Turkey), 2 further countries (Albania and Bosnia-Herzegovina).

Legal basis

The common rules for the provision of basic information (input data), the calculation and dissemination of PPPs are laid down in [Regulation \(EC\) No 1445/2007](#) of the European Parliament and of the Council of 11 December 2007.

Within the framework of the Regulation, the methodologies and the publishing policies are agreed within the PPP Working Group. The results as calculated by Eurostat are distributed to the NSIs for validation and approval prior to dissemination.

The full methodology of the PPP programme is published in the "[Eurostat-OECD Methodological Manual on Purchasing Power Parities](#)". A summary description can be found in the [metadata](#) on the Eurostat website.

Classification of expenditure: basic headings

PPPs are produced in accordance with the final expenditure classification of the European System of Accounts (ESA95¹). PPPs are classified by type of final expenditure – actual individual consumption expenditure, actual collective consumption expenditure and capital expenditure – and, in the case of actual individual consumption expenditure, by purchaser – households, non-profit institutions serving households (NPISHs) and general government. The prices underlying the calculation of PPPs adhere to the definitions, concepts, classifications and accounting rules of ESA95.

The main expenditure aggregates comprising GDP are broken down into *basic headings*. The basic heading is the lowest level of aggregation, at which products are sampled and product prices collected. It is the lowest level for which countries should provide numerical expenditure weights. Below the basic heading level are the individual items of the product sample. For example, cheese is a basic heading and cheddar, camembert, feta, gorgonzola, gouda, etc. are individual products within it.

From 2015 onwards the classification of basic headings under gross fixed capital formation – relevant for this call for tender – is as follows:

Gross fixed capital formation

01.1 Machinery and equipment

01.1.1 Metal products and equipment

01.1.1.1	Fabricated metal products, except machinery and equipment (CPA 25, except 25.4)
01.1.1.2	Information and communication equipment (CPA 26.1, 26.2 and 26.3)
01.1.1.3	Other electronic and optical products (CPA 26.4 to 26.8)
01.1.1.4	Electrical equipment (CPA 27)
01.1.1.5	General purpose machinery (CPA 28.1 and 28.2)
01.1.1.6	Special purpose machinery (CPA 28.3 to 28.9)

01.1.2 Transport equipment

01.1.2.1	Motor vehicles, trailers and semi-trailers (CPA 29)
01.1.2.2	Other transport equipment (CPA 30)

01.2 Construction

01.2.1 Residential buildings

01.2.1.0	Residential buildings (CPA 41)
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01.2.2 Non-residential buildings

01.2.2.0	Non-residential buildings (CPA 41)
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01.2.3 Civil engineering works

01.2.3.0	Civil engineering works (CPA 42)
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01.3 Other products

01.3.0 Other products

01.3.0.1	Furniture and other manufactured goods (CPA 31 and 32)
01.3.0.2	Computer software (CPA 58.2 and 62.01)
01.3.0.3	Other products n.e.c.

PPPs are published at the level of 60 [analytical categories](#) which comprise aggregates of basic headings and include some of the main expenditure aggregates like GDP, actual individual consumption, household final consumption, collective consumption and gross fixed capital formation.

¹ ESA95 is currently being revised. The revised ESA is planned to be introduced in 2014. This will have no impact on the work under this invitation to tender.

SECTION 2 TECHNICAL INFORMATION ON LOTS

LOT 1: CO-ORDINATION OF THE 2015 PPP PRICE SURVEY ON EQUIPMENT GOODS

2.1 OBJECTIVES

Countries are required to carry out price surveys and provide price input data for household consumption, individual government consumption, collective consumption and gross fixed capital formation (investment). Reference (imputed) PPPs are used for NPISH consumption, inventories, and net exports. The source data obtained from the surveys feed into the overall calculation of PPPs.

This lot concerns the price surveys on equipment goods, which is one of the two surveys on gross fixed capital formation. The other survey is on construction which is the subject of lot 2.

