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DIRECTORATE-GENERAL EMPLOYMENT, SOCIAL AFFAIRS AND INCLUSION

Social Affairs
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European Commission

Call for tenders VT/2020/042

EMPL/2020/OP/0013

**HOUSING EXCLUSION: PROBLEM TREE ANALYSIS
& PRODUCTION OF POLICY TOOLKIT**

Open procedure

TENDER SPECIFICATIONS

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1. SCOPE AND DESCRIPTION OF THE PROCUREMENT

1.1. Contracting authority: who is the buyer?

This call for tenders is launched and managed by the European Commission, referred to as the *Contracting authority* for the purposes of this call for tender, assisted by its Directorate General for Employment and Social Affairs.

1.2. Subject: what is this call for tenders about?

The subject of this call for tenders is “Housing Exclusion: Problem Tree Analysis & Production of a Policy Toolkit” as indicated in Heading II.1.1 of the contract notice.

1.3. Lots: is this call for tenders divided into lots?

This call for tenders is not divided into lots.

1.4. Description: what do we want to buy through this call for tenders?

The services that are the subject of this call for tender, including any minimum requirements, are described in detail in the present document, hereafter referred to as *Tender specifications*.

Variants (alternatives to the model solution described in the Tender Specifications) are not allowed. The *Contracting authority* will disregard any variants described in a tender.

1.4.1. Background and objectives

“Housing exclusion” concerns the housing and social inclusion needs of people in the most vulnerable living situations. It covers different living situations:

- homelessness (people living in the streets, in shelters, or in temporary accommodation);
- housing deprivation (people living in unfit housing);
- insecure housing (people at risk of eviction, or under threat of violence).

The focus of the action will primarily be on **homelessness**, but it will discuss broader aspects of housing exclusion where these are relevant to understand the drivers of homelessness, or effective measures to prevent homelessness from ever happening.

Housing exclusion is a complex issue, involving and requiring the collaboration of many stakeholders in the implementation of measures. It is a national competence of Member States, often dealt with at regional/local level, but the EU has a key role in supporting their efforts through policy guidance, funding and mutual learning. Over the past decade, many Member States have been active in testing and implementing measures, mostly at the level of cities and municipalities, but some also with national strategies, such as Finland. Evidence about measures to end or to prevent homelessness effectively has improved in the last two decades, both in the EU and internationally, but there are still important gaps, including in measuring the phenomena (indicators).

Overall, little progress has been achieved over the last decade in the fight against homelessness in the EU, with trends still increasing and the risk of homelessness extending to different segments of the population.

At the EU level, several provisions call for action in the field of housing exclusion. In line with the

- i) Treaty provisions on human values, social exclusion and antidiscrimination (articles 2¹ and 3(3)² of the Treaty on European Union (TEU));
- ii) Article 34(3)³ of the EU Charter of Fundamental Rights, about the right to social and housing assistance;
- iii) the European Pillar of Social Rights, Principle 19⁴ on housing and assistance for the most vulnerable;
- iv) and United Nations' Sustainable Development Goal 11⁵ on housing, accommodation corresponding to an adequate standard of living according to national law and practice should apply to all.

The objective of this action is to **contribute to the policy dialogue** between the European Commission, Member States and other stakeholders active in combating homelessness, **for reinforced action in the fight against housing exclusion**. The knowledge and toolkit produced will, in this way, support future initiatives in the area of housing exclusion, including those that will feature in the Action Plan for the implementation of the European Pillar of Social Rights, which will be announced in 2021, notably to implement its Principle 19.

The action will answer the following questions, taking into account the diversity and evolution of situations across the EU (see also Annex 7):

On challenges

- **who is** affected by housing exclusion (including quantitative estimates where possible) and **where** (which countries, urban vs rural);
- **what** are the **root causes** of housing exclusion and its **evolution**;

On measures

- **what** is a realistic target for ending homelessness;

¹ “The Union is founded on the values of respect for human dignity, freedom, democracy, equality, the rule of law and respect for human rights, including the rights of persons belonging to minorities. These values are common to the Member States in a society in which pluralism, non-discrimination, tolerance, justice, solidarity and equality between women and men prevail.”, <https://eur-lex.europa.eu/legal-content/EN/TXT/HTML/?uri=CELEX:12012M/TXT&from=EN>

² “The Union shall establish an internal market. It shall work for the sustainable development of Europe based on balanced economic growth and price stability, a highly competitive social market economy, aiming at full employment and social progress, and a high level of protection and improvement of the quality of the environment. It shall promote scientific and technological advance.”, <https://eur-lex.europa.eu/legal-content/EN/TXT/HTML/?uri=CELEX:12012M/TXT&from=EN>

³ “In order to combat social exclusion and poverty, the Union recognises and respects the right to social and housing assistance so as to ensure a decent existence for all those who lack sufficient resources, in accordance with the rules laid down by Union law and national laws and practices.”, <https://eur-lex.europa.eu/legal-content/EN/TXT/HTML/?uri=OJ:C:2012:326:FULL&from=EN>

⁴ “a. Access to social housing or housing assistance of good quality shall be provided for those in need.
b. Vulnerable people have the right to appropriate assistance and protection against forced eviction.
c. Adequate shelter and services shall be provided to the homeless in order to promote their social inclusion.”, https://ec.europa.eu/commission/sites/beta-political/files/social-summit-european-pillar-social-rights-booklet_en.pdf

⁵ “11.1 By 2030, ensure access for all to adequate, safe and affordable housing and basic services and upgrade slums”, <https://sdgs.un.org/goals/goal11>

- **which** policy measures exist at what level (national, regional, local), how do they interplay, what makes them effective or, on the contrary, **why** are they not effective;
- **which** policy measures should be implemented, at which level of national governance and **how**.

On monitoring progress

- **how** can public authorities measure progress with the measures implemented and how often should this be done;
- **what** qualitative and quantitative data and indicators can be gathered to monitor impact and progress made with the measures implemented.

The action will follow a **Theory of Change** approach.⁶ This is a methodology for planning, participation, and evaluation to promote social change. Theory of Change defines long-term goals and then maps backward to identify necessary preconditions. It explains the process of change by outlining causal linkages in an initiative, i.e. its shorter-term, intermediate, and longer-term outcomes. The identified changes are mapped showing each outcome in logical relationship to all the others, as well as chronological flow. The links between outcomes are explained by “rationales” or statements of why one outcome is thought to be a prerequisite for another.

The outputs (see section 1.4.3 below) will be made accessible publicly, on the Europa site, with the objective of enabling all stakeholders, at all levels of governance, to learn about the issue of housing exclusion and to identify approaches and measures for addressing it.

1.4.2. Detailed characteristics of the purchase

The action will consist in the following strands of work:

- i) **Organisation of two-days Roundtables with stakeholders and experts** (between the 2nd and the 10th month of the contract duration), to address the questions listed under section 1.4.1 of this tender and detailed in Annex 7.

In order to keep the number of Roundtables manageable, while ensuring a coherent approach to the topics covered, in particular by the questions on challenges and policy measures, the contractor will organize Roundtables **focusing on regions of the EU** with similar economic and social contexts. A suggestion of regional distribution of the Member States is provided in Annex 6. If relevant, the tenderers may propose a different segmentation which they must justify (i.e. explaining the similarities between the Member States).

The contractor will organize at least **one two-days Roundtable per EU region and one two-days EU level Roundtable**.

Each **EU region Roundtable** will convene representatives of the Member States listed in the respective groups (see Annex 6, or as proposed by the tenderer), with a maximum of 50 participants:

- Each Member State delegation should include, at minimum: one representative from relevant national authorities; one representative from relevant local authorities

⁶ https://ec.europa.eu/info/sites/info/files/file_import/better-regulation-toolbox-46_en_0.pdf

(regional, city or municipal, as most relevant); one representative from civil society; and one representative from service providers. While keeping with the maximum number of participants, it is advised to invite relevant academics from the EU region under analysis as well.

- English will be the working language of the regional Roundtables.
- In case that the current COVID health crisis make in person meetings impracticable, or if deemed more efficient by the contractor, the Roundtables will be organized online, as participatory virtual events, and the set-up adapted accordingly.

The **EU level Roundtable** will convene representatives from each of the EU regions covered by the regional Roundtables (see Annex 6, or as proposed by the tenderer), with a maximum of 50 participants. The delegations to the EU level Roundtable should mirror the delegations to the regional Roundtables, in terms of the categories of stakeholders represented. The same dispositions as for the regional Roundtables apply with regard to language and contingency measures for online events.

