

Belgium-Brussels: Pilot project for development of indicators to measure the implementation of the European Charter of women and men in local life

OJ S 132/2013 10/07/2013

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**

Pilot project for development of indicators to measure the implementation of the European Charter of women and men in local life.

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 general objective of the call is to develop a new facility in order to help local authorities in the EU Member States to adopt or enhance their own gender equality policies. This new facility will be based on the Charter and consists of a monitoring framework based on a set of indicators for monitoring the implementation of the Charter over time at the level of each local authority that has signed it and committed itself to implement it. For that purpose this call contains 4 specific objectives.

II.1.6. CPV code(s)

79000000 Business services: law, marketing, consulting, recruitment, printing and security, 79400000 Business and management consultancy and related services, 79410000 Business and management consultancy services, 79420000 Management-related 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: 1 000 000 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: 24 (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 800 000 EUR (average for the past 3 years).

The following evidence should be provided:

- the completed 'Simplified balance sheet' and 'Simplified profit & loss account' completed for the last 3 years,
- 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.

III.2.3. Technical and professional ability

List and brief description of conditions:

a. Criteria relating to tenderers:

The applicant will demonstrate that it possesses the necessary competences in the main areas as described below in order to meet the abovementioned objectives.

The contractor for carrying out managerial tasks will demonstrate:

- the capacity to set up the appropriate organisational structure as described in this call to carry out all the tasks coming under this contract, including a proven capacity to manage the administrative, logistic and financial aspects. The Commission will assess this criterion on the basis, inter alia, of a list of previous similar activities of the tenderer,
- the capacity to mobilise a sufficient amount of experts and local authorities' representatives and the capacity to rely on sufficient thematic competences and language skills, in order to easily access and collect the necessary information to carry out the tasks described in the tender specifications. The Commission will assess this criterion on the basis of a list of CVs and a description of activities of the tenderer and of an enumeration of relevant bodies, institutions, structures, etc., the tender can rely on, and the networking it can possibly activate. The applicant will demonstrate having the necessary skills as described below, attested by the CVs:

— The coordinator shall:

- a) have experience of at least 8 years in coordinating projects involving a large number of stakeholders from a number of Member States;
- b) have at least 3 years of experience and/or knowledge in gender equality;
- c) have significant knowledge of the functioning of the European Union and European institutions;
- d) have to show proven ability to perform the coordination and the administrative tasks involved in organising and managing this contract;
- e) have proven experience to organise and coordinate the work foreseen under this project in order to meet the deadlines;
- f) have excellent interpersonal communication skills as well as planning and programming

skills;

g) have excellent knowledge of English (written and spoken).

— Each expert shall have very good knowledge of English (written and spoken) in addition to his/her national language(s).

— At least 1 expert shall have:

a) solid experience of at least 5 years in the field of gender equality. A significant knowledge of the functioning of the European Union and European institutions is also necessary;

b) good knowledge and experience of at least 5 years of the European Union strategies relevant for this contract, in particular the Europe 2020 strategy and its monitoring mechanisms and the indicators used in that framework;

c) solid and proven experience of at least 5 years in setting, evaluating and/or using qualitative and quantitative indicators and in the field of public policy evaluation;

d) at least 3 years of proven experience in creating databases.

— At least 2 experts shall have experience and/or expertise of at least 5 years with the functioning of local authorities.

— At least 1 member of the team shall have experience of at least 5 years in statistics, including in gender statistics.

The applicant will also demonstrate having the following capacities or access to the services of other professionals and competent actors that have these capacities. The selection criteria to be satisfied jointly by the members of the team are as follows:

a) editing (with appropriate educational degree), knowledge of English at mother tongue level and proven experience of at least 5 years in editing;

b) professional capacities to ensure the administrative and logistic tasks involved in the implementation of the activities of this contract;

c) capacity to execute all the tasks mentioned in this call that have an IT-related aspect, such as maintaining a database or any other communication tool as spelled out among the tasks described above;

d) linguistic capacity to develop deliverables in all the languages of the Member States (including Croatia) as required in the tasks described in the call;

e) professional and logistic capacities to organise the final conference.

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/EWML/PR/0025/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: 23.9.2013

Payable documents: no

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

30.9.2013 - 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

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

IV.3.8. Conditions for opening of tenders

Date: 8.10.2013

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

Terms of reference can be downloaded at the following address: http://ec.europa.eu/justice/newsroom/contracts/index_en.htm

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 of 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

28.6.2013