Equipment goods represent a large share of gross fixed capital formation. It includes machinery, electrical and optical equipment, transport equipment and software. The price survey on equipment goods is carried out every second year. This lot covers the survey to be carried out in 2015. Preparations for this survey start in 2014 while the survey validation will be closed in 2016.

The work covers the survey in all 37 participating countries (see General information on lots 1 and 2, page 4).

For equipment goods, countries report national purchasers' prices for investment goods and services once every two years. The prices collected are mid-year prices because it is too costly to monitor prices over the whole year. Prices for equipment goods are obtained from producers, importers, distributors or actual purchasers.

Preparations for the survey include a pre-survey, in which all countries investigate the availability and importance of a list of proposed products (the pre-survey list) and propose new products to be priced, in order to establish a final item list that is equally representative for all countries, to the extent possible.

All data are submitted by countries to Eurostat using the eDAMIS system, Eurostat's Single Entry Point application. This provides a secure data transmission. Upon arrival, all data are directly loaded into the central PPP database.

The full methodology of the survey is described in chapter 10 of the "[Eurostat-OECD Methodological Manual on Purchasing Power Parities](#)".

The work requires very close cooperation with the National Statistical Institutes (NSIs) and/or with the experts sub-contracted by the NSIs. All correspondence with the NSIs or their experts has to be well documented.

2.2 VOLUME OF THE CONTRACT

The duration of the work will be 29 months. The total volume of the work for the entire contract period is estimated to:

- be around 50 person-months.
- 37 country missions of a duration of one day.

2.3 TASKS AND EXPECTED RESULTS

The contract will include the following activities:

Activity 1: Establishment of the equipment goods product list

This activity includes:

- preparation and presentation of a document for the PPP Working Group meeting in November 2014 concerning the preparation of the pre-survey and survey
- establishment of the equipment goods pre-survey list and pre-survey guidelines
- answering questions from countries during the pre-survey
- establishment of the final equipment goods survey list, on the basis of the information gathered in the pre-survey
- establishment of survey guidelines
- updating the Excel "Data Tool" for the entering of price observations and other required information by countries. An example of the Data Tool can be found [here](#).
- contributing to the development of the software tools for the pre-survey and item list creation by testing prototypes of new versions and providing suggestions for improvements.

The pre-survey and survey lists contain typically about 500-600 items. Items are defined using Structured Product Descriptions (SPDs). SPDs are lists of characteristics to be used to describe a set of similar products. An example for equipment goods can be found [here](#). The SPDs are defined by Eurostat using input from the contractor. All work on item lists, including the country's pre-surveys, is carried out in the on-line Item List Management Tool (ILMT), see section 2.8.

The deliverables for this activity are:

- D1.1 Document and powerpoint presentation for the PPP Working Group 2014
- D1.2 Pre-survey list
- D1.3 Pre-survey guidelines
- D1.4 Final survey item list
- D1.5 Survey guidelines
- D1.6 The updated Excel Data Tool for data entry by countries

Activity 2: Data validation for equipment goods

This activity includes:

- advising countries during the price collection, e.g. by explaining item definitions or providing help with the use of the Data Tool
- the gathering of the data from the countries via eDAMIS (see section 2.1) and their upload to the PPP database
- validation of the data using Quaranta tables (see Annex IV of the "[Eurostat-OECD Methodological Manual on Purchasing Power Parities](#)" for an explanation) and possibly other analytical tools

- contributing to the development of validation tools for equipment goods by testing prototypes of new versions and providing suggestions for improvements
- preparation and presentation of documents for the PPP Working Group meeting, including an evaluation of the survey
- advice to Eurostat on improvements of PPP methodology in the area of equipment goods.

Validation includes checking the price and other data provided by the NSIs. In particular, the contractor will analyse the price data and deviations from item descriptions reported by the NSI with the view of improving the number of usable prices by means of splittings. Validation includes also an evaluation of the plausibility of the resulting PPPs and a comparison of the results with previous surveys. Validation is an iterative process organised in a number of validation rounds that start and end with the calculation of a Quaranta Table and takes place within the on-line Validation Tool (VT), see section 2.8.