In addition to collecting evidence and answering the questions of the study, the EU-level and the Regional Roundtables will be an ideal mean to create adequate engagement from key stakeholders, at all levels, and support their commitment to the policy toolkit.

Tenderers are required to provide in their offers a **non-exhaustive list of key stakeholders** that could be invited to the Roundtables, which will be finalized during the contract performance.

- ii) **Problem tree analysis, through desk and field research**, addressing the questions identified under section 1.4.1. The objective of this strand of the work is to prepare a detailed comprehensive **study** informing on the forms, trends and drivers of homelessness and exploring what would be the most cost-effective strategy for the competent authorities to prevent and end homelessness in their territories, and to monitor progress.

The contractor will use available literature and resources, including: relevant evidence produced by field practitioners, such as NGOs and service providers (e.g. Eurocities, FEANTSA); findings and conclusions from relevant Member States' peer reviews⁷ on housing exclusion, organized in the context of the Social Open Method of Coordination;⁸ and will complete with new findings produced through interviews, surveys and the Roundtables with key stakeholders (see point i) above).

The knowledge produced in this strand of work will feed into the policy toolkit. Notably, the study shall give:

- an evidence-based analysis of the reality of housing exclusion as well as of its various drivers, taking into account national or EU regions specificities;

⁷<https://ec.europa.eu/social/main.jsp?year=&country=&fileTheme=423&Download=&catId=1024&langId=en&mode=searchSubmit>

⁸ The Open Method of Coordination (OMC) is used by Member States to support the definition, implementation and evaluation of their social policies and to develop their mutual cooperation. See: <https://ec.europa.eu/social/main.jsp?catId=1063&langId=en#:~:text=The%20main%20policy%20framework%20in%20the%20field%20of,sustainable%20social%20protection%20systems%20and%20social%20inclusion%20policies>

- an evidence-based analysis of existing policy measures, their level of implementation (at municipality, city, region or national level), including their cost, impact and funding mechanism, taking into account national or EU regions specificities;
- the identification of effective solutions and policy measures, their level of implementation (at municipality, city, region or national level), including their cost, impact and funding mechanism, as well as their potential for implementation or scaling up, taking into account national or EU regions specificities;
- the identification of key stakeholders;

The study will be published on the Europa website.

iii) **The production of a policy toolkit on housing exclusion.** The toolkit will set out which policy measures have proven effective in preventing and reducing homelessness and could be implemented to combat homelessness, how that could be done in practice (including aspects of governance and funding), and by whom (which and how stakeholders collaborate together).

More specifically, the policy toolkit will provide:

- a common EU definition of housing exclusion, which will notably allow to collect comparable statistics;
- the identification of favourable policy and regulatory conditions, effective solutions and policy measures, including successful funding programmes, level of implementation (at municipality, city, region or national level), their cost and expected impact, taking into account national or EU regions specificities ;
- best-practice examples of successful implementation of the measures identified by a Member State (at municipality, city, regional or national level, as relevant);
- the identification of key stakeholders;
- guidelines on how to design, implement, fund (including national and EU funding) and monitor policies on housing exclusion and homelessness, at both prevention and remedy levels.

It will be drafted by the contractor's experts in parallel with reports, and build upon the knowledge gathered in the study and conclusions and reports from the Regional and EU Roundtables. The policy toolkit must be written in English and it will be published in the Europa website.

1.4.3. Deliverables

During the implementation of this action, the contractor must provide the following intermediate outputs and deliverables:

- (1) An inception report for the study. The minimum requirements for the inception report are:
 - A 100-page inception report providing a first mapping of the problem tree analysis, a preliminary outline of the policy toolkit, an updated list of key stakeholders to invite to the Roundtables, an indicative timing for the Roundtables and a description of the work process to raise the interest and involvement of key stakeholders for the Roundtables (section 1.4.2) throughout the process.
- (2) An interim report for which the minimum requirements are:

1. A 100-page report that can serve as input for the policy toolkit, summarising the preliminary findings from the study and first Roundtables with regards to the challenges, policy measures and monitoring framework.
- (3) Organization of seven Roundtables: six Regional Roundtables (one per EU Region), and one EU-level Roundtable in Brussels, of two working days each, in a location easily reachable by public transport (air, train, bus). This task includes:
2. preparation of all relevant documentation, invitation, and meetings' material (eg.: agenda, badges etc.);
 3. drafting of minutes and one report for each roundtable (see iv)).
 4. provision of minimum 3 facilitators, preferably from the concerned region and with good mastery of spoken English language (minimum level C1),
 5. invitation of maximum 50 participants (who will not be paid fees for their participation to the meeting), selected with agreement of the Commission from a list proposed by the contractor,
 6. selection and renting of meeting space allowing for work in sub-groups, including provision of meeting supplies and catering, travel and accommodation for the maximum 50 participants.

In the eventuality of a virtual setting, the contractor shall use the most adequate digital tools to uphold the participative nature of the Roundtables. The timing of the Roundtables can be adapted to better suit a virtual setting, in agreement with the Commission.

- (4) Production of Roundtables' reports, of maximum 20 pages each, excluding annexes. For the EU regions Roundtables, these reports will answer the questions of the study, as detailed in Annex 6, for the regions concerned. For the European Roundtable, the report will draw findings and evidence at EU level, synthesizing the results of the regional Roundtables.

At the end of the action, the contractor must present the following final deliverables:

- i) A European Housing Exclusion Policy Toolkit to be delivered in the 12th month of the contract, ideally structured in modules or individual workbooks of no more than 20 pages each, covering different policy measures and processes, as most relevant, to enable policy-makers to dip into the guidance in a flexible way.
- ii) A final study report to be delivered in the 12th month of the contract, for which the minimum requirements are:
 - A 150-page (excluding annexes) consolidated report answering the questions identified under section 1.4.1 on the basis of the research conducted by the contractor and the findings from the Roundtables.

All reports and deliverables must be prepared in English. The final study report shall contain a 6-page executive summary in English, French and German. The reports must be made available electronically and accessible for people with disabilities in the form of a summary in easy-to-read format.

The inception report and the interim report must be made available electronically for the Europa website of the Commission.

The policy toolkit and the study must be made available in printed and electronic form as well, and will be made electronically accessible in the Europa website.

Payments will be made in two instalments in accordance with article I.5 of the draft contract.

One interim payment, equal to 50% of the total amount of the contract, shall be made within 60 days from the receipt of the invoice. The invoice for the interim payment may be submitted after the reception and approval of the interim report by the Contracting Authority.

The balance payment, equal to the remaining balance of the total amount of the contract, shall be made within 60 days from the receipt of the invoice. The invoice for the final payment may be submitted after reception and approval of the final report, executive summary, annexes and policy toolkit, and all other deliverables by the Contracting Authority.

1.5. Place of performance: where will the contract be performed?

The services will be performed at the following locations:

- the contractor's premises;
- the locations chosen for the Regional Roundtables and the city of Brussels for the EU-level Roundtable;
- online, in the eventuality of virtual meetings.

1.6. Nature of the contract: how will the contract be implemented?

The procedure will result in the conclusion of a direct contract. All the terms governing the provision of the services, supplies or works are defined at the outset. Once signed, they can be implemented directly without any further contract procedures.

Tenderers need to take full account of the provisions of the Draft contract as the latter will define and govern the contractual relationship(s) to be established between the Contracting authority and the successful tenderer(s). Special attention is to be paid to the provisions specifying the rights and obligations of the contractor, in particular those on payments, performance of the contract, confidentiality, and checks and audits.

1.7. Volume and value of the contract: how much do we plan to buy?

The estimated total amount of all purchases under this contract is indicated under Heading II.1.5 of the contract notice. The quantities to be purchased over the total duration of the contract are specified in Section 1.4 of these specifications.

1.8. Duration of the contract: how long do we plan to use the contract?

The contract duration is **12 months**. The inception report shall be delivered in the 2nd month of the contract. The interim report shall be delivered in the 6th month of the contract. The roundtables are expected to take place between the 2nd and the 10th months of the contract. The final report, the executive summary, all annexes and the policy toolkit have to be delivered in the 12th month of the contract.

The contractor is expected to set up regular phone or online meetings with the Contracting Authority to allow for an exchange of information, feedback and guidance. There shall be a face-to-face kick-off meeting at the Commission premises within 1 month of the signing of the contract, 1 meeting to discuss the interim report and 1 meeting to present the draft toolkit. In case that the current COVID health crisis make in person meetings impracticable, or if deemed more efficient by the contractor and agreed by the Contracting Authority, the

meetings can be moved to a virtual setting organized by the contractor, with the set-up and the budget / expenses adapted accordingly.

