

**Finland-Helsinki: Research and development services and related consultancy services**

OJ S 216/2016 09/11/2016

**Contract notice  
Services****Legal Basis:**

Directive 2014/24/EU

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Ulkoasiainministeriö  
Postal address: PL 451, Valtioneuvosto  
Town: Helsinki  
NUTS code: FI181 Uusimaa  
Postal code: 00023  
Country: Finland  
Contact person: Ilona Mattila  
E-mail: [eva-11@formin.fi](mailto:eva-11@formin.fi)  
Telephone: +358 295351431  
**Internet address(es):**  
Main address: [www.formin.fi](http://www.formin.fi)

**I.3. Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at: <https://www.hankintailmoitukset.fi/fi/notice/view/2016-026832>  
Additional information can be obtained from the abovementioned address  
Tenders or requests to participate must be submitted to the following address:  
Official name: Registry Office of Ministry for Foreign Affairs of Finland  
Postal address: P.O. Box 176  
Town: Government  
Postal code: 00023  
Country: Finland  
E-mail: [EVA-11@formin.fi](mailto:EVA-11@formin.fi)  
NUTS code: FI181 Uusimaa  
**Internet address(es):**  
Main address: [www.formin.fi](http://www.formin.fi)

**I.4. Type of the contracting authority**

Ministry or any other national or federal authority, including their regional or local subdivisions

**I.5. Main activity**

General public services

**Section II: Object**

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**II.1. Scope of the procurement****II.1.1. Title**

Evaluation Support Services.

**II.1.2. Main CPV code**

73000000 Research and development services and related consultancy services

**II.1.3. Type of contract**

Services

**II.1.4. Short description**

The purpose of this assignment is to increase efficiency and effectiveness of the Development Evaluation Unit (EVA-11) and increase the quality of evaluations in the Ministry by providing essential support for evaluation managers in EVA-11 as well as in units conducting programme and project evaluations.

The objective of the assignment is to support evaluation managers by identifying and collecting relevant information and documents from the Ministry's information system for the use of evaluation, support managers in evaluation related quality, methodological and practical issues through training and on-demand help desk service. Secondly, the objective is also to make it possible to disseminate evaluation results more effectively by assisting the EVA-11 in publishing process as well as in delivery of evaluation information more effectively.

**II.1.5. Estimated total value**

Value excluding VAT: 150 000,00 EUR

**II.1.6. Information about lots**

This contract is divided into lots: no

**II.2. Description**

**II.2.2. Additional CPV code(s)**

73000000 Research and development services and related consultancy services

**II.2.3. Place of performance**

NUTS code: FI181 Uusimaa

**II.2.4. Description of the procurement**

The Development Evaluation Unit (EVA-11) of the Ministry for Foreign Affairs of Finland (Ministry) carries out regular strategic level and policy evaluations, meta-evaluations and syntheses of decentralized and centralised evaluations. In addition, different types of preliminary evaluability reviews or back-ground reviews on wider evaluations or on other issues of importance to the organisation are commissioned by EVA-11.

EVA-11 commissions all evaluations and reviews to independent evaluators and expert teams. The model based on commissioning requires several types of support in order to be efficient. The teams are expected to consult documents that are archived in the information system of the Ministry. Access to this system is restricted only to Ministry's own premises and the person operating this system must have a security assessment passed. Therefore the evaluation teams need specific support and facilitation in order to access these documents effectively. Also publication of the evaluation reports require a special assistance as the evaluation teams are supposed to finalize the reports up to the photo ready level. Usually the evaluation team needs help in the layout of the document, the finalization of translations and graphics as well as in organizing webinars and dissemination events.

EVA-11 is also responsible for evaluation capacity development at the Ministry. In order to maintain and further develop the evaluation capacity of managers and desk officers of the Ministry, EVA-11 organizes training courses as well as provides a help desk services on

evaluation issues. Currently EVA-11 offers one face-to-face and one online basic training course per year. In addition further training events are organized. There is a need for assistance in organizing these courses as well as preparation of training materials. The objective of the assignment is to support evaluation managers by identifying and collecting relevant information and documents from the Ministry's information system for the use of evaluation, support managers in evaluation related quality, methodological and practical issues through training and on-demand help desk service. Secondly, the objective is also to make it possible to disseminate evaluation results more effectively by assisting the EVA-11 in publishing process as well as in delivery of evaluation information more effectively.

#### **II.2.5. Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

#### **II.2.6. Estimated value**

Value excluding VAT: 150 000,00 EUR

#### **II.2.7. Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months: 12

This contract is subject to renewal: yes

Description of renewals:

The contract period is 12 months. The contract period starts from the signing of the contract, earliest 11.1.2017. There is an option for two additional years of service. Any extension of the contract will be subject to satisfactory performance by the contractor.

#### **II.2.10. Information about variants**

Variants will be accepted: no

#### **II.2.11. Information about options**

Options: no

#### **II.2.13. Information about European Union funds**

The procurement is related to a project and/or programme financed by European Union funds:  
no

#### **II.2.14. Additional information**

### **Section III: Legal, economic, financial and technical information**

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#### **III.1. Conditions for participation**

##### **III.1.2. Economic and financial standing**

Selection criteria as stated in the procurement documents

##### **III.1.3. Technical and professional ability**

Selection criteria as stated in the procurement documents

### **Section IV: Procedure**

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#### **IV.1. Description**

##### **IV.1.1. Type of procedure**

Open procedure

**IV.1.3. Information about a framework agreement or a dynamic purchasing system**

**IV.1.8. Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: yes

**IV.2. Administrative information**

**IV.2.2. Time limit for receipt of tenders or requests to participate**

Date: 20/12/2016 Local time: 15:00

**IV.2.3. Estimated date of dispatch of invitations to tender or to participate to selected candidates**

**IV.2.4. Languages in which tenders or requests to participate may be submitted**

English

**IV.2.6. Minimum time frame during which the tenderer must maintain the tender**

Tender must be valid until: 31/01/2017

**IV.2.7. Conditions for opening of tenders**

Date: 21/12/2016 Local time: 09:00

**Section VI: Complementary information**

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**VI.1. Information about recurrence**

This is a recurrent procurement: no

**VI.3. Additional information**

**VI.4. Procedures for review**

**VI.4.1. Review body**

Official name: Markkinaoikeus

Postal address: Radanrakentajantie 5

Town: Helsinki

Postal code: 00520

Country: Finland

E-mail: [markkinaoikeus@oikeus.fi](mailto:markkinaoikeus@oikeus.fi)

Telephone: +358 295643300

Fax: +358 295643314

Internet address: <http://www.oikeus.fi/markkinaoikeus>

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

08/11/2016