The deliverables for this activity are:

- D2.1 Document on the interim stage of validation to be presented to the PPP Working Group in November 2015
- D2.2 Final validated prices for equipment goods from which reliable and plausible PPPs can be calculated
- D2.3 An overall evaluation report of the execution of the survey to be presented to the PPP Working Group in November 2016

Activity 3: Assistance to countries

To gather information on countries' markets, to discuss survey results and to advise countries in the carrying out of pre-survey and survey, the contractor shall undertake one mission of one day to each of the countries during the contract period. The contractor shall provide Eurostat with a detailed report of the mission, listing the conclusions reached and key aspects discussed.

The deliverables for this activity are:

- D3.1 Detailed mission reports

2.4 MEETINGS AND MISSIONS

In order to achieve the objectives the contractor has to attend a number of meetings per year and has to undertake a number of missions per year. A list of those meetings and missions is given below.

- A kick-off meeting (maximum duration one day) will be organised in Luxembourg in Commission's premises soon after the signature of the contract.

The minutes of this meeting will be prepared by the contractor and sent to Eurostat for approval at the latest 2 weeks after the meeting.

- Four-monthly progress meetings (maximum duration one day each) with Commission staff will be held in Luxembourg, in Commission's premises.

For these meetings the contractor will prepare materials for discussion 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 for approval at the latest 2 weeks after the meeting.

- Participation in the PPP Working Group (maximum duration one day) in 2014, 2015 and 2016 at the Commission premises in Luxembourg.
- Undertake one mission of one day to each participating country during the contract period (37 missions in total) as described in activity 3.

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

2.5 DURATION AND TIMETABLE

The contract is expected to be signed in the 2nd quarter of 2014.

Execution of the tasks is to start on the date of entry into force of the contract, but not before 1 July 2014. The overall duration of the work will be 29 months, covered by one contract.

The work has to be carried out in a very tight timeframe according to the PPP work plan of Eurostat. The PPP Working Group, consisting of the countries participating in the Eurostat PPP programme and Eurostat, decides on the work plan for the entire PPP programme of the next calendar year every autumn. These decisions will form part of the contracts under this call for tender. As an example, the PPP work plan for the calendar year 2014 can be found [here](#).

The 2015 equipment goods survey process and approximate timetable are as follows:

- July – October 2014: preparation of the pre-survey list and other pre-survey material by the contractor
- November 2014: PPP Working Group meeting which starts the survey process by agreeing on the overall survey design and timetable
- December 2014 – February 2015: pre-survey carried out by the countries
- February 2015 – March 2015: preparation of the final survey list and other survey material by the contractor
- April 2015 – June 2015: price collection by the countries
- July 2015 – November 2015: validation by the contractor, leading to presentation of interim results to the PPP Working Group in November 2015
- November 2015 – April 2016: continued validation until final results are reached.
- November 2016: evaluation of the survey at the PPP Working Group meeting

Shortly after signing the contract, a kick-off meeting will be organised by Eurostat in Luxembourg in which the contractor and Eurostat discuss, based on the contract, the concrete work programme for this lot and the timeline for the entire contract period.

The overall indicative timetable is the following:

