

Belgium-Brussels: Support for voluntary initiatives promoting diversity management at the workplace across the EU

OJ S 39/2014 25/02/2014

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: European Commission, DG Justice, Unit JUST/A.4 Programme Management

Postal address: Office MO59 04/21

Town: Brussels

Postal code: 1049

Country: Belgium

For the attention of: Mr Renatas Mazeika

E-mail: just-a4-cft@ec.europa.eu

Telephone: +32 2962152

Fax: +32 22988812

Internet address(es):General address of the contracting authority: http://ec.europa.eu/justice/newsroom/contracts/index_en.htm**Additional information can be obtained from:**

the abovementioned address

Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from:

the abovementioned address

Tenders or requests to participate must be submitted: the abovementioned address**I.2. Type of the contracting authority**

European institution/agency or international organisation

I.3. Main activity

General public services

I.4. Contract award on behalf of other contracting authorities

The contracting authority is purchasing on behalf of other contracting authorities: no

Section II: Object of the contract

II.1. Description**II.1.1. Title attributed to the contract by the contracting authority**

Support for voluntary initiatives promoting diversity management at the workplace across the EU.

II.1.2. Type of contract and place of performance or delivery

Services

Service category No 11: Management consulting services [6] and related services

NUTS code

II.1.3. Information about a framework agreement or a dynamic purchasing system

The notice involves a public contract

II.1.4. Information about framework agreement

II.1.5. Short description of the contract or purchase(s)

The purpose of this contract is to support voluntary initiatives promoting diversity management at the workplace across the EU. The main focus shall be on voluntary diversity initiatives taken by businesses, and organisations working with businesses, aimed at promoting and valuing diversity at the workplace. The initiatives considered in the framework of this contract shall primarily cover the following diversity strands: race and ethnic origin, religion or belief, age, disability and sexual orientation, as well as initiatives covering multiple strands. Gender-related aspects shall be mainstreamed in all activities.

More specifically, the main objectives of the contract are:

- to maintain and revamp the existing EU platform of organisations and persons in charge of promoting and implementing national and regional diversity charters,
- to promote the business case of diversity and the work of diversity charters and the EU platform across Europe through the organisation of an annual event,
- to enlarge the number of diversity charters in the European Union by identifying and assisting potential candidates.

The contract will cover the EU Member States (28 at the time of the publication of the tender) and the EFTA–EEA countries participating in Progress.

II.1.6. CPV code(s)

98200000 Equal opportunities consultancy services, 98130000 Miscellaneous membership organisations services, 72314000 Data collection and collation services, 72320000 Database services, 80500000 Training services

II.1.7. Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: no

II.1.8. Lots

This contract is divided into lots: no

II.1.9. Information about variants

Variants will be accepted: no

II.2. Scope of the procurement

II.2.1. Total quantity or scope

Estimated value excluding VAT: 900 000 EUR

II.2.2. Information about options

Options: no

II.2.3. Information about renewals

This contract is subject to renewal: yes

Number of possible renewals: 2

II.3. Duration of the contract or time limit for completion

Duration in months: 12 (from the award of the contract)

Section III: Legal, economic, financial and technical information

III.1. Conditions related to the contract

III.1.1. Deposits and guarantees required

See tender specifications.

III.1.2. Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them

See tender specifications.

III.1.3. Legal form to be taken by the group of economic operators to whom the contract is to be awarded

See tender specifications.

III.1.4. Contract performance conditions

The performance of the contract is subject to particular conditions: no

III.2. Conditions for participation

III.2.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions: See tender specifications.

III.2.2. Economic and financial ability

List and brief description of conditions: In order to prove their economic and financial capacity, the tenderers (i.e. in the case of a joint tender, the combined capacity of all members of the consortium and identified subcontractors) must show that their annual consolidated turnover exceeds 300 000 EUR (average for the past 3 years).

The following evidence should be provided:

- the completed 'Simplified balance sheet' and 'Simplified profit & loss account' for the last 3 years (Annex 2 must be completed),
- copy of the profit & loss account and balance sheet for the last 3 years for which accounts have been closed,
- failing that, appropriate statements from banks,
- if applicable, evidence of professional risk indemnity insurance.

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

III.2.3. Technical and professional ability

List and brief description of conditions:

a. Criteria relating to tenderers:

The tenderer's professional and technical capacity will be assessed based on an organisational chart explaining the tasks of each individual person proposed by the tenderer. The tenderer will demonstrate that it possesses the necessary competences in the main areas as described below in order to meet the abovementioned objectives.

The team shall at least fulfil the following criteria:

- the team shall be composed of at least 3 experts on diversity management,
- all the experts on diversity management shall have at least 5 years' experience on diversity management issues in the private sector and university education, preferably in fields of economics, social sciences, business or political studies,

- at least 1 member of the team shall have proven minimum 3 years' experience in working on diversity management in companies in, together, at least 8 EU Member States. Experience on gender-related diversity management issues only is not sufficient to fulfil this criterion,
- at least 1 of the members of the team shall have proven experience with working with business on voluntary initiatives such as diversity charters,
- at least 1 member of the team should have relevant experience in working with SMEs and intermediary organisations on diversity management issues,
- at least 1 member of the team should have relevant experience with diversity workforce monitoring,
- at least 1 member of the team should have relevant experience in the drafting of reports on diversity issues for a pan-European audience,
- in addition to the 3 experts on diversity management, the team should include 1 expert experienced in communication and organisation of events (or alternatively 2 experts, one on communication and a second one on organisation of events). The Commission will assess this criterion on the basis of a list of relevant communication activities; workshops, conferences or other events organised or coordinated by the person(s) identified.

