

Germany-Berlin: Project management consultancy services

OJ S 193/2019 07/10/2019

Contract notice

Services

Legal Basis:

Directive 2014/24/EU

Section I: Contracting authority

I.1. Name and addresses

Official name: EIT RawMaterials GmbH

Town: Berlin

NUTS code: DE300 Berlin

Country: Germany

Contact person: EIT RawMaterials GmbH, Dr Rima Dapous

E-mail: tender@eitrawmaterials.eu

Internet address(es):

Main address: <https://eitrawmaterials.eu/>

I.3. Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at: <https://www.dtv.de/Satellite/notice/CXP4Y9MD6CA/documents>

Tenders or requests to participate must be submitted electronically via: <https://www.dtv.de/Satellite/notice/CXP4Y9MD6CA>

Additional information can be obtained from another address:

Official name: Beiten Burkhardt Rechtsanwaltsgesellschaft mbH

Postal address: Lützowplatz 10

Town: Berlin

NUTS code: DE300 Berlin

Postal code: 10785

Country: Germany

E-mail: vergabe@bblaw.com

Internet address(es):

Main address: <http://www.bblaw.com>

I.4. Type of the contracting authority

European institution/agency or international organisation

I.5. Main activity

Economic and financial affairs

Section II: Object

II.1. Scope of the procurement

II.1.1. Title

Education Project Management Including Event Coordination, Recruitment and Marketing Support

Reference number: EIT-RM-EPM

II.1.2. Main CPV code

72224000 Project management consultancy services - QA11

II.1.3. Type of contract

Services

II.1.4. Short description

Education project management including event coordination, recruitment and marketing support.

II.1.5. Estimated total value**II.1.6. Information about lots**

This contract is divided into lots: yes

Tenders may be submitted for all lots

II.2. Description**II.2.1. Title**

Marketing Support: Innovation and Education Projects Branding/Digital support/Training and Workshops

Lot No: 1

II.2.2. Additional CPV code(s)

79340000 Advertising and marketing services, 79342000 Marketing services, 79342100 Direct marketing services, 79413000 Marketing management consultancy services

II.2.3. Place of performance

NUTS code: DE300 Berlin

NUTS code: BE242 Arr. Leuven

NUTS code: SE332 Norrbottens län

NUTS code: FI1B1 Helsinki-Uusimaa

NUTS code: PL514 Miasto Wrocław

NUTS code: ITI43 Roma

NUTS code: FRF33 Moselle

Main site or place of performance: Berlin, GERMANY, Leuven, BELGIUM, Luleå, SWEDEN, Espoo, FINLAND, Wrocław, POLAND, Rome, ITALY, Metz, FRANCE.

II.2.4. Description of the procurement

Support EIT RawMaterials with marketing for a large portfolio of education projects targeting a range of students from secondary school pupils to Ph.D. candidates, including the following tasks:

- branding and marketing templates and tools for innovation and education projects, in particular projects run by EIT RawMaterials partner,
- running of digital marketing campaigns,
- design of logos and materials, slide decks, print and digital media,
- development of project website templates and branding,
- development of information and/or promotion videos,
- communications workshops and training of project coordinators in adapting materials correctly and using dissemination tools.

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

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

Duration in months: 24

This contract is subject to renewal: no

II.2.9. Information about the limits on the number of candidates to be invited

Envisaged number of candidates: 3 Objective criteria for choosing the limited number of candidates:

— reference 1 (25 %),

— reference 2 (25 %),

— reference 3 (25 %),

— reference 4 (25 %).

II.2.10. Information about variants

Variants will be accepted: no

II.2.11. Information about options

Options: yes

Description of options:

The contracting authority has the right to extend the contract by 24 months.

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

II.2. Description

II.2.1. Title

Project Management, Coordination of an Education Programme: Raw and Circular Economy Expedition (RACE)

Lot No: 2

II.2.2. Additional CPV code(s)

75121000 Administrative educational services, 72224000 Project management consultancy services, 79421000 Project-management services other than for construction work, 79421100 Project-supervision services other than for construction work, 79421200 Project-design services other than for construction work

II.2.3. Place of performance

NUTS code: DE300 Berlin

NUTS code: BE242 Arr. Leuven

NUTS code: SE332 Norrbottens län

NUTS code: FI1B1 Helsinki-Uusimaa

NUTS code: PL514 Miasto Wrocław

NUTS code: ITI43 Roma

NUTS code: FRF33 Moselle

Main site or place of performance: Berlin, GERMANY, Leuven, BELGIUM, Luleå, SWEDEN, Espoo, FINLAND, Wrocław, POLAND, Rome, ITALY, Metz, FRANCE.

II.2.4. Description of the procurement

Support EIT RawMaterials to develop and implement the RACE, a 4 leg 'value chain learning journey' across Europe for 70 Master students from multiple universities in Europe working in multidisciplinary teams to tackle societal and industrial challenges. Tasks will include the following:

- programme development,
- call for applications,
- communications and marketing,
- race implementation including travel and logistics,
- evaluation including with regard to achievement of learning objectives, stakeholder and participant experiences, communication, logistics, and potential business development.

