

Belgium-Brussels: 'Your Europe Advice' — the European Union's free legal advice service

OJ S 186/2014 27/09/2014

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: European Commission, Directorate-General for the Internal Market and Services

Postal address: SPA2, 01/32

Town: Brussels

Postal code: 1049

Country: Belgium

E-mail: ec-intmarket-contracts@ec.europa.eu**Internet address(es):**General address of the contracting authority: http://ec.europa.eu/dgs/internal_market/calls/index_en.htmElectronic access to information: <https://etendering.ted.europa.eu/cft/cft-display.html?cftId=633>**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 the Internal Market and Services

Postal address: SPA2, 01/32

Town: Brussels

Postal code: 1049

Country: Belgium

E-mail: ec-intmarket-contracts@ec.europa.euInternet address: <https://etendering.ted.europa.eu/cft/cft-display.html?cftId=633>**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**

'Your Europe Advice' — the European Union's free legal advice service.

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

Services

Service category No 21: Legal services

Main site or place of performance: The tasks are to be performed at the premises designated by the contractor. The service may be provided centrally, e.g. via a single central body. It may also be provided on a decentralised basis, e.g. via a contractor with a network of relays, for example at national and regional level. Other operational structures are also possible.

Where the need arises, 1 or more experts should be available for travel within each Member State of the European Union to participate in outreach activities.

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 European Commission is seeking to obtain services relating to the provision of the 'Your Europe Advice' service, which offers personalised advice to citizens and businesses on their rights based on EU legislation, especially regarding (but not limited to) the internal market. The EU's 'Your Europe' Web portal aims to provide detailed information on the rights available to citizens and businesses in the framework of the internal market. This information is complemented by the advice provided by the 'Your Europe Advice' service (hereafter 'the service'). If citizens are still unable to exercise their rights with the help of 'Your Europe Advice', they are signposted to problem solving services such as Solvit.

The contractor will be asked to provide practical information on the exercise of rights based on EU legislation in specific circumstances outlined by the enquirers in their enquiries and will advise and signpost on the next steps to be taken to overcome problems they may encounter in the exercise of those rights. The contractor will also reply to enquiries forwarded to the service on behalf of citizens by related services provided at EU and national levels, in particular European advice services and networks. By providing information on and analysis of the enquiries received by way of feedback reports, the contractor will also assist the European Commission in identifying issues which may need to be addressed to improve the functioning of the internal market.

The contractor will be able to use the existing IT application developed and managed by the Commission to manage the incoming queries and their subsequent handling.

II.1.6. CPV code(s)

79111000 Legal advisory 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 estimated maximum annual amount for the execution of all the tasks referred to in this call for tenders is, for the first contractual year, 1 850 000 EUR including all charges and expenses. This amount may be higher in the subsequent contractual years depending on the

number of eligible questions. This amount includes:

- (i) an annual fixed sum covering all administrative and management activities including all possible costs for start-up activities in order to make the service operational as of 1.7.2015, as well as any other operating activities except replying to enquiries;
- (ii) remuneration for replying to all eligible enquiries per year; and
- (iii) remuneration for any other activities foreseen in the contract (where specific remuneration is foreseen). No contract offer above this amount will be considered.

The contract can be renewed a maximum of 4 times, each time for a period of 12 months of effective running.

Estimated value excluding VAT: 1 850 000 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: 4

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

in months: 12 (from the award of the contract)

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

Duration in months: 12 (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

The Commission may request tenderers to provide a guarantee or a performance guarantee under the conditions provided in the tender specification.

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

Specified in the tender documents.

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

Not applicable.

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: Tenderers will fill in the form provided in the tender specifications and provide the documents requested in it.

III.2.2. Economic and financial ability

List and brief description of conditions: See the tender specifications.

III.2.3. Technical and professional ability

List and brief description of conditions:
See the 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

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 Criteria below

1. Understanding of requirements and overall quality of the services proposed. Weighting 10
2. The quality of the technical and methodological approach proposed. Weighting 40
3. The organisation and manner in which the work will be carried out and the adequate allocation of time and resources. Weighting 50

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

MARKT/2014/068/B.

IV.3.2. Previous publication concerning this procedure

Prior information notice

Notice number in the OJ S: [2014/S 119-211249](#) of 25.6.2014

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: 20.11.2014
Payable documents: no

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

20.11.2014

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: 2.12.2014 - 14:00

Place:

European Commission, DG MARKT, rue de Spa 2, Meeting Room 01/A030, 1000 Brussels, BELGIUM.

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

Information about authorised persons and opening procedure: The service provider or any person authorised by him/her may be present at the 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:
no

VI.3. Additional information

VI.4. Procedures for review

VI.4.1. Review body

Official name: General Court of the Court of Justice 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 of the plaintiff or, in the 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

17.9.2014