	Activity 1 Establishment of the equipment goods item list	Activity 2 Data validation for equipment goods	Activity 3 Assistance to countries	Meetings
July 2014	X		X – D3.1	Kick-off meeting
August	X		X – D3.1	
September	X		X – D3.1	
October	X – D1.1		X – D3.1	Progress meeting
November	X – D1.2, D1.3		X – D3.1	PPP Working Group
December	X		X – D3.1	
January 2015	X		X – D3.1	
February	X		X – D3.1	Progress meeting
March	X – D1.4, D1.5, D1.6		X – D3.1	
April		X	X – D3.1	
May		X	X – D3.1	
June		X	X – D3.1	Progress meeting
July		X	X – D3.1	
August		X	X – D3.1	
September		X	X – D3.1	
October		X – D2.1	X – D3.1	Progress meeting
November		X	X – D3.1	PPP Working Group
December		X	X – D3.1	
January 2016		X	X – D3.1	
February		X	X – D3.1	Progress meeting
March		X	X – D3.1	
April		X – D2.2	X – D3.1	
May		X	X – D3.1	
June		X	X – D3.1	Progress meeting
July		X	X – D3.1	
August		X	X – D3.1	
September		X	X – D3.1	
October		X – D2.3	X – D3.1	Progress meeting
November		X	X – D3.1	PPP Working Group

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.

- Ten months after the starting date of the execution of the tasks referred to in Article 1.2.3 of the contract, the contractor shall provide, in view of the progress of the tasks referred to in 2.3 and as soon as possible after this date, a first 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. This report shall use the work programme agreed at the kick-off meeting as a checklist. A systematic presentation is required.

- Twenty months after the starting date of the execution of the tasks referred to in Article 1.2.3 of the contract, the contractor shall provide, in view of the progress of the tasks referred to in 2.3 and as soon as possible after this date, 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. This report shall use the work programme agreed at the kick-off meeting as a checklist. A systematic presentation is required.

- Twenty-nine months after the starting date of the execution of the tasks referred to in Article 1.2.3 of the contract, 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. This report shall use the work programme agreed at the kick-off meeting as a checklist. A systematic presentation is required.

These reports shall accompany the corresponding invoice.

All important communication with the NSIs has to be well documented and attached to the reports.

All reporting has to be done in English.

2.7 ASSESSMENT OF RESULTS

The progress of work under this project shall be monitored and followed by means of regular communication either by e-mail, telephone, videoconferences or meetings between the contractor and Eurostat.

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

- the quality of the item lists: a balanced structure, including comparable items that are representative for the participating countries, with a length according to agreed targets;
- the quality of the validation, evaluated by numbers of validation questions asked and induced data changes by countries (taking into account that the number of validation questions depend on the quality of the countries' input data);
- the clarity of presentation of deliverables and reports;
- the respect of deadlines.

2.8 SPECIFIC CONDITIONS

- Resources made available by Eurostat

Eurostat will provide and maintain all the electronic tools necessary to carry out the work, except the Excel Data Tool to enter price observations, which is to be maintained by the contractor. All data are stored in the central PPP Database managed by Eurostat. All tools communicate with the central database. This includes in particular:

- The Item List Management Tool: a web application that manages the entire process of creating item lists, including the creation of pre-survey lists, the entering of the pre-survey results by countries, the creation of the final survey list and the translation of final product lists by countries into their own language(s). For some screenshots, please click [here](#).
- The Validation Tool: a web application which is used to visualise the countries' data, to validate them using Quaranta Tables and to communicate with the countries. All validation questions of the contractor to NSIs, as well as the countries' answers, are entered in the Validation Tool. For some screenshots, please click [here](#).

- Specific conditions for the execution of the contract

None

LOT 2: CO-ORDINATION OF THE 2015 AND 2016 PPP PRICE SURVEYS ON CONSTRUCTION

2.1 OBJECTIVES

Countries are required to carry out price surveys and provide price input data for household consumption, individual government consumption, collective consumption and gross fixed capital formation (investment). Reference (imputed) PPPs are used for NPISH consumption, inventories, and net exports. The source data obtained from the surveys feed into the overall calculation of PPPs.

This lot concerns the price surveys on construction, which is one of the two surveys on gross fixed capital formation. The other survey is on equipment goods which is the subject of lot 1.