The services will be performed at the contractor’s premises and Roundtable locations. Meetings with the contracting authority will be held at the Commission premises in Brussels, unless agreed otherwise for the reasons indicated above.

Time schedule	Total duration of the contract is 12 months
1 st month	Kick off meeting with the Commission
2 nd month	Inception report
Between the 2 nd and the 10 th month	Organisation of Roundtables
6 th month	Interim report
7 th month	Meeting with the Commission to discuss interim report
10 th month	Meeting with the Commission to present the draft policy toolkit
12 th month	Final study report and final policy toolkit

1.9. Electronic exchange system: can exchanges under the contract be automated?

For all exchanges with the contractor during the implementation of the contract as well as for future possible subsequent proceedings for the purposes of EDES ([European Union's Early Detection and Exclusion System](#)) the *Contracting authority* may use an electronic exchange system meeting the requirements of Article 148 of [Regulation \(EU, Euratom\) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union](#)¹⁰. At the request of the *Contracting authority* the use of such a system shall become mandatory for the contractor(s) at no additional cost for the *Contracting authority*. Details on specifications, access, terms and conditions of use will be provided in advance.

1.10. Disclaimers

1.10.1.1. Final study report

The final study report must include:

- specific identifiers which must be incorporated on the cover page provided by the Contracting Authority
- the following disclaimer:

“The information and views set out in this [report/study/article/publication...] are those of the author(s) and do not necessarily reflect the official opinion of the Commission. The Commission does not guarantee the accuracy of the data included in this study. Neither the Commission nor any person acting on the Commission’s behalf may be held responsible for the use which may be made of the information contained therein.”

1.10.1.2. Publishable executive summary

The publishable executive summary must be provided in English, French and German, and must include:

- specific identifiers which must be incorporated on the cover page provided by the Contracting Authority
- the following disclaimer:

“The information and views set out in this [report/study/article/publication...] are those of the author(s) and do not necessarily reflect the official opinion of the Commission. The Commission does not guarantee the accuracy of the data included in this study. Neither the Commission nor any person acting on the Commission’s behalf may be held responsible for the use which may be made of the information contained therein.”

1.11. Requirements for publication on Internet

The Commission is committed to making online information as accessible as possible to the largest possible number of users including those with visual, auditory, cognitive or physical disabilities, and those not having the latest technologies. The Commission supports the Web Content Accessibility Guidelines 2.0 of the W3C.

For full details on the Commission policy on accessibility for information providers, see: http://ec.europa.eu/ipg/standards/accessibility/index_en.htm

For the publishable versions of the study, abstract and executive summary, the contractor must respect the W3C guidelines for accessible pdf documents as provided at: <http://www.w3.org/WAI/>.

1.12. Graphic requirements

The contractor must deliver the study and all publishable deliverables in full compliance with the corporate visual identity of the European Commission, by applying the graphic rules set out in the European Commission's Visual Identity Manual, including its logo. The graphic rules, the Manual and further information are available at:

http://ec.europa.eu/dgs/communication/services/visual_identity/index_en.htm

A simple Word template will be provided to the contractor after contract signature. The contractor must fill in the cover page in accordance with the instructions provided in the template. The use of templates for studies is exclusive to European Commission's contractors. No template will be provided to tenderers while preparing their tenders.

1.13. About the EaSI Programme

Introduction on the Programme

This call for tender is financed under the **European Programme for Employment and Social Innovation "EaSI" 2014-2020⁹** which is a European-level financing instrument managed directly by the European Commission to contribute to the implementation of the Europe 2020 strategy, by providing financial support for the Union's objectives in terms of promoting a high level of quality and sustainable employment, guaranteeing adequate and decent social protection, combating social exclusion and poverty and improving working conditions.

Source of funding

Contractors must acknowledge in writing that the project has been supported by the European Union Programme for Employment and Social Innovation ("EaSI") 2014-2020. In practice, all products (publications, brochures, press releases, videos, CDs, DVDs, posters and banners, and especially those associated with conferences, seminars and information campaigns) must state the following:

This (publication, conference, video, xxx) has received financial support from the European Union Programme for Employment and Social Innovation "EaSI" (2014-2020). For further information please consult: <http://ec.europa.eu/social/easi>

The European emblem must appear on every publication or other material produced. Please see:

http://ec.europa.eu/dgs/communication/services/visual_identity/pdf/use-emblem_en.pdf

General requirement on issues to consider for the activities funded under EaSI

The EaSI Programme shall, in all its axes and actions, aim to:

- (a) pay particular attention to vulnerable groups, such as young people;
- (b) promote equality between women and men,
- (c) combat discrimination based on sex, racial or ethnic origin, religion or belief, disability, age or sexual orientation;
- (d) promote a high-level of quality and sustainable employment, guarantee adequate and decent social protection, combat long-term unemployment and fight against poverty and social exclusion.

⁹ <http://ec.europa.eu/social/main.jsp?langId=en&catId=1081>

Hence, in designing, implementing and reporting on the activity, contractors must address the issues noted above and will be required to provide detail, in the final activity report on the steps and achievements made towards addressing those aims.

Monitoring information

The Commission, with the support of an external contractor, will monitor regularly the EaSI Programme. Therefore, contractors will have to transmit qualitative and quantitative monitoring data on the results of the activities. These will include the extent to which the principles of equality between women and men has been applied, as well as how anti-discrimination considerations, including accessibility issues, have been addressed through the activities. Related templates are attached or will be provided.

In setting up the action, contractors must foresee the necessary funding for monitoring and reporting to the Commission. For events, it is important to get from participants their specific consent by a statement or by a clear affirmative action for processing and transferring their personal data also to an external contractor responsible for the monitoring of the EaSI programme. The contractors should therefore ensure that all participants in a given group are informed that the Commission/external contractor would be processing their personal data. Contractors should do this via Privacy Statement that is not only published online, but is also provided individually to each participant (e.g. as part of the email where the contractor first contacts the individual concerned). Contractors have to be able to demonstrate that consent was obtained subject to conditions of Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data (i.e. keep a record that shows how the consent was obtained and whether it was valid) and Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data. A model privacy statement is available on the Europa website of the EaSI Programme:

<https://ec.europa.eu/social/main.jsp?catId=1081&langId=en&furtherCalls=yes&callType=2>

2. GENERAL INFORMATION ON TENDERING

2.1. Legal basis: what are the rules?

This call for tenders is governed by the provisions of [Regulation \(EU, Euratom\) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union](#) (the Financial Regulation)¹⁰.

The *Contracting authority* has chosen to award the contract resulting from this call for tenders through an open procedure pursuant to Article 164(1) (a) of the Financial Regulation. In an open procedure any interested economic operator (any natural or legal person who offers to supply products, provide services or execute works) may submit a tender.

2.2. Rules on access to procurement: who may submit a tender?

Participation in this call for tenders is open on equal terms to all natural and legal persons coming within the scope of the [Treaties](#), as well as to international organisations.

It is also open to all natural and legal persons established in a third country which has a special agreement with the European Union in the field of public procurement on the conditions laid down in that agreement. Where the Agreement on Government Procurement¹¹ concluded within the World Trade Organisation applies, the participation to this call for tenders is open to all natural and legal persons established in the countries that have ratified this Agreement, on the conditions laid down therein.

The rules on access to procurement do not apply to subcontractors. Subcontracting may not be used with the intent to circumvent the rules on access to procurement.

To enable *the Contracting authority* to verify the access, each tenderer must indicate its country of establishment (and in case of joint tender – the country of establishment of each group member) and must present the supporting evidence normally acceptable under the law of that country/-ies. The same document(s) could be used to prove country/-ies of establishment and the delegation(s) of the authorisation to sign as described in **Section 4.3**.

For British Tenderers: Please be aware that following the entry into force of the EU-UK Withdrawal Agreement¹² on 1 February 2020 and in particular Articles 127(6)¹³, 137¹⁴ and

¹⁰ Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012 (OJ L 193 of 30.07.2018, p.1).

¹¹ https://www.wto.org/english/tratop_e/gp_gpa_e.htm.