The person identified as coordinator/project director of the contract shall have:

- proven ability to perform the coordination and the administrative tasks involved in organising and managing contracts and projects at European level. The Commission will assess this criterion on the basis, inter alia, of a list of previous activities in this field submitted by the bidder,
- the ability to call on the necessary expertise to work with companies and organisations working with companies across the EU. The Commission will assess this criterion, inter alia, on the basis of a clear description of previous collaboration with companies and organisations working with companies.

The selection criteria to be satisfied jointly by the members of the team are as follows:

- a) proven ability to perform the coordination and the administrative tasks involved in organising and managing contracts and projects at European level;
- b) the proven ability to set up the appropriate organisational structure to carry out all the tasks involved, including all logistical tasks involved;
- c) very good knowledge of EU working languages and particularly English to facilitate communication with the Commission;
- d) strong planning and organising skills and the ability to facilitate meetings.

If several service providers/subcontractors are involved in the bid, they must jointly have the professional and technical capacity to perform the tasks assigned to them.

b. Evidence:

The following evidence should be provided to fulfil the above criteria:

1. tenderers should provide with their offer the detailed curriculum vitae of each staff member responsible for carrying out the work, including his or her educational background, degrees and diplomas, professional experience, research work, publications and linguistic skills. The CVs shall be presented, preferably, in accordance with the Commission recommendation on a common European format for curricula vitae, published in OJ L 79 of 22.3.2002, p. 66;
2. a list of the principal services of the same type provided in the past 5 years, with the sums, dates and recipients, whether public or private, of the services provided, together with certificates issued or countersigned by public authorities or by private clients or, failing this, simply declared by the service provider to have been effected;
3. part of the contract which the service provider intends to subcontract.

III.2.4. Information about reserved contracts

III.3. Conditions specific to services contracts

III.3.1. Information about a particular profession

Execution of the service is reserved to a particular profession: no

III.3.2. Information about staff responsible for the performance of the contract

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract: yes

Section IV: Procedure

IV.1. Type of procedure

IV.1.1. Type of procedure

Open

IV.1.2. Information about the limits on the number of candidates to be invited

IV.1.3. Information about reduction of the number of solutions or tenders during negotiation or dialogue

IV.2. Award criteria

IV.2.1. Award criteria

The most economically advantageous tender in terms of Price is not the only award criterion and all criteria are stated only in the procurement documents

IV.2.2. Information about electronic auction

An electronic auction will be used: no

IV.3. Administrative information

IV.3.1. File reference number attributed by the contracting authority

JUST/2013/DISC/PR/0153/A4.

IV.3.2. Previous publication concerning this procedure

no

IV.3.3. Conditions for obtaining specifications and additional documents or descriptive document

Time limit for receipt of requests for documents or for accessing documents: 31.3.2014

Payable documents: no

IV.3.4. Time limit for receipt of tenders or requests to participate

7.4.2014

IV.3.5. Estimated date of dispatch of invitations to tender or to participate to selected candidates

IV.3.6. Languages in which tenders or requests to participate may be submitted

Any EU official language

IV.3.7. Minimum time frame during which the tenderer must maintain the tender

Duration in months: 6 (from the date stated for receipt of tender)

IV.3.8. Conditions for opening of tenders

Date: 15.4.2014 - 10:30

Place:

rue Montoyer 59, 1040 Brussels, BELGIUM.

Persons authorised to be present at the opening of tenders: yes

Information about authorised persons and opening procedure: 1 representative of each tenderer may attend the opening of the bids.

Section VI: Complementary information

VI.1. Information about recurrence

This is a recurrent procurement: no

VI.2. Information about European Union funds

The procurement is related to a project and/or programme financed by European Union funds:
no

VI.3. Additional information

Tenderers who have downloaded the documents from the Directorate-General for Justice (DG JUST) website at http://ec.europa.eu/justice/newsroom/contracts/index_en.htm are invited to consult the site regularly for any information and/or changes introduced after the initial documents were placed on the site.

VI.4. Procedures for review

VI.4.1. Review body

Official name: General Court

Postal address: rue du Fort Niedergrünwald

Town: Luxembourg

Postal code: 2925

Country: Luxembourg

E-mail: generalcourt-registry@curia.europa.eu

Telephone: +352 4303-1

Fax: +352 4303-2100

Internet address: <http://curia.europa.eu/>

Body responsible for mediation procedures

Official name: Same as above.

VI.4.2. Review procedure

Precise information on deadline(s) for review procedures: Within 2 months of the notification to the plaintiff, or, in absence thereof, of the day on which it came to the knowledge. A complaint to the European Ombudsman does not have as an effect either to suspend this period or to open a new period for lodging appeals.

VI.4.3. Service from which information about the review procedure may be obtained

VI.5. Date of dispatch of this notice

13.2.2014