Construction represents a large share of gross fixed capital formation. It includes construction of residential and non-residential buildings and civil engineering works. Construction PPPs are based on prices for so-called "Bills of Quantities" (BoQ) which are detailed descriptions of fictitious building projects, each consisting of a list of items that have to be priced. The following BoQs are included in the surveys:

- Residential buildings
 - ✓ Detached house
 - ✓ "Portuguese house" or "Nordic house"² (choice up to the country)
 - ✓ Apartment
- Non-residential buildings
 - ✓ Factory building
 - ✓ Office building
- Civil engineering works
 - ✓ Asphalt road
 - ✓ Bridge

As example, the BoQ for the Detached house is found [here](#). This Excel file is also the data input sheet.

All countries price all these BoQs, with the exception of the Portuguese house and the Nordic house, from which a country can choose according to representativity.

The price survey on construction is carried out on a rolling basis, spread over two years, in the following way:

- Year 1: Detached house, Factory building and Bridge (total approximately 340 items)
- Year 2: Portuguese or Nordic house, Apartment, Office building and Asphalt road (total approximately 290 items).

² The Portuguese and Nordic house BoQs are descriptions of houses that are typical for Portugal and the Nordic region, respectively.

In the years that a BoQ is not surveyed in full, countries deliver prices for a subset of the items of the BoQ, the so-called "key items". On the basis of the prices for these key items, the total values of the BoQs are estimated. This implies a total estimated number of items to be priced in the "key item" years:

- Year 1: Portuguese or Nordic house, Apartment, Office building and Asphalt road (total approximately 65 items)
- Year 2: Detached house, Factory building and Bridge (total approximately 70 items).

This lot concerns the surveys to be carried out in 2015 and 2016. In these surveys, the BoQs are priced as indicated in table 1.

Table 1: Survey cycle construction 2015-2016

	2015	2016
Detached house	fully priced	key items
Portuguese or Nordic house	key items	fully priced
Apartment	key items	fully priced
Factory building	fully priced	key items
Office building	key items	fully priced
Asphalt road	key items	fully priced
Bridge	fully priced	key items

The work covers the survey in all 37 participating countries (see General information on lots 1 and 2, page 4).

All data are submitted by countries to Eurostat using the eDAMIS system, Eurostat's Single Entry Point application. This provides a secure data transmission. Upon arrival, all data are directly loaded into the central PPP database.

The full methodology of the survey is described in chapter 11 of the "[Eurostat-OECD Methodological Manual on Purchasing Power Parities](#)".

The work requires very close cooperation with the National Statistical Institutes (NSIs) and/or with the experts sub-contracted by the NSIs. All correspondence with the NSIs or their experts has to be well documented.

2.2 VOLUME OF THE CONTRACT

The work to be conducted under this call for tender will be covered by 2 overlapping contracts covering work periods of 29 months each: under the first contract, the activities related to the 2015 survey are covered, whereas the second contract (starting between 1 July 2015 and 1 August 2015) covers the activities related to the 2016 survey.

The estimated volume of work for one contract amounts to:

- around 25 person-months (i.e. the total volume is around 50 person-months).
- 6-7 assistance country missions per year.

2.3 TASKS AND EXPECTED RESULTS

The contract will cover the following activities:

Activity 1: Updating Bills of Quantities and selecting key items

This activity includes:

- preparation and presentation of a document for the PPP Working Group meeting concerning the preparation of the survey
- updating at least one BoQ each year. The update needs to be circulated to countries before its finalisation
- correctly selecting the key items on the basis of the methodology agreed with Eurostat
- establishment of survey guidelines
- updating the Excel tool for the entering of price observations and other required information by countries
- contributing to the development of the software tools for the maintenance of the BoQs by testing prototypes of new versions and providing suggestions for improvements.

The deliverables for this activity are:

- D1.1 Document and PowerPoint presentation for the PPP Working Group
- D1.2 At least one updated BoQ per year
- D1.3 List of key items to be priced each year
- D1.4 Survey guidelines
- D1.5 The updated Excel tool for data entry by countries

Activity 2: Data validation for construction

This activity includes:

- advising countries during the price collection, e.g. by explaining item definitions or providing help with entering the data;
- gathering of the data from the countries via eDAMIS (see section 2.1) and their upload to the PPP database;
- validating of the data using Quaranta tables (see Annex IV of the "[Eurostat-OECD Methodological Manual on Purchasing Power Parities](#)" for an explanation) and possibly other analytical tools;
- contributing to the development of validation tools for construction by testing prototypes of new versions and providing suggestions for improvements;
- preparation and presentation of a document for the PPP Working Group meeting concerning the results of the survey;
- advice to Eurostat on improvements of PPP methodology in the area of construction.

Validation includes checking the price and other data provided by the NSIs. Validation includes an evaluation of the plausibility of the resulting PPPs and a comparison of the results with previous surveys. Validation is an iterative process organised in a number of validation rounds that start and end with the calculation of a Quaranta Table.

The methodology and computer programs developed specifically for the tasks by Eurostat are to be used.

The deliverables for this activity are:

- D2.1 Document on the interim stage of validation to be presented to the PPP Working Group in November of the survey year
- D2.2 Final validated prices for construction from which reliable and plausible PPPs can be calculated
- D2.3 An overall evaluation report of the execution of the survey, to be presented to the PPP Working Group of November t+1.

Activity 3: Assistance to countries

To gather information on countries' construction markets, to discuss survey results and to advise countries in the carrying out of the survey, the contractor shall undertake missions to the countries. To stimulate comparisons of survey results across neighbouring countries, these missions are organised – to the extent possible – in a way to include two or three countries that are geographically and/or economically close to each other³. Each country should be included in a mission every second year. This implies that in 2015, 7 of these two-day missions are organised while in 2016, 6 such missions will be organised. The exact mission schedule will be determined annually in consultation with Eurostat. The contractor shall provide Eurostat with a detailed report of each mission, listing the conclusions reached and key aspects discussed.

The deliverables for this activity are:

- D3.1 Mission reports

2.4 MEETINGS AND MISSIONS

In order to achieve the objectives the contractor has to attend a number of meetings per year and has to undertake a number of missions per year. A list of those meetings and missions is given below.

- A kick-off meeting (maximum duration one day) will be organised in Luxembourg in Commission's premises soon after the signature of the contract.

The minutes of this meeting will be prepared by the contractor and sent to Eurostat for approval at the latest 2 weeks after the meeting.

- Four-monthly progress meetings (maximum duration one day) with Commission staff will be held in Luxembourg, in Commission's premises.

For these meetings the contractor will prepare discussion materials 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 for approval at the latest 2 weeks after the meeting.

3 For example: in 2015 a meeting will be held in Sweden, but also Finland and Norway will participate.

- Participation in the PPP Working Group (maximum duration one day) in 2014, 2015 and 2016 at the Commission premises in Luxembourg.
- Undertake up to 6 or 7 missions to the participating countries per year as described in activity 3.

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

2.5 DURATION AND TIMETABLE

The contract is expected to be signed in the 2nd quarter of 2014.

Execution of the tasks is to start on the date of entry into force of the contract, but not before 1 July 2014. The overall duration of the work will be 41 months, divided into 2 overlapping contracts covering work periods of 29 months each: under the first contract, the activities related to the 2015 survey are covered, whereas the second contract (starting between 1 July and 1 August 2015) covers the activities related to the 2016 survey.

Implementation of each contract, whether total or partial, following the initial contract, is subject to budgetary constraints and/or satisfaction with the quality of the services rendered under the previous contract and/or unilateral discretionary decision of the Commission. The tenderer awarded the contract must carry out the contracts following the initial one if the Commission decides to sign these following contracts.

See table 2 for an overview of the content of each of the surveys and table 3 for an overview of the activities included in each contract.

Table 2: Surveys included in this invitation to tender, Lot 2.