¹² Agreement on the withdrawal of the United Kingdom of Great Britain and Northern Ireland from the European Union and the European Atomic Energy Community

138¹⁵, the references to natural or legal persons residing or established in a Member State of the European Union are to be understood as including natural or legal persons residing or established in the United Kingdom. UK residents and entities are therefore eligible to participate under this call.¹⁶

2.3. Registration in the Participant Register: why register?

Any economic operator willing to submit a tender for this call for tenders must be registered in the [Participant Register](#) - an online register of organisations and natural persons participating in European Commission's calls for tenders or proposals (participants).

On registering each participant obtains a Participant Identification Code (PIC, 9-digit number) which acts as its unique identifier in the Participant Register. A participant needs to register only once – the information provided can be further updated or re-used by the participant in other European Commission's calls for tenders or calls for proposals.

At any moment during the procurement procedure the Research Executive Agency Validation Services (hereafter *the EU Validation Services*) may contact the participant and ask for supporting documents on legal existence and status . The requests will be made through the register's messaging system to the e-mail address of the participant's contact person indicated in the register. It is the responsibility of the participant to provide a valid e-mail address and to check it regularly.

The documents that may be requested by *the EU Validation Services* are listed in the [EU Grants and Tenders Rules on Legal Entity Validation, LEAR appointment and Financial Capacity assessment](#).

⚠ Please note that a request for supporting documents by the *EU Validation Services* in no way implies that the tenderer has been successful.

¹³ Art 127 (6) Unless otherwise provided in this Agreement, during the transition period, any reference to Member States in the Union law applicable pursuant to paragraph 1, including as implemented and applied by Member States, shall be understood as including the United Kingdom (*extract*).

¹⁴ Art. 137. The United Kingdom's participation in the implementation of the Union programmes and activities in 2019 and 2020 (*extract*)

¹⁵ Art. 138 Union law applicable after 31 December 2020 in relation to the United Kingdom's participation in the implementation of the Union programmes and activities committed under the MFF 2014-2020 or previous financial perspectives (*extract*)

¹⁶ On the basis of the Withdrawal Agreement, the United Kingdom is to be treated as a Member State during and after the transition period for actions which implement Union programmes and activities committed under the current Multiannual Financial Framework (2014-2020)

2.4. Ways to submit a tender: how can economic operators organise themselves to submit a tender?

Economic operators can submit a tender either as a sole tenderer or as a group of tenderers. In either case subcontracting is permitted.

In order to fulfil the selection criteria set out in **Section 3.2** the tenderer can rely on the capacities of subcontractors or other entities (not subcontractors).

The role of each entity involved in a tender (hereafter referred to as *involved entity*) must be clearly specified: sole tenderer, member of a group or Group leader, subcontractor or an entity on whose capacities the tenderer relies to fulfil the selection criteria¹⁷. This applies also where the *involved entities* belong to the same economic group.

2.4.1. Joint tenders

A joint tender is a situation where a tender is submitted by a group (with or without legal form) of economic operators regardless of the link they have between them. The group as a whole is considered a tenderer¹⁸.

All members of the group assume joint and several liability towards the *Contracting authority* for the performance of the contract as a whole.

Group members must appoint a *Group leader* and a single point of contact authorised to act on their behalf in connection with the submission of the tender and all relevant questions, clarification requests, notifications, etc., that may be received during the evaluation, award and until the contract signature. The model power of attorney attached in **Annex 3** is to be used.

The joint tender must clearly indicate the role and tasks of each member and of the *Group leader* who will act as the *Contracting authority's* contact point for the contract's administrative or financial aspects and operational management. The *Group leader* will have full authority to bind the group and each of its members during contract execution. If the joint tender is successful, the *Contracting authority* shall sign the contract with the Group leader, authorised by the other members to sign the contract on their behalf via power of attorney drawn up in the model attached in **Annex 3**.

Changes in the composition of the group during the procurement procedure (after the submission deadline and before contract signature) shall lead to rejection of the tender except in case of:

- a merger or takeover of a member of the group (universal succession), provided that the new entity has access to procurement (see **Section 2.2**) and is not in an exclusion situation, or

¹⁷ Such an entity is not considered a subcontractor, see Section 2.4.3.

¹⁸ References to *tenderer* or *tenderers* in this document shall be understood as covering both sole tenderers and groups of economic operators submitting a joint tender.

- exclusion or rejection of a member by the *Contracting authority* where the member has no access to procurement, is in an exclusion situation or does not meet a relevant selection criterion.

In either case the selection criteria must be still fulfilled by the group and the terms of the originally submitted tender may not be altered substantially, i.e. all the tasks assigned to the excluded/rejected entity must be taken over by the group, the change must not make the tender non-compliant with the Tender specifications, and the evaluation of award criteria of the originally submitted tender may not be modified.

2.4.2. Subcontracting

Subcontracting is the situation where the contractor enters into legal commitments with other economic operators which will perform part of the contract on its behalf. The contractor retains full liability towards the *Contracting authority* for performance of the contract as a whole.

The following shall not be considered subcontracting:

- a) Use of workers posted to the contractor by another company owned by the same group and established in a Member State (“intra-group posting” as defined by Article 1, 3, (b) of [Directive 96/71/EC concerning the posting of workers in the framework of the provision of services](#)).
- b) Use of workers hired out to the contractor by a temporary employment undertaking or placement agency established in a Member State (“hiring out of workers” as defined by Article 1, 3, (c) of [Directive 96/71/EC concerning the posting of workers in the framework of the provision of services](#)).
- c) Use of workers temporarily transferred to the contractor from an undertaking established outside the territory of a Member State and that belongs to the same group (“intra-corporate transfer” as defined by Article 3, (b) of [Directive 2014/66/EU on the conditions of entry and residence of third-country nationals in the framework of an intra-corporate transfer](#)).
- d) Use of staff without employment contract (“self-employed persons working for the contractor”) to perform substantially the same tasks as the staff with employment contract (“employees”), without the tasks of the self-employed persons being particular well-defined parts of the contract.
- e) Use of suppliers and/or transporters by the contractor, in order to perform the contract at the place of performance, unless the economic activities of the suppliers and/or the transporting services are within the subject of this call for tender (see **Section 1.4**).
- f) Performance of part of the contract by members of an EEIG (European Economic Interest Grouping), when the EEIG is itself a contractor or a group member.

The persons mentioned in points a), b), c) and d) above will be considered as “personnel” of the contractor as defined in the contract.

All contractual tasks may be subcontracted unless the *Technical specifications* expressly reserve the execution of certain critical tasks to the sole tenderer itself, or in case of a joint tender, to a member of the group.

By filling in the form available in **Annex 4**, tenderers are required to give an indication of the proportion of the contract that they intend to subcontract, as well as to identify and describe

briefly the envisaged contractual roles/tasks of subcontractors meeting any of these conditions (hereafter referred to as *identified subcontractors*):

- on whose capacities the tenderer relies upon to fulfil the selection criteria as described under **Section 3.2**;
- whose individual share of the contract, known at the time of submission, is above 10 % .

Any such subcontractor must provide the tenderer with a commitment letter drawn up in the model attached in **Annex 4.1** and signed by its authorised representative.

Changes concerning subcontractors identified in the tender (withdrawal/replacement of a subcontractor, additional subcontracting) during the procurement procedure (after the submission deadline and before contract signature) require the prior written approval of the *Contracting authority* subject to the following verifications:

- any new subcontractor is not in an exclusion situation;
- the tenderer still fulfils the selection criteria and the new subcontractor fulfils the selection criteria applicable to it individually, if any;
- the terms of the originally submitted tender are not altered substantially, i.e. all the tasks assigned to the former subcontractor are taken over by another involved entity, the change does not make the tender non-compliant with the Tender specifications, and the evaluation of award criteria of the originally submitted tender is not modified.

Subcontracting to subcontractors identified in a tender that was accepted by the *Contracting authority* and resulted in a signed contract, is considered authorised.

2.4.3. Entities on whose capacities the tenderer relies to fulfil the selection criteria

In order to fulfil the selection criteria a tenderer may also rely on the capacities of other entities, regardless of the legal nature of the links it has with them. It must in that case prove that it will have at its disposal the resources necessary for the performance of the contract by producing a commitment letter in the model attached in **Annex 4.2**, signed by the authorised representative of such an entity, and the supporting evidence that those other entities have the respective resources.

If the contract is awarded to a tenderer intending to rely on another entity to meet the minimum levels of economic and financial capacity, the *Contracting authority* may require the entity to sign the contract or, alternatively, to provide a joint and several first-call financial guarantee for the performance of the contract.

With regard to technical and professional selection criteria, a tenderer may only rely on the capacities of other entities where the latter will perform the works or services for which these capacities are required (i.e. the latter will assume the role of subcontractors).