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

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

Duration in months: 24

This contract is subject to renewal: no

II.2.9. Information about the limits on the number of candidates to be invited

Envisaged number of candidates: 3
Objective criteria for choosing the limited number of candidates:

- reference 1 (25 %),
- reference 2 (25 %),
- reference 3 (25 %),
- reference 4 (25 %).

II.2.10. Information about variants

Variants will be accepted: no

II.2.11. Information about options

Options: yes

Description of options:

The contracting authority has the right to extend the contract by 24 months.

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

II.2. Description

II.2.1. Title

Professional Development and PhD Programmes Development and Training Coordination
Lot No: 3

II.2.2.

Additional CPV code(s)

80521000 Training programme services, 80522000 Training seminars, 80531000 Industrial and technical training services, 80532000 Management training services, 80000000 Education and training services

II.2.3. Place of performance

NUTS code: DE300 Berlin

NUTS code: BE242 Arr. Leuven

NUTS code: SE332 Norrbottens län

NUTS code: FI1B1 Helsinki-Uusimaa

NUTS code: PL514 Miasto Wrocław

NUTS code: ITI43 Roma

NUTS code: FRF33 Moselle

Main site or place of performance: Berlin, GERMANY, Leuven, BELGIUM, Luleå, SWEDEN, Espoo, FINLAND, Wrocław, POLAND, Rome, ITALY, Metz, FRANCE.

II.2.4. Description of the procurement

Support EIT RawMaterials to further develop its portfolio of professional development and furthering education as well as PhD programmes, by scaling select professional education programmes and PhD to several European countries. Emphasis will be on the professionalization of course content and ensuring course is aligned to industrial needs. This will be done in cooperation with EIT RawMaterials' partners from university, industry and research and includes the following tasks:

- programme development,
- marketing and recruitment,
- committee work,
- calls for applications,
- programme implementation including stakeholder communications, logistics and travel,
- programme evaluation.

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

Duration in months: 24

This contract is subject to renewal: no

II.2.9. Information about the limits on the number of candidates to be invited

Envisaged number of candidates: 3 Objective criteria for choosing the limited number of candidates:

- reference 1 (25 %),
- reference 2 (25 %),
- reference 3 (25 %),
- reference 4 (25 %).

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

The contracting authority has the right to extend the contract by 24 months.

II.2. Description

II.2.1. Title

Schools Programmes: Development and Training Coordination
Lot No: 4

II.2.2. Additional CPV code(s)

80521000 Training programme services, 80522000 Training seminars, 80531000 Industrial and technical training services, 80532000 Management training services, 80000000 Education and training services

II.2.3. Place of performance

NUTS code: DE300 Berlin

NUTS code: BE242 Arr. Leuven

NUTS code: SE332 Norrbottens län

NUTS code: FI1B1 Helsinki-Uusimaa

NUTS code: PL514 Miasto Wrocław

NUTS code: ITI43 Roma

NUTS code: FRF33 Moselle

Main site or place of performance: Berlin, GERMANY, Leuven, BELGIUM, Luleå, SWEDEN, Espoo, FINLAND, Wrocław, POLAND, Rome, ITALY, Metz, FRANCE.

II.2.4. Description of the procurement

Support EIT RawMaterials to coordinate its portfolio of schools programmes in several European countries. This will be done in cooperation with EIT RawMaterials' partners from university, industry and research and includes the following tasks:

- programme development,
- marketing and recruitment,
- calls for applications,
- programme implementation including stakeholder communications, logistics and travel,
- programme evaluation.

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

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

Duration in months: 24

This contract is subject to renewal: no

II.2.9. Information about the limits on the number of candidates to be invited

Envisaged number of candidates: 3
Objective criteria for choosing the limited number of candidates:

- reference 1 (25 %),

- reference 2 (25 %),
- reference 3 (25 %),
- reference 4 (25 %).

II.2.10. Information about variants

Variants will be accepted: no

II.2.11. Information about options

Options: yes

Description of options:

The contracting authority has the right to extend the contract by 24 months.

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

III.1. Conditions for participation

III.1.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions:

1) Proof of enrolment (e.g. certificate or excerpt) in the trade register of the State in which the tenderer is established. The proof may not be older than 6 months at the expiry of the time limit for the submission of requests to participate. If a candidate is not required to be registered in a professional or trade register under the law of the State in which he is established, he must make a self-declaration on this and on the reasons (e.g. the legal form). For the Member States of the European Union, the respective professional or trade registers and the certificates or declarations of professional practice are set out in Annex 11 to Directive 2014/24/EU;

2) Alternative proof: provided that the tenderer is not registered in the trade register, alternative proof of suitability to pursue the professional activity (e.g. entry in a partnership or association register, membership in a business association).

For verification, the form 'I.2.4_Declaration of suitability to pursue the professional activity' must be submitted. Supplementary documents (e.g. certificate or excerpt from the trade register) are to be enclosed as separate attachments to the request to participate.

III.1.2. Economic and financial standing

List and brief description of selection criteria:

1) Total turnover: Annