

**B-Brussels: Simplification of EuropeAid business and support processes**

OJ S 72/2013 12/04/2013

Contract notice

Services

Directive 2004/18/EC

**Section I: Contracting authority**

---

**I.1. Name and addresses**

Official name: European Commission, Directorate-General for Development and Cooperation — EuropeAid

National registration number: BE

Postal address: rue de la Loi 41

Town: Brussels

Postal code: 1049

Country: Belgium

For the attention of: Jean-Herve Ramat — Loi 41, Office 03/030

E-mail: [europaaid-r5-call-for-tenders@ec.europa.eu](mailto:europaaid-r5-call-for-tenders@ec.europa.eu)

**Internet address(es):**

General address of the contracting authority: [http://ec.europa.eu/europaaid/index\\_en.htm](http://ec.europa.eu/europaaid/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:** Official name: European Commission, Directorate-General for Development and Cooperation — EuropeAid — Unit R.5

Postal address: avenue du Bourget 1

Town: Brussels (Evere)

Postal code: 1140

Country: Belgium

For the attention of: Jean-Herve Ramat

**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**

Simplification of EuropeAid business and support processes.

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

Services

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

Main site or place of performance: Analysis and report writing at the premises of the operator.  
Field visits at EuropeAid headquarters in Brussels and potentially in EU Delegations in third countries.

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)**

Following the agreement reached by the European Council on 8.2.2013 on the next EU budgetary framework 2014–2020, it is highly likely that the Directorate-General for Development and Cooperation — EuropeAid, as other Commission services, will have to reduce its staff over 2013–2017. At the same time, EuropeAid is implementing its ambitious policy framework on European development cooperation described among others in the Commission communications 'An agenda for change' (COM(2011) 637 final — 13.10.2011) or 'A new response to a changing neighbourhood' (COM(2011) 303 — 25.5.2011).

In this context, this assignment's goal is to advise EuropeAid on how to mitigate the impact of the likely staff reductions on its capacity to fulfil its missions and on the staff's working conditions by improving its efficiency.

The specific objectives of this assignment are:

- to review EuropeAid business and support processes in order to assess their added value towards the global mission of this Directorate-General,
- to identify the possibility to simplify, to rationalise and to re-engineer the business and support processes in order to reduce their workload and to increase their effectiveness,
- to support the Directorate-General in the implementation of the relevant changes.

#### **II.1.6. CPV code(s)**

79411000 General management consultancy services

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

The procurement is covered by the Government Procurement Agreement: yes

### **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: 1 450 000 EUR

### **II.2.2. Information about options**

Options: no

### **II.2.3. Information about renewals**

This contract is subject to renewal: no

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

Duration in months: 15 (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**

Not for tendering. A guarantee for prefinancing may be requested, as will be spelled out in the tender dossier.

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

As specified in the tender dossier which will be sent to the shortlisted candidates.

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

##### **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: Candidates or tenderers shall be excluded from participation in procurement procedures if:

- (a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- (b) they or persons having powers of representation, decision-making or control over them have been convicted of an offence concerning their professional conduct by a judgment of a competent authority of a Member State which has the force of 'res judicata';
- (c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify including by decisions of the EIB and international organisations;
- (d) they are not in compliance with their obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- (e) they or persons having powers of representation, decision-making or control over them have been the subject of a judgment which has the force of 'res judicata' for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such illegal activity is detrimental to the Union's financial interests;
- (f) they are subject to an administrative penalty referred to in Article 109(1) of Regulation No 966/2012 of the European Parliament and of the Council of 25.10.2012 on the financial rules applicable to the general budget of the Union.

Points (b) and (e) of the first subparagraph shall not apply where the candidates or tenderers can demonstrate that adequate measures have been adopted against the persons having powers of representation, decision-making or control over them, who are subject to a judgement as referred to in points (b) or (e) of the first subparagraph.

A contract shall not be awarded to candidates or tenderers who, during the procurement

procedure for that contract:

(a) are subject to a conflict of interests;

(b) are guilty of misrepresenting the information required by the contracting authority as a condition of participation in the procurement procedure or fail to supply that information;

(c) find themselves in one of the situations of exclusion, referred to in Article 106(1) of Regulation No 966/2012, for the procurement procedure.

Candidates must complete the standard application form available at the following address:

<https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?ADSSChck=1224846858672&do=publi.welcome&userlanguage=en>

under the reference EuropeAid/134325/C/SER/Multi.

In conformity with Article 143 of the rules of application (RAP) of 2012 applicable to the general budget of the European Union, the candidates must also attach the evidence, proving that none of the mentioned exclusion cases indicated above applies in its case.

Documents to be submitted must be dated less than 1 year prior to the date for submission of applications.

### **III.2.2. Economic and financial ability**

List and brief description of conditions: Assessment to be based on point 3 of the application form.

The tenderer should provide a full set of financial statements (comprising at least a balance sheet, profit and loss account and cash flow statement) for the last 3 (2010, 2011 and 2012) financial years where the tenderer is required by law to produce such statements.

NB:

1. where the relevant company law requires these financial statements to be audited, the auditors' statement should be included;

2. where the tenderer is not required to produce full financial statements, other internal reports or management accounts establishing financial capacity should be submitted.

Minimum level(s) of standards possibly required: a) the average annual turnover of the tenderer for the last 3 years has to exceed 15 000 000 EUR;

b) the difference current assets minus current liabilities must be positive for each of the last 2 years (2011, 2012).

### **III.2.3. Technical and professional ability**

List and brief description of conditions:

Assessment will be based on points 4 'Staff' and 5 'Experience' of the standard application form.