☞ Relying on the capacities of other entities is only necessary when the capacity of the tenderer is not sufficient to fulfil the required minimum levels of capacity. Abstract commitments that other entities will put resources at the disposal of the tenderer will be disregarded.

3. EVALUATION AND AWARD

The evaluation of the tenders that comply with the submission conditions will consist of the following elements:

- Check if the tenderer has access to procurement (access to market) (see *Section 2.2*);
- Verification of administrative compliance (if the tender is drawn up in one of the official EU languages and signed by duly authorised representative(-s) of the tenderer);
- Verification of non-exclusion of tenderers on the basis of the exclusion criteria;
- Selection of tenderers on the basis of selection criteria;
- Verification of compliance with the minimum requirements defined in the Tender specifications;
- Evaluation of tenders on the basis of the award criteria.

The *Contracting authority* will evaluate the abovementioned elements in the order that it considers to be the most appropriate. If the evaluation of one or more elements demonstrates that there are grounds for rejection, the tender will be rejected and will not be subjected to further full evaluation. The unsuccessful tenderers will be informed of the ground for rejection without being given feedback on the non-assessed content of their tenders. Only tenderer(s) for whom the verification of all elements did not reveal grounds for rejection can be awarded the contract.

The evaluation will be based on the information and evidence contained in the tenders and, if applicable, on additional information and evidence provided at the request of the *Contracting authority* during the procedure. If any of the declarations or information provided proves to be false, the *Contracting authority* may impose administrative sanctions (exclusion or financial penalties) on the entity providing the false declarations/information.

For the purposes of the evaluation related to exclusion and selection criteria *the Contracting authority* may also refer to publicly available information, in particular evidence that it can access on a national database free of charge.

3.1. Exclusion criteria

The objective of the exclusion criteria is to assess whether the tenderer is in any of the exclusion situations listed in Article 136(1) of the Financial Regulation.

As evidence of non-exclusion each tenderer needs to submit with its tender a Declaration on Honour¹⁹ in the model available in *Annex 2*.²⁰ The declaration must be signed by an authorised representative of the entity providing the declaration.

¹⁹ The European Single Procurement Document (ESPD) may not be used yet in European Commission's calls for tenders.

²⁰ Unless the same declaration has already been submitted for the purposes of another award procedure of the European Commission, the situation has not changed, and the time elapsed since the issuing date of the declaration does not exceed one year.

The initial verification of non-exclusion of tenderers will be done on the basis of the submitted declarations and consultation of the [European Union's Early Detection and Exclusion System](#). The documents mentioned as supporting evidence in the Declaration on Honour need to be provided whenever requested and where this is necessary to ensure the proper conduct of the procedure within a deadline given by the Contracting authority²¹.

Annex 1 specifies which of the *involved entities* participating in a tender need to provide the Declaration on Honour and, when requested by *the Contracting authority*, the supporting evidence.

Please note that a request for evidence in no way implies that the tenderer has been successful.

3.2. Selection criteria

The objective of the selection criteria is to assess whether the tenderer has the legal, regulatory, economic, financial, technical and professional capacity to perform the contract.

The selection criteria for this call for tenders, including the minimum levels of capacity, the basis for assessment and the evidence required, are specified in the following subsections.

Tenders submitted by tenderers not meeting the minimum levels of capacity will be rejected.

When submitting its tender each tenderer shall declare on honour that it fulfils the selection criteria for the call for tender. The model Declaration on Honour available in *Annex 2* shall be used.

The initial assessment of whether a tenderer fulfils the selection criteria will be done on the basis of the submitted declaration(s).

The subsections below specify which selection criteria evidence must be provided with the tender or may be requested later, at any time during the procurement procedure²². In any case, to the extent that there is no ground for a waiver, the evidence must be provided, upon request

²¹ The obligation to provide the supporting evidence will be waived in the following situations:

- if the same documents have already been provided in a previous award procedure of the European Commission, have been issued no more than one year before the date of their request by the *Contracting authority* and are still valid at that date;
- if such evidence can be accessed by the *Contracting Authority* on a national database free of charge, in which case the economic operator shall provide *the Contracting authority* with the internet address of the database and, if needed, the necessary identification data to retrieve the document;
- if there is a material impossibility to provide such evidence.

²² The obligation to provide the supporting evidence will be waived in the following situations:

- if the same documents have already been provided in a previous award procedure of the European Commission, have been issued no more than one year before the date of their request by the *Contracting authority* and are still valid at that date;
- if such evidence can be accessed by the *Contracting Authority* on a national database free of charge, in which case the economic operator shall provide the *Contracting authority* with the internet address of the database and, if needed, the necessary identification data to retrieve the document.

and within a deadline given by the Contracting authority. The evidence must be provided in accordance with the applicable basis for assessment of each criterion: in case of a consolidated assessment – only by the *involved entities* who contribute to the fulfilment of the criterion, and in case of individual assessment – by each *involved entity* to whom the criterion applies individually.

3.2.1. Legal and regulatory capacity

Tenderers must prove that they have legal capacity to perform the contract and the regulatory capacity to pursue the professional activity necessary to carry out the work subject to this call for tenders.

The legal and regulatory capacity shall be proven by the evidence listed below:

- Proof of authorisation that the tenderer is authorised to perform the contract in its country of establishment

☞ The evidence of legal and regulatory capacity must be provided with the tender. Additional evidences of legal and regulatory may be requested by the *Contracting authority* at any time during the procedure. **Please note that a request for evidence in no way implies that the tenderer has been successful.**

3.2.2. Economic and financial capacity

Tenderers must comply with the following selection criteria in order to prove that they have the necessary economic and financial capacity to perform the contract.

Criterion F1	
Minimum level of capacity	Average yearly turnover of the last two financial years above EUR 700 000.
Basis for assessment	This criterion applies to the tenderer as a whole, i.e. a consolidated assessment of the combined capacities of all <i>involved entities</i> will be carried out.
Evidence	Copy of the profit and loss accounts and balance sheet for the last two years for which accounts have been closed from each concerned <i>involved entity</i> , or, failing that, appropriate statements from banks. The most recent year must have been closed within the last 18 months.

☞ The evidence of economic and financial capacity must be provided with the tender. Additional evidences of economic and financial capacity may be requested by the *Contracting authority* at any time during the procedure. **Please note that a request for evidence in no way implies that the tenderer has been successful.**

3.2.3. Technical and professional capacity

Tenderers must comply with the following selection criteria in order to prove that they have the necessary technical and professional capacity to perform the contract.

Criterion T1

The tenderer must prove experience in the field of social policy and governance mechanisms through which access to housing for vulnerable groups, or social housing, is provided.	
Minimum level of capacity	At least one project that included the organisation of seminars, roundtables, or similar participatory events and resulted in a study or report, completed in the last three years preceding the tender submission deadline in the field of homelessness or housing exclusion, with a minimum value for each of them of € 300.000.
Basis for assessment	This criterion applies to the tenderer as a whole, i.e. the combined capacities of all <i>involved entities</i> .
Evidence	<p>Minimum 1 project meeting the minimum level of capacity. This shall include details of their start and end date, total project amount and scope, role and amount invoiced. In case of projects still on-going only the portion completed during the reference period will be taken into consideration.</p> <p>As supporting documents for each project reference the <i>Contracting authority</i> may request statements issued by the clients and take contact with them.</p>

Criterion T2

The tenderer must provide evidence on the capacity to deliver the project in terms of staff competencies and expertise in the area.

The team delivering the service shall include, as a minimum, the following profiles.

Minimum level of capacity	<p>a) Project Manager: with at least five years of experience in project management, including the organisation of international seminars and/or conferences, and experience in managing teams of at least 3 persons.</p> <p>b) At least three social policy experts, providing among them a broad geographical knowledge of housing exclusion issues in Member States and at EU-level, covering different EU regions as defined for this contract. At least five years of experience in the field is required.</p> <p>These persons, listed under a) and b) must be proficient in written and spoken English and have good drafting skills.²³</p> <p>c) At least three facilitators with experience in conducting</p>
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²³ Minimum C1 level in the Common European Framework for Reference for Languages <https://www.coe.int/en/web/common-european-framework-reference-languages/table-1-cefr-3.3-common-reference-levels-global-scale>

	and animating participatory discussions. At least three years of experience in the field is required and proficient in spoken English (minimum level C1).
Basis for assessment	This criterion applies to the coordinating team and each expert that form part of the team. Please note that neither project manager, nor the social policy experts' roles, can be sub-contracted.
Evidence	Detailed curriculum vitae of each staff member and expert responsible for carrying out the work, including linguistic skills, educational background, degrees and diplomas, professional experience, research work and publications. The CV's shall be presented, preferably, in accordance to the Commission Recommendation on a common European format for curricula vitae (Europass). Each CV shall indicate the intended role of the person concerned in the delivery of the service.