Contract	Survey year	Year 2014		Year 2015		Year 2016		Year 2017	
		First half	Second half	First half	Second half	First half	Second half	First half	Second half
1	2015		Preparation at PPP WG	Updating BoQs and price collection	Validation	Validation	Evaluation at PPP WG		
2	2016				Preparation at PPP WG	Updating BoQs and price collection	Validation	Validation	Evaluation at PPP WG

The work has to be carried out in a very tight timeframe according to the PPP work plan of Eurostat. The PPP Working Group, consisting of the countries participating in the Eurostat PPP programme and Eurostat, decides on the work plan for the entire PPP programme of the next calendar year every autumn. These decisions will form part of the contracts under this call for tender. As an example, the PPP work plan for the calendar year 2014 can be found [here](#).

The typical construction survey process (for the survey of year t) will look as follows:

- July – October t-1: preparation of the documents for the PPP Working Group meeting
- November t-1: PPP Working Group meeting which starts the survey process by agreeing on the overall survey design and timetable

- December t-1 – April t: updating of the BoQs by the contractor (following consultations with the countries) and preparation of survey material, questionnaires, guidelines, etc.
- May – July t: price collection by the countries for both the fully priced BoQs and the key items
- August t – April t+1: validation by the contractor, in co-operation with the countries, in various rounds until final results are reached. The results need to be final for their inclusion in the overall PPP calculations taking place in June t+1 (for reference year t).
- November t+1: evaluation of the survey at the PPP Working Group meeting

Shortly after signing the contract, a kick-off meeting will be organised by Eurostat in Luxembourg in which the contractor and Eurostat discuss, based on the contract, the concrete work programme for this lot and the timeline for the entire contract period.

Table 3: Approximate time schedule for the contract for survey year t

	Activity 1 Updating Bills of Quantities and selecting key items	Activity 2 Data validation for construction	Activity 3 Assistance to countries	Meetings
July t-1	X		X - D3.1	Kick-off meeting
August	X		X - D3.1	
September	X		X - D3.1	
October	X - D1.1		X - D3.1	Progress meeting
November	X		X - D3.1	PPP Working Group
December	X		X - D3.1	
January t	X		X - D3.1	
February	X		X - D3.1	Progress meeting
March	X		X - D3.1	
April	X - D1.2, D1.3, D1.4, D1.5		X - D3.1	
May		X	X - D3.1	
June		X	X - D3.1	Progress meeting
July		X	X - D3.1	
August		X	X - D3.1	
September		X	X - D3.1	
October		X - D2.1	X - D3.1	Progress meeting
November		X	X - D3.1	PPP Working Group
December		X	X - D3.1	
January t+1		X	X - D3.1	
February		X	X - D3.1	Progress meeting
March		X	X - D3.1	
April		X - D2.2	X - D3.1	
May		X	X - D3.1	
June		X	X - D3.1	Progress meeting
July		X	X - D3.1	
August		X	X - D3.1	
September		X	X - D3.1	
October		X - D2.3	X - D3.1	Progress meeting
November		X	X - D3.1	PPP Working Group

Legend:

- X - task's lifetime
- D - deliverables (see section 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.

- Ten months after the starting date of the execution of the tasks referred to in Article 1.2.3 of the contract, the contractor shall provide, in view of the progress of the tasks referred to in 2.3 and as soon as possible after this date, a first 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.

- Twenty months after the starting date of the execution of the tasks referred to in Article 1.2.3 of the contract, the contractor shall provide, in view of the progress of the tasks referred to in 2.3 and as soon as possible after this date, 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.

- Twenty-nine months after the starting date of the execution of the tasks referred to in Article 1.2.3 of the contract, 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 invoice.

All important communication with the NSIs has to be well documented and attached to the reports.

All reporting has to be done in English.

2.7 ASSESSMENT OF RESULTS

The progress of work under this project shall be monitored and followed by means of regular communication either by e-mail, telephone, videoconferences or meetings between the contractor and Eurostat.

