

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

OJ S 235/2016 06/12/2016

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

Directive 2014/24/EU

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Ministry for Foreign Affairs  
Postal address: P.O. Box 176, Government  
Town: Helsinki  
NUTS code: FI181 Uusimaa  
Postal code: 00023  
Country: Finland  
Contact person: Riikka Miettinen  
E-mail: [keo-10@formin.fi](mailto:keo-10@formin.fi)  
Telephone: +358 503317714  
**Internet address(es):**  
Main address: [www.formin.fi](http://www.formin.fi)

**I.2. Information about joint procurement**

The contract is awarded by a central purchasing body

**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/2016-028780>  
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: PO Box 176, Government  
Town: Helsinki  
Postal code: 00023  
Country: Finland  
E-mail: [keo-10@formin.fi](mailto:keo-10@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**

Facilitation Consultancy for Institutional Cooperation Projects and Instrument.  
Reference number: 89852401

**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 objective of the Facilitation Consultant's services is to improve the quality and effectiveness of the ICI projects and their implementation, including reporting and communication on results of ICI projects.

For more information, please see attached Terms of Reference.

**II.1.5. Estimated total value**

Value excluding VAT: 200 000,00 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**

Facilitation Consultant assists the Ministry for Foreign Affairs of Finland (MFA) and ICI actors in the quality assurance of the Institutional Cooperation Instrument (ICI) projects. Facilitation services include support to quality assurance in the project planning, implementing, monitoring and communicating on results. Meetings with relevant units are integral part of the facilitation services in each phase.

The Facilitation Consultant must ensure that the project document, implementation and reporting on results:

- meet the formal requirements set by the MFA;
- respond to the needs of the partner institution;
- are coherent in terms of results (impact, outcome, outputs, activities and resources (inputs));
- are planned based on the Human Rights and Results Based Approach in Finnish development policy, including risk management;
- take into account the cross-cutting objectives of Finnish development policy and other relevant guidelines and policies.

The Finnish government offices and institutions submit the draft project documentation and reports to the Facilitation Consultant for revision before submitting them to MFA. When the Facilitation Consultant considers the project documentation to fulfil the requirements given by the MFA, it forwards the project document to the relevant MFA department.

The Facilitation Consultant's role is purely support function and is neither entitled nor responsible for any decision making e.g. funding and changes in the plans.

Please, see the attached ToR for more information.

#### **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: 200 000,00 EUR

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

Duration in months: 24

This contract is subject to renewal: yes

Description of renewals:

The contract period is 24 months. The contract period starts from the signing of the contract, earliest 1.3.2017. There is an option for 2 additional years of service if both parties agree on it.

#### **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: 18/01/2017 Local time: 16:15

##### **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**

Duration in months: 3 (from the date stated for receipt of tender)

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

Date: 19/01/2017 Local time: 10:30

**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**

02/12/2016