☞ *Lists of projects, Curricula Vitae and Network's organisational chart* must be provided with the tender. Additional evidences of technical and professional capacity may be requested by the *Contracting authority* at any time during the procedure. **Please note that a request for evidence in no way implies that the tenderer has been successful.**

☞ Involved entities must not be subject to conflicting interests which may negatively affect the contract performance. Where the *Contracting authority* has established such conflicting interests, it may conclude that the tenderer or an involved entity does not possess the required professional capacity to perform the contract to an appropriate quality standard.

The presence of conflicting interests shall be examined during the evaluation phase based on the statements made through the Declarations on Honour and, where applicable, the commitment letters (*Annex 4.1 and Annex 4.2*).]

3.3. Compliance with the minimum requirements of the Tender specifications

By submitting a tender a tenderer commits to perform the contract in full compliance with the terms and conditions of the procurement documents for this call for tender. Particular attention is drawn to the minimum requirements specified in the present Tender specifications and to the fact that tenders must comply with applicable data protection, environmental, social and labour law obligations established by Union law, national legislation, collective agreements or the international environmental, social and labour conventions listed in Annex X to Directive 2014/24/EU.

The minimum requirements shall be observed throughout the entire duration of the contract. Compliance with these requirements is mandatory and cannot be subject to any assumptions, limitations, conditions, or reservations on the part of a tenderer.

☞ Tenders that are not compliant with the applicable minimum requirements shall be rejected.

3.4. Award criteria

The objective of the award criteria is to evaluate the tenders with a view to choosing the most economically advantageous tender, using the best-price quality award method.

The quality of the tender will be evaluated based on the following criteria (maximum score = 100%):

• **Criterion 1: Relevance, adequacy and efficiency of the methodology proposed to carry out the assignment** (50 points – minimum score 50%)

This criterion serves to assess the working method of the tenderer in view of collecting high quality information from the various sources and stakeholders and subsequently condensing the information into the various deliverables.

This criterion will be evaluated in particular by the extent to which the methodology proposed:

- Allows the contractor to carry out the project effectively and produce the desired deliverables and results;
- Ensures appropriate geographical coverage and quality composition of the team;
- Provides a detailed overview of the working methods for: building evidence and accessing relevant information sources, carrying out the required analysis in the field at national and EU level, and integrating the different inputs from the country experts into coherent and consistent information.

Criterion 2: Appropriateness of the proposed work organisation and capacity to steer the work process (30 points – minimum score 50%)

This criterion serves to assess the organisation and distribution of work within the proposed project team and also within the different members of the consortium (if any) for the study and the global allocation of time and resources to the different tasks of the project.

This criterion will be evaluated in particular by the extent to which the offer:

- provides a clear description of the division of work and the roles and responsibilities within the team (and within the members of the consortium, if applicable);
- outlines the project timeline for the various tasks, with the proposed milestones, conducive to a timely delivery of the intermediate and final outputs;
- provides clear information on the rationale behind the proposed allocation of time and human resources.

Criterion 3: Quality control measures (20 points – minimum score 50%)

This criterion serves to assess the quality control system applied to the service foreseen in this tender specification concerning the quality and timeliness of the deliverables as defined in sections 1.4.2 above.

This criterion will be evaluated in particular by the extent to which the offer:

- proposes a detailed and targeted quality control system which is specific to the tasks and deliverables at hand
- is able to identify potential delivery risks and propose redress mechanisms throughout the process

Only bids that have reached a minimum of 60% of the total score and a minimum score of 50 % for each criterion will be taken into consideration for awarding the contract.

3.5. Award (ranking of tenders)

Tenders shall be ranked according to the best price-quality ratio in accordance with the formula below:

score for tender X	=	cheapest price	*	100	*	Price weighting (30%)	+	total quality score (out of 100) for all award criteria of tender X	*	Quality criteria weighting (70%)
		price of tender X								

The contract shall be awarded to the tender ranked first as the most economically advantageous offer, which complies with the Tender Specifications and is submitted by a tenderer having access to procurement, not in an exclusion situation and fulfilling with the selection criteria.

4. FORM AND CONTENT OF THE TENDER

4.1. Form of the tender: how to submit the tender?

Tenders are to be submitted via the e-Submission application according to the instructions laid down in the Invitation to tender letter and the [e-Submission Quick Guide](#).

☞ Make sure you prepare and submit your electronic tender in e-Submission early enough to ensure it is received within the deadline specified under Heading IV.2.2 of the contract notice. A tender received after this deadline will be rejected.

4.2. Content of the tender: what documents to submit with the tender?

The documents to be submitted with the tender in e-Submission are listed in *Annex I*.

The following requirements apply to the technical and financial offer (to be uploaded as Technical tender and Financial tender in e-Submission):

- *Technical offer.*

The technical offer must provide all the information needed to assess the compliance with Section 1.4 of these specifications and the award criteria. Tenders deviating from the minimum requirements or not covering all the requirements may be rejected on the basis of non-compliance and not evaluated further.

- *Financial offer.*

A complete financial offer, including the breakdown of the price needs to be uploaded. For this purpose, the Financial Model in Annex 5 shall be completed, duly signed and uploaded in e-Submission.

It is the responsibility of each tenderer to ensure that the total amount of the tender inserted in the relevant field of the e-Submission application corresponds to the amount indicated in the uploaded financial offer. In case of discrepancies, only the amount indicated in the financial offer will be taken into account.

The financial offer shall be:

- expressed in euros. Tenderers from countries outside the euro zone have to quote their prices in euro. The price quoted may not be revised in line with exchange rate movements. It is for the tenderer to bear the risks or the benefits deriving from any variation.
- quoted free of all duties, taxes and other charges, i.e. also free of VAT. The tenderer may indicate the amount of VAT but it must be shown separately.

☞ The European Union Institutions are exempt from such charges in the EU under Articles 3 and 4 of the Protocol on the Privileges and Immunities of the European Union of 8 April 1965 annexed to the Treaty on the Functioning of the European Union. Exemption is granted to the Commission by the governments of the Member States, either through refunds upon presentation of documentary evidence or by direct exemption.

For those countries where national legislation provides an exemption by means of a reimbursement, the amount of VAT must be shown separately. In case of doubt about the applicable VAT system, it is the tenderer's responsibility to contact his or her national authorities to clarify the way in which the European Union is exempt from VAT.

4.3. Signature policy: how can documents be signed?

Where a document needs to be signed, the signature must be either hand-written, a qualified electronic signature or an advanced electronic signature based on a qualified certificate as defined in [Regulation \(EU\) No 910/2014 on electronic identification and trust services for electronic transactions in the internal market \(the eIDAS Regulation\)](#).

For hand-written signatures see Section 1 of the Invitation to tender.

All documents must be signed by the signatories (when they are individuals) or by their duly authorised representatives.

- For the following documents, when signed by representatives, tenderers must provide evidence for the delegation of the authorisation to sign: The Declaration on Honour of the tenderer (in case of joint tender – the Declarations on Honour of all group members);
- (If applicable – in the case of joint tender) the power(s) of attorney drawn up using the model attached in *Annex 3*).

The delegation of the authorisation to sign on behalf of the signatories (including, in the case of proxy(-ies), the chain of authorisations) must be evidenced by appropriate written evidence (copy of the notice of appointment of the persons authorised to represent the legal entity in signing contracts (together or alone), or a copy of the publication of such appointment if the legislation which applies to signatory requires such publication or a power of attorney). A document that the Contracting authority can access on a national database free of charge does not need to be submitted if the Contracting authority is provided with the exact internet link and, if applicable, the necessary identification data to retrieve the document.

