

Luxembourg-Luxembourg: European reference methodology and guidance for a radiotherapy-dedicated risk assessment and for the reporting and analysis of adverse events

OJ S 163/2013 23/08/2013

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: European Commission, Directorate-General for Energy, Directorate D — Nuclear Safety and Fuel Cycle

Postal address: 1, rue Henry Schnadt, Zone d'activités Cloche d'Or

Town: Luxembourg

Postal code: 2530

Country: Luxembourg

For the attention of: Remigiusz Baranczyk, EUFO 4186A

E-mail: remigiusz.baranczyk@ec.europa.eu

Telephone: +352 4301-32998

Internet address(es):

General address of the contracting authority: http://ec.europa.eu/dgs/energy/tenders/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**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**

European reference methodology and guidance for a radiotherapy-dedicated risk assessment and for the reporting and analysis of adverse events.

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

Services

Service category No 27: Other services

Main site or place of performance: Contractor's premises.

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 project is intended to develop external beam radiotherapy-dedicated:

- a) proactive risk assessment methodology;
- b) guidance on reporting of adverse events and near misses; and
- c) methodology for reactive analysis of adverse events and near misses.

II.1.6. CPV code(s)

85150000 Medical imaging 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

Indicative price: the total value of the contract has been estimated at 300 000 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: 37 (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

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

See draft contract attached to the tender specifications.

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

A joint tender is a situation where a tender is submitted by a group of economic operators (consortium). Joint tenders may include subcontractors in addition to the joint tenderers. In the case of a joint tender, all economic operators in a joint tender assume joint and several liability towards the contracting authority for the performance of the contract as a whole. These economic operators shall designate one of them to act as leader with full authority to bind the grouping or the consortium and each of its members. It shall be responsible for the

receipt and processing of payments for members of the grouping, for managing the service administration and for coordination. The composition and constitution of the grouping or consortium, and the allocation of the scope of tasks amongst the members, shall not be altered without the prior written consent of the Commission.

The tenderers should indicate in their offer whether the partnership takes the form of:

- a) a new or existing legal entity which will sign the contract with the Commission in case of award; or
- b) a group of partners not constituting a new legal entity, who via a power of attorney, signed by an authorised representative of each partner (except the lead partner), designate one of the partners as lead partner, and mandate him as lead contractor to sign the contract with the Commission in case of award.

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: — The tenderer's identification form in Annex 1 of the tender specifications shall be filled in and signed by:

- the tenderer (including any member of a consortium or grouping),
- subcontractor(s) whose share of the work represent more than 20 % of the contract.

— In order to prove their legal capacity and their status, all tenderers (including any member of a consortium or grouping) must provide a signed legal entity form with its supporting evidence. The form is available on: http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm

Tenderers that are already registered in the contracting authority's accounting system (i.e. they have already been direct contractors) must provide the form but are not obliged to provide the supporting evidence.

— If it has not been included with the legal entity form, tenderers must provide the following information:

- for legal persons, a legible copy of the notice of appointment of the persons authorised to represent the tenderer in dealings with third parties and in legal proceedings, or a copy of the publication of such appointment if the legislation which applies to the legal entity concerned requires such publication. Any delegation of this authorisation to another representative not indicated in the official appointment must be evidenced,
- for natural persons, where applicable, a proof of registration on a professional or trade register or any other official document showing the registration number.

— The tenderer (only the leader in the case of a joint tender) must provide a financial identification form and supporting documents. The form is available on: http://ec.europa.eu/budget/contracts_grants/info_contracts/index_en.cfm

III.2.2. Economic and financial ability

List and brief description of conditions: In order to prove their economic and financial capacity, the tenderer (i.e. in the case of a joint tender, the combined capacity of all members of the consortium) must comply with the following criteria:

— turnover of the last 2 financial years above 300 000 EUR.

The following evidence should be provided:

- copy of the profit & loss account for the last 2 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

Tenderers (in the case of a joint tender the combined capacity of all tenderers) must comply with the following criteria:

- the tenderer must prove experience in the field of radiation protection of patients, in particular patient radiation safety in radiotherapy, with at least 1 project delivered in this field in the last 3 years with a minimum value of 50 000 EUR,
- the tenderer must prove experience with projects delivered in the last 3 years, which involved the analysis of national systems of risk management in radiotherapy and the national and international systems for classification, recording and reporting of adverse events or near misses concerning patient safety in radiotherapy,
- the tenderer must prove experience in drafting reports in English,
- the tenderer must demonstrate experience in organising international meetings.

b. Criteria relating to the team delivering the service:

The team delivering the service should include, as a minimum, the following profiles:

A project leader, who will meet the following requirements:

- professional qualifications in radiation oncology or medical physics,
- minimum 5 years of clinical experience in external beam radiotherapy, after obtaining their professional qualification,
- recent (in the last 5 years) scientific publications in peer-reviewed journals on safety of radiotherapy.

Task leaders, who will meet the following requirements:

- professional qualifications in radiation oncology or medical physics,
- minimum 5 years of clinical experience in external beam radiotherapy, after obtaining their professional qualification.

The tenderer or, in case of a consortium, the organisation in charge of the workshops must demonstrate experience in organising workshops and meetings.

c. Evidence:

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

- list of relevant services provided in the past 3 years, with sums, dates and recipients, public or private. The most important services shall be accompanied by certificates of satisfactory execution, specifying that they have been carried out in a professional manner and have been fully completed,
- the educational and professional qualifications of the project and task leaders and the persons who will provide the most relevant tasks for this tender (CVs). Each CV provided should indicate the intended function in the delivery of the service,
- a reference to reports published in English in the past 5 years drafted entirely or mainly by the project team's member(s) assigned with the task of drafting the project report,
- list of international meetings (workshops, conferences, etc.) organised by the tenderer or the member of the consortium in charge of the project workshops in the past 5 years together with references to meeting web pages and proceedings,

— a reference to the team's and the task leaders' publications on safety in radiotherapy or radiotherapy risk assessment in peer-reviewed scientific journals.

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

ENER/D3/2013-563.

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: 30.9.2013 - 16:00
Payable documents: no

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

7.10.2013 - 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: 15.10.2013 - 15:00

Place:

European Commission, DG ENER, Euroforum building, Office 4198, 1, rue Henry Schnadt,
Zone d'activités Cloche d'Or, 2530 Luxembourg, LUXEMBOURG.

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

Information about authorised persons and opening procedure: 1 representative per tenderer.

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

The tender specifications related to this call for tender can be downloaded on the website of the Directorate-General for Energy at the following address: http://ec.europa.eu/dgs/energy/tenders/index_en.htm

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

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. 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

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

Telephone: +352 4303-1

Fax: +352 4303-2100

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

VI.5. Date of dispatch of this notice

13.8.2013