

**Belgium-Brussels: Maintenance, development and updating of a database on women and men in decision-making positions and other related services**

OJ S 158/2014 20/08/2014

Contract notice

Services

Directive 2004/18/EC

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: European Commission, DG Justice, Unit JUST/A4 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](mailto:just-a4-cft@ec.europa.eu)

Telephone: +32 22962152

Fax: +32 22988812

**Internet address(es):**General address of the contracting authority: [http://ec.europa.eu/justice/newsroom/contracts/index\\_en.htm](http://ec.europa.eu/justice/newsroom/contracts/index_en.htm)Electronic access to information: [http://ec.europa.eu/justice/newsroom/contracts/index\\_en.htm](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**

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

Maintenance, development and updating of a database on women and men in decision-making positions and other related services.

**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: 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 general purpose of the contract is to maintain, develop and update the Commission's database on women and men in decision-making positions during 2015 and 2016. This entails, inter alia, the collection, validation, processing, storage and presentation of statistical data on women and men in decision-making positions in the fields and functions covered by the current database.

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

72000000 IT services: consulting, software development, Internet and support, 72300000 Data services, 72320000 Database 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: 440 000 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**

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**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 350 000 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 tenderers must demonstrate:

- the capacity to set up the appropriate organisational structure and to manage a solid team in order to carry out all the tasks involved,
- solid experience in the field of this call and confirmed work experience in an international context supported by a list of principal services provided in the past 5 years in the field of equality between women and men or similar domains and in the field of data and database management.

The tenderers must provide:

- a description of the composition of the team and an explanation of the nature and extent of each member's participation in the various tasks requested under this call.

The team delivering the service shall fulfil at least the following criteria:

- the team shall include a coordinator having at least 5 years' experience in organising and managing contracts and projects at European level,
- members of the team responsible for the collection and analysis of data should have experience working on the collection and analysis of data. In addition, at least 1 person should have a university degree in statistics or in another subject which includes training in statistical methods and at least 5 years' work experience in collection of statistics, data analysis and validation,
- at least 2 persons should have a minimum of 3 years of experience with social statistics, of whom at least 1 person should have experience in 1 or more projects aimed at developing statistical methods or concepts,
- at least 1 person should have at least 3 years' experience as a Web master and with Web editing and a thorough knowledge of XML, HTML/XHTML and CSS,

— at least 2 persons should have experience in the area of gender equality. In addition, the main person writing the requested report on women and men in decision-making positions must have at least 5 years' experience working on gender equality in decision-making and experience drafting reports for a wide audience,

— at least 3 persons should be experienced in working with MS Excel.

Tenders submitted to the European Commission not meeting the abovementioned requirements will be eliminated without further assessment.

b. Evidence:

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

1. tenderers shall provide with their offer 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 to 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 provided in the past 5 years in the gender equality field or similar domains and in the field of data and database management, 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. a description of the technical equipment to be employed by the firm for performing the contract;
4. 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**

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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**

JUST/2014/RGEN/PR/EQUA/0067.

#### **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: 15.10.2014

Payable documents: no

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

22.10.2014 - 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: 29.10.2014

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**

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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:

no

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

The specifications can be downloaded at: [http://ec.europa.eu/justice/newsroom/contracts/index\\_en.htm](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](mailto: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**

8.8.2014