

**Belgium-Brussels: Provision of expertise to assist policy development in humanitarian aid and disaster risk management**

OJ S 127/2015 04/07/2015

Contract notice

Services

Directive 2004/18/EC

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: European Commission, Directorate-General for Humanitarian Aid and Civil Protection (ECHO)

Postal address: L-86

Town: Brussels

Postal code: 1049

Country: Belgium

E-mail: [echo-policy-support-tender@ec.europa.eu](mailto:echo-policy-support-tender@ec.europa.eu)

**Internet address(es):**

General address of the contracting authority: <http://ec.europa.eu/echo/en/funding-evaluations/public-procurement/calls-for-tender>

**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:**

Official name: European Commission, Directorate-General for Humanitarian Aid and Civil Protection (ECHO)

Postal address: L-86

Town: Brussels

Postal code: 1049

Country: Belgium

E-mail: [echo-policy-support-tender@ec.europa.eu](mailto:echo-policy-support-tender@ec.europa.eu)

Internet address: <http://ec.europa.eu/echo/en/funding-evaluations/public-procurement/calls-for-tender>

**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

Other: Humanitarian aid.

**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**

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**II.1. Description****II.1.1.**

## **Title attributed to the contract by the contracting authority**

Provision of expertise to assist policy development in humanitarian aid and disaster risk management.

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

Services

Service category No 27: Other 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 overall objective of the contract is to improve the coherence, quality and effectiveness of EU humanitarian aid. The objective is also to strengthen ECHO capacity in 'knowledge-based' policy development.

The specific objective is to provide ECHO staff with expertise to assist policy development and implementation in support to humanitarian aid and disaster risk management actions.

The present tender aims at setting up a network of researchers and experts in areas linked to humanitarian action and disaster risk management.

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

73000000 Research and development services and related 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**

The contract has an initial duration of 18 months. It may be renewed 2 times for a period of 18 months each time. The maximum budget allocated to an 18-month contract is 1 000 000 EUR. 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: yes

Number of possible renewals: 2

In the case of renewable supplies or service contracts, estimated timeframe for subsequent contracts:

in months: 18 (from the award of the contract)

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

Duration in months: 18 (from the award of the contract)

### III.1. Conditions related to the contract

#### III.1.1. Deposits and guarantees required

The contractor may be required to provide a guarantee for the amount of the pre-financing equivalent to 20 % of the amount specified under I.3.1 of the contract, in compliance with Article I.4 of the draft contract.

The Commission reserves the right to cancel the pre-financing foreseen, according to its management risk analysis or in the case that the awarded tenderer refuses such a pre-financing guarantee, and to modify the final version of the contract accordingly.

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

A pre-financing payment of 20 % of the total amount of the contract may be requested by the contractor upon signature of the contract by both parties.

Interim payments for a total amount corresponding to 60 % of the total amount of the contract will be paid upon acceptance by the Commission of progress reports.

The payment of the balance will be made upon acceptance by the Commission of the final progress report.

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

Consortia of economic operators are explicitly authorised to submit tenders. The Commission will not demand the consortia to take a given legal form in order to be allowed to submit a tender or request to take part, but the consortium may be required to adopt a given legal form after it has been awarded the contract, if this change is necessary for the proper performance of the contract.

#### 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: Proof that the tenderers are authorised to perform the contract under national law, as evidenced by inclusion in a professional or trade register or a sworn declaration or certificate, membership of a specific organisation, express authorisation, or entry in the VAT register.

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

List and brief description of conditions: Please refer to tender specifications.

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

List and brief description of conditions:  
Please refer to tender specifications.

#### 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**

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### **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**

ECHO/A4/SER/2015/08.

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

##### **Prior information notice**

Notice number in the OJ S: [2015/S 20-031538](#) of 29.1.2015

#### **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: 16.9.2015

Payable documents: no

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

21.9.2015

#### **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: 9 (from the date stated for receipt of tender)

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

Date: 28.9.2015 - 10:00

Place:

rue de la Loi 86, 1040 Brussels, BELGIUM.

Persons authorised to be present at the opening of tenders: yes  
Information about authorised persons and opening procedure: Not more than 1 representative per tenderer (with proof of identity). The name of the representative must be communicated to the contact point by e-mail no later than 2 working days before the opening session.

## **Section VI: Complementary information**

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### **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: Council Regulation (EC) No 1257/96 of 20.6.1996 concerning humanitarian aid.

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

Due to the complexity and scope of the tasks involved, it is unlikely that individual firms /institutions would be able to meet all requirements. Applications from consortia and including research centres or dedicated centres of excellence are therefore strongly encouraged.

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

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

Official name: General Court of the European Union

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 the absence thereof, of the day on which it came to knowledge of the plaintiff. A complaint to the European Ombudsman does not have 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**

Official name: General Court of the European Union

Town: Luxembourg

Country: Luxembourg

### **VI.5. Date of dispatch of this notice**

24.6.2015