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

- the quality of the BoQs: clear and unambiguous item descriptions, reflecting up-to-date building techniques;
- the quality of the validation, evaluated by numbers of validation questions asked and induced data changes by countries (taking into account that the number of validation questions depend on the quality of the countries' input data);
- the clarity of presentation of deliverables and reports;
- the respect of deadlines.

2.8 SPECIFIC CONDITIONS

- Resources made available by Eurostat

Eurostat will provide and maintain all the electronic tools necessary to carry out the work, except the Excel Data Tool to enter price observations, which is to be maintained by the contractor. All data are stored in the central PPP Database managed by Eurostat. All tools communicate with the central database. This includes in particular:

- The Item List Management Tool: a web application that manages the entire process of creating item lists, including the creation of pre-survey lists, the entering of the pre-survey results by countries, the creation of the final survey list and the translation of final product lists by countries into their own language(s). For some screenshots, please click [here](#).
- The Validation Tool: a web application which is used to visualise the countries' data, to validate them using Quaranta Tables and to communicate with the countries. All validation questions of the contractor to NSIs, as well as the countries' answers, are entered in the Validation Tool. For some screenshots, please click [here](#).

- 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 1605/2002.

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).

⁴ 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 **23/05/2014**, 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 **23/05/2014** 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
Registered letter deposited in the post office network	The tender must be posted 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 deposited 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 **6/06/2014 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 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=436> 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=436> 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 information on the e-Tendering website address: <https://etendering.ted.europa.eu/cft/cft-display.html?cftId=436>
- 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 case (unavailability of e-Tendering, other reason...), and under the conditions described above, further information can be obtained by sending a **letter or e-mail** to:

ESTAT FINANCIAL CELL DIR C-D
Eurostat
BECH E4/820
Jean Monnet Building
Rue Alcide de Gasperi
L-2920 Luxembourg (Kirchberg)
E-mail: ESTAT-FINANCIAL-CELL-DIR-C-D@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 over⁵ 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*;

(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

⁵ This covers the company directors, members of the management or supervisory bodies, and cases where one natural person holds a majority of shares

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.

The 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.

THE TENDERER MUST MEET THE FOLLOWING CRITERIA FOR LOT 1.

- The tenderer must prove experience in the field of international comparisons of prices in particular as regards the collection, validation, calculation and analysis of related statistical data, with at least 2 projects delivered in this field in the last five years.
- At least one member of the team should have a minimum of 2 years of experience related to international comparisons of capital goods prices, underpinned by university studies of at least 3 years in economics, statistics or engineering.
- At least one member of the team should have a minimum of 2 years of experience in the fields of collection, validation, calculation and analysis of statistical data, underpinned by university studies of at least 3 years in economics, statistics or engineering.
- At least one member of the team should have a minimum of 1 year of experience in Visual Basic and Excel programming.

THE TENDERER MUST MEET THE FOLLOWING CRITERIA FOR LOT 2.

- The tenderer must prove experience in the field of international comparisons of prices in particular as regards the collection, validation, calculation and analysis of related statistical data, with at least 2 projects delivered in this field in the last five years.
- At least one member of the team should have a minimum of 2 years of experience related to international comparisons of construction prices, underpinned by university studies of at least 3 years in economics, statistics or engineering.
- At least one member of the team should have a minimum of 2 years of experience in the fields of collection, validation, calculation and analysis of statistical data, underpinned by university studies of at least 3 years in economics, statistics or engineering.
- At least one member of the team should have a minimum of 1 year of experience in Visual Basic and Excel programming.

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 (20 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 (40 points)

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?

Level of detail of description of the work and the clarity of practical application on how to achieve the project's goals and outputs, if possible with examples to demonstrate that it will work.

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

3. Work plan and timetable (10 points)

Are the work plan and the timetable detailed enough to demonstrate that the method is feasible by the proposed deadline?

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 show agreement 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 – Realistic assessment of the resources needed for achieving the desired objectives and how each of the proposed experts will be assigned to the various elements of the work in each lot. 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 (10 points)

Proposed approach to ensure that the service provided/work 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 above 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.