4.4. Confidentiality of tenders: what information and under what conditions can be disclosed?

Once the *Contracting authority* has opened a tender, it becomes its property and shall be treated confidentially, subject to the following:

- For the purposes of evaluating the tender and, if applicable, implementing the contract, performing audits, benchmarking, etc., the *Contracting authority* is entitled to make available (any part of) the tender to its staff and the staff of other Union institutions, agencies and bodies, as well to other persons and entities working for the *Contracting authority* or cooperating with it, including contractors or subcontractors and their staff provided that they are bound by an obligation of confidentiality.
- After the signature of the award decision tenderers whose tenders were received in accordance with the submission modalities, who have access to procurement, who are not found to be in an exclusion situation referred to in Article 136(1) of the FR, who are not rejected under Article 141 of the FR, whose tenders are not found to be non-compliant with the procurement documents, and who make a request in writing will

be notified of the name of the tenderer to whom the contract is awarded, the characteristics and relative advantages of the successful tender and the price of the offer and/or contract value. The *Contracting authority* may decide to withhold certain information that it assesses as being confidential, in particular where its release would prejudice the legitimate commercial interests of economic operators or might distort fair competition between them. Such information may include, without being limited to, confidential aspects of tenders such as unit prices included in the financial offer, technical or trade secrets²⁴.

- The *Contracting authority* may disclose the submitted tender in the context of a request for public access to documents, or in other cases where the applicable law requires its disclosure. Unless there is an overriding public interest in disclosure²⁵, the *Contracting authority* may refuse to provide full access to the submitted tender, redacting the parts (if any) that contain confidential information, the disclosure of which would undermine the protection of commercial interests of the tenderer, including intellectual property.

⚡ The *Contracting authority* will disregard general statements that the whole tender or substantial parts of it contain confidential information. Tenderers need to mark clearly the information they consider confidential and explain why it may not be disclosed. The *Contracting authority* reserves the right to make its own assessment of the confidential nature of any information contained in the tender.

²⁴ For the definition of trade secrets please see Article 2 (1) of DIRECTIVE (EU) 2016/943 on the protection of undisclosed know-how and business information (trade secrets) against their unlawful acquisition, use and disclosure.

²⁵ See Article 4 (2) of the REGULATION (EC) No 1049/2001 regarding public access to European Parliament, Council and Commission documents.

APPENDIX: LIST OF REFERENCES

<i>Award criteria</i>	See Section 3.4
<i>Contracting authority</i>	See Section 1.1
<i>Entities on whose capacities the tenderer relies to fulfil the selection criteria</i>	See Section 2.4.3
<i>EU Validation services</i>	See Section 2.3 EU Grants and Tenders Rules on Legal Entity Validation, LEAR appointment and Financial Capacity assessment
<i>Exclusion criteria</i>	See Section 3.1
<i>Financial Regulation</i>	Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union
<i>Group leader</i>	See Section 2.4.1
<i>Identified subcontractors</i>	See Section 2.4.2
<i>Involved entities</i>	See Section 2.4
<i>Joint tender</i>	See Section 2.4.1
<i>Participating entities</i>	See Section 1.1
<i>Participant Register</i>	See Section 2.3 https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register
<i>Selection criteria</i>	See Section 3.2
<i>Sole tenderer</i>	See Section 2.4
<i>Subcontracting/subcontractor</i>	See Section 2.4.2
<i>Treaties</i>	The EU Treaties: https://europa.eu/european-union/law/treaties_en

ANNEXES

Annex 1. List of documents to be submitted with the tender or during the procedure

Description	Sole tenderer	Joint tender		Identified Subcontractor	Entity on whose capacity is being relied	When and where to submit the document?	Instructions for uploading in eSubmission (if applicable)	
		Group leader	Member of the group				How to name the file?	Where to upload?
1. Identification and information about the tenderer.								
<i>eSubmission view</i>								
Declaration on Honour on Exclusion and Selection Criteria (see Section 3.1) model in Annex 2. Declaration on Honour on exclusion and selection criteria	☒	☒	☒	☒	☒	With the tender in e-Submission (The original document, duly signed and dated, shall also be sent to the mailing address of the Contracting Authority)	'Declaration on Honour'	With the concerned entity under 'Parties' → 'Identification tenderer' → 'Attachments' → 'Declaration on Honour'.
Evidence that the person signing the documents is	☒	☒	☒			With the tender	'Authorisation to sign' documents'.	With the concerned entity under 'Parties'

an authorised representative of the entity ²⁶						in e-Submission		→'Identification tenderer' →'Attachments'→'Other documents'.
Power of attorney (see Section 2.4.1) model in Annex 3. Power of attorney			<input checked="" type="checkbox"/>			With the tender in e-Submission	'Power of attorney'	In the Group leader's section under 'Parties' →'Identification tenderer' →'Attachments'→'Other documents'.
Commitment letter (see Section 2.4.2 and 2.4.3)				<input checked="" type="checkbox"/> (model in Annex 4.1)	<input checked="" type="checkbox"/> (model in Annex 4.2)	With the tender in e-Submission	'Commitment letter'	With the concerned entity under 'Parties' →'Identification tenderer' →'Attachments'→'Other documents'.
Evidence of non-exclusion (see Section 3.1)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Only upon request by <i>the Contracting authority</i> At any time during the procedure	n.a.	n.a.
Evidence of legal existence and status	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			Only upon request by <i>the EU Validation services</i> At any time during the procedure In the Participant Register	n.a.	n.a.

²⁶ A document that the Contracting authority can access on a national database free of charge does not need to be submitted if the Contracting authority is provided with the exact internet link and, if applicable, the necessary identification data to retrieve the document.

Evidence of legal capacity (see Section 3.2.1)						With the tender in e-Submission		n.a.
Evidence of economic and financial capacity F1 (see Section 3.2.2)	The documents must be provided only by the <i>involved entities</i> who contribute to reaching the minimum capacity level for criterion F1					With the tender in e-Submission	'Balance_sheet_entity_year" Profit_Loss_Account_entity_year" "	With the Group leader or the sole tenderer under 'Parties' → 'Identification tenderer' → 'Attachments' → 'Economic and financial capacity'.
Evidence of technical and professional capacity T1 (see Section 3.2.3)	The documents must be provided only by the <i>involved entities</i> who contribute to reaching the minimum capacity level for criterion T1					With the tender in e-Submission	'Project_reference_No.1" 'Project_reference_No.2" 	With the Group leader or the sole tenderer under 'Parties' → 'Identification tenderer' → 'Attachments' → 'Technical and professional capacity'.

2. Tender data.



Failure to upload the following documents in eSubmission will lead to rejection of the tender.

Technical offer (see Section 4.2)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				With the tender in e-Submission	'Technical tender'	Under section 'Tender Data' →'Technical Tender'
Financial offer (see Section 4.2)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				With the tender in e-Submission	'Financial tender'	Under 'Tender Data' →'Financial Tender'

Annex 2. Declaration on Honour on exclusion and selection criteria is available as a separate document

Annex 3. Power of attorney

Call for tenders VT/2020/042 -

Housing Exclusion: Problem Tree Analysis & Production of Policy Toolkit

POWER OF ATTORNEY

The undersigned:

– Signatory (Name, Function, Company, Registered address, VAT Number)

having the legal capacity required to act on behalf of his/her company,

HEREBY AGREES TO THE FOLLOWING:

- 1) To submit a joint tender as a member of a group of tenderers (the Group), constituted by Company 1, Company 2, Company N (Group members), and led by Company 1 (Group leader), in accordance with the conditions specified in the Tender specifications and the terms specified in the tender to which this Power of attorney is attached.
- 2) If the Contracting authority awards the contract resulting from this call for tenders to the *Group* on the basis of the joint tender to which this power of attorney is attached, all *Group members* shall be considered parties to the contract in accordance with the following conditions:
 - (a) All *Group members* shall be jointly and severally liable towards the Contracting authority for the performance of the contract.
 - (b) All *Group members* shall comply with the terms and conditions of the contract and ensure the proper delivery of their respective share of the services and/or supplies subject to the contract.
- 3) Payments by the Contracting authority related to the services and/or supplies subject to the Contract shall be made through the bank account of the *Group leader*: [Provide details on bank, address, account number].
- 4) The *Group members* grant to the *Group leader* all the necessary powers to act on their behalf in the submission of the tender and the conclusion of the contract, including:
 - (a) The *Group leader* shall submit the tender on behalf of all *Group members* and indicate in the "Tender Contact Info" section in e-Submission the name and e-mail address of an individual - single point of contact authorised to communicate officially with the Contracting authority in connection with the submitted tender on behalf of all *Group members*, including in connection with all relevant questions, clarification requests, notifications, etc., that may be received during the evaluation, award and until the contract signature.
 - (b) The *Group leader* shall sign any contractual documents — including the contract, and amendments thereto — and issue any invoices related to the performance of the contract on behalf of all *Group members*.
 - (c) The *Group leader* shall act as a single contact point with the Contracting authority in the

delivery of the services and/or supplies subject to the contract. It shall co-ordinate the delivery of the services and/or supplies by the *Group* to the Contracting authority, and shall see to a proper administration of the contract.