The areas of specialisation for this contract are listed below:

i) mapping of business and support process;

ii) strategic analysis, evaluation and performance audit of business and support process;

iii) re-engineering, simplifying, rationalising, streamlining of business and support process;

iv) change management including strategy setting and coaching on how to implement rationalised, simplified and re-engineered business and support process.

In point 4 'Staff', the total staff for areas of specialisation related to this contract are the staff working in the above areas of specialisation.

In point 5 'Experience' of the standard application form, the references of the candidate must relate to the above areas of specialisation.

If the services covered by the references are/were provided to, or financed by, the European Commission, the tenderer must also indicate the contract number and the department for which the services are/were carried out.

References included in point 5 of the standard application form should be accompanied by

certificates issued or countersigned by the competent authority attesting for completed projects the evidence of performance and proving for ongoing projects that the corresponding contract has been signed.

Minimum level(s) of standards possibly required:

- a) the candidate has at least 30 staff members working currently on areas of specialisation related to the contract.
- b) the candidate has successfully implemented or is implementing at least 7 projects in one or more of the areas of specialisation;
- c) at least 2 of the at least 7 projects mentioned under point (b) must contain a component on re-engineering, simplifying, rationalising, streamlining of business and support process;
- d) at least 2 of the at least 7 projects mentioned under point (b) must be in relation to the management of public funds and/or the non-profit sector;
- e) at least 2 of the at least 7 projects mentioned under point (b) must have a contractual budget above 800 000 EUR of which the candidate have carried out or is carrying out a minimum proportion of at least 50 %;
- f) for at least 2 of the at least 7 projects mentioned under point (b), the working language has been English.

#### **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: no

### **Section IV: Procedure**

---

#### **IV.1. Type of procedure**

##### **IV.1.1. Type of procedure**

Restricted

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

Envisaged minimum number 5: and Maximum number 6

Objective criteria for choosing the limited number of candidates: If more than 6 eligible candidates meet the above selection criteria, the relative strengths and weaknesses of the applications of these candidates must be re-examined to identify the 6 best applications for the tender procedure. The only factors which will be taken into consideration during this re-examination are:

1. the number of relevant projects carried out or being carried out by the candidate in the fields of the re-engineering, simplifying, rationalising, streamlining of business process;
2. in case this number of projects is the same for 2 or more candidates, the total amount of services provided or being provided by the candidates in the field of the re-engineering, simplifying, rationalising, streamlining of business process will be taken into account.

##### **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**

EuropeAid/134325/C/SER/MULTI.

##### **IV.3.2. Previous publication concerning this procedure**

no

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

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

13.5.2013 - 16:00

##### **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**

##### **IV.3.8. Conditions for opening of tenders**

#### **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: yes

Identification of the project: EuropeAid administrative credits.

##### **VI.3. Additional information**

1. Candidates must complete the standard application form which is available at the following address: <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?ADSSChck=1224846858672&do=publi.welcome&userlanguage=en> under the reference EuropeAid/134325/C/SER/Multi.

The application form is published in English.

2. The contract title and the publication reference must be clearly marked on the envelope containing the application. The indication 'Not to be opened before the opening session' must also be indicated on the envelope. Each application must be submitted in 1 original and 3 copies marked as such.

3. Candidates may send questions only in writing to the e-mail address indicated in point I.1 of this contract notice. The deadline to send questions is 10 Brussels (BE) working days before

the time limit for receipt of requests to participate (point IV.3.4). No reply will be provided to questions received after this date.

Clarifications, together with the questions received, will be published on the EuropeAid website: <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?ADSSChck=1224846858672&do=publi.welcome&userlanguage=en> under the reference EuropeAid/134325/C/SER/Multi 5 Brussels (BE) working days at the latest before the time limit for receipt of requests to participate (point IV.3.4). No further clarifications will be given after this date.

4. For point IV.3.4, the time limit for receipt of requests to participate is the day indicated under this point at 16:00, Brussels (Belgium) time.

5. If processing your reply to this contract notice involves the recording and processing of personal data (such as name, address and CV), such data will be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Unless indicated otherwise, replies to the questions and any personal data requested are required to evaluate your application in accordance with the contract notice and will be processed solely for that purpose by the contracting authority mentioned in heading I.1. Details concerning the processing of your personal data are available on the privacy statement at: [http://ec.europa.eu/dataprotectionofficer/privacystatement\\_publicprocurement\\_en.pdf](http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf)

Your personal data may be registered in the early warning system (EWS) only or both in the EWS and central exclusion database (CED) by the Accounting Officer of the Commission, should you be in one of the situations mentioned in:

- the Commission Decision 2008/969 of 16.12.2008 on the early warning system (for more information see the privacy statement on [http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/legal\\_entities/legal\\_entities\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm)), or
- the Commission Regulation 1302/2008 of 17.12.2008 on the central exclusion database (for more information see the privacy statement on [http://ec.europa.eu/budget/explained/management/protecting/protect\\_en.cfm#BDCE](http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm#BDCE)).

#### **VI.4. Procedures for review**

##### **VI.4.1. Review body**

###### **Body responsible for mediation procedures**

Official name: General Court

Postal address: rue du Fort Niedergrünwald

Town: Luxembourg

Postal code: 2925

Country: Luxembourg

E-mail: [generalcourt.registry@curia.europa.eu](mailto:generalcourt.registry@curia.europa.eu)

Telephone: +352 4303-1

Fax: +352 4303-2100

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

##### **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 of the plaintiff. 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**

3.4.2013