Any modification to the present Power of attorney shall be subject to the Contracting authority's express approval. This Power of attorney shall expire when all the contractual obligations of the *Group* have ceased to exist. The parties cannot terminate it before that date without the Contracting authority's consent.

Place and date:

Name (in capital letters), function, company and signature:

Annex 4. List of identified subcontractors and their share of the contract

Identification details	Roles/tasks during contract execution	Proportion of subcontracting (% of contract volume)
<i>[Full official name Registered address Statutory registration number VAT registration number]</i>		
<i>[Full official name Registered address Statutory registration number VAT registration number]</i>		
<i>[REPEAT AS MANY TIMES AS THE NUMBER OF IDENTIFIED SUBCONTRACTORS]</i>		
Other subcontractors that do not need to be identified under Section 2.4.2		
TOTAL % of subcontracting		0,00%

Annex 4.1. Commitment letter by an identified subcontractor

[Letterhead, if any]

EUROPEAN COMMISSION

Call for tenders Ref. VT/2020/042

Attn:

[Insert date]

Commitment letter by identified subcontractor

I, the undersigned,

Name:

Function:

Company:

Registered address:

VAT Number:

having the legal capacity required to act on behalf of the company **[insert name of the entity]** hereby confirm that our company agrees to participate as subcontractor in the offer of **[insert name of the tenderer]** for the Call for Tenders **VT/2020/042 – Housing Exclusion: Problem Tree Analysis & Production of Policy Toolkit**.

In the event that the tender of the aforementioned tenderer is successful, **[insert name of the subcontractor]** commits itself to make available the resources necessary for performance of the contract as a subcontractor and to carry out the services that will be subcontracted to it in compliance with the terms of the contract. It further declares that it is not subject to conflicting interests which may negatively affect the contract performance and that it accepts the general conditions attached to the Tender Specifications for the above call for tender, in particular the contractual provisions related to checks and audits.

Done at:

Name:

Position:

Signature:

Annex 4.2. Commitment letter by an entity on whose capacities is being relied

[Letterhead, if any]

EUROPEAN COMMISSION

Call for tenders Ref. [VT/2020/042]

Attn:

[Insert date]

Commitment letter by an entity on whose capacity is being relied

I, the undersigned,

Name:

Function:

Company:

Registered address:

VAT Number:

having the legal capacity required to act on behalf of *[insert name of the entity]* hereby confirm that our company **authorises *[insert name of the tenderer]* to rely on its financial and economic capacity in order to meet the minimum levels** required for the Call for Tenders *VT/2020/042 – Housing Exclusion: Problem Tree Analysis & Production of Policy Toolkit*.

In the event that the tender of the aforementioned tenderer is successful, *[insert name of the entity]* commits itself to make available the resources necessary for performance of the contract. It further declares that it is not subject to conflicting interests which may negatively affect the contract performance, and that it accepts the general conditions attached to the Tender Specifications for the above call for tender, in particular the contractual provisions related to checks and audits.

Done at:

Name:

Position:

Signature:

Annex 5. Financial offer form

Expert Fees	Working days	Unit Price	Total
Project Manager			
Social policy experts (one row per expert, minimum 3)			
Facilitators (one row per facilitator, minimum 3)			
Other categories (one per person)			
Subtotal A			
Other costs			
Other costs (Eg.: Roundtables etc.)		Price	Total
Total other costs B			
Total Price offer (A+ B)			

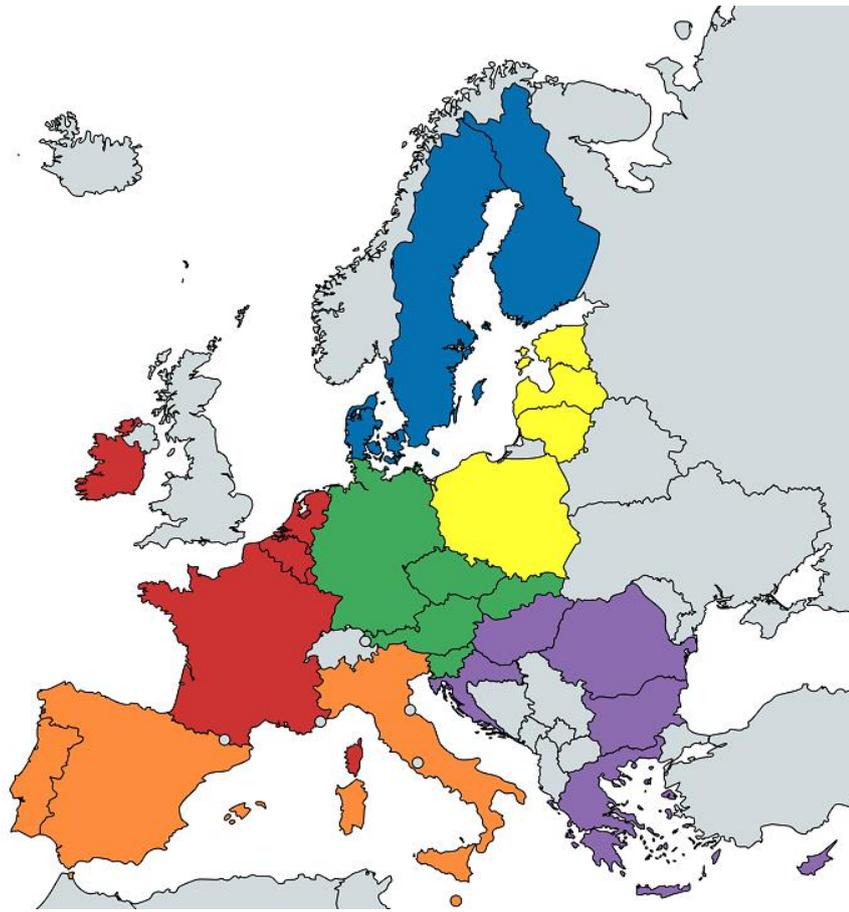
Annex 6. Suggested EU regions

	Baltic EU	Central EU	Northern EU	Eastern EU	Southern EU	Western EU
Countries	Estonia Latvia Lithuania Poland	Austria Czech Republic Germany Slovenia Slovakia	Denmark Finland Sweden	Bulgaria Croatia Cyprus Greece Hungary Romania	Italy Malta Portugal Spain	Belgium France Ireland Luxembourg Netherlands
Population (million)	44	110	22	52	118	101
Participants - indicative (1)	40	45	25	50	45	45
Organisation/experts (2)	6	6	5	6	6	6

(1) representatives from national authorities, local authorities, NGOs, service providers, academics

(2. organisation: facilitators, experts

- Western EU
- Central EU
- Scandinavian EU
- Southern EU
- Eastern EU
- Baltic EU



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Annex 7. Questions to be addressed in the roundtables and the toolkit

The discussion must concern “housing exclusion”, as defined in section 1. In this light, the following questions are expected to be addressed (in the roundtables and in the toolkit)

1. Root causes of housing exclusion

- How is housing exclusion defined in your city/region/country?
- Who is affected by social exclusion (working poor, single parent families, victims of addictions, people suffering from mental health issues, young people, elderly people, mobile EU citizens, migrants, etc.)?
- What are the housing exclusion specificities in urban vs rural areas and/or a specific area within the MS where the housing exclusion rate is high?
- What are the root causes of housing exclusion (personal issues, socio-economic issues, housing market issues, etc.)?
- Do housing policies induce housing exclusion in some circumstances? How and why?
- Do other policies induce housing exclusion in some circumstances? Which ones? How and why?

2. Map the various policy instruments implemented to address housing exclusion, and assess their effectiveness and limitations and reasons therefor.

- Which policy instruments are in use (for example: prevention services, emergency and temporary accommodation, non-residential support, and housing-led services) and since when?
- What is their cost, either per country or per homeless person?
- Are they integrated in comprehensive strategies, which would combine housing advice, mediation and support services and/or specialised support targeted at specific vulnerable groups?
- Is early detection of housing exclusion risk implemented? If yes, how ?
- Is adequate funding provided? By which authorities?
- Are measures monitored and evaluated over time? What are the results from the evaluations?

3. Identify alternative policy measures, which could address housing exclusion, and assess their costs and potential benefits, as well as barriers to their implementation.

4. Identify quantitative and qualitative data and indicators that are used or could be used to measure progress made with the policy measures, including the most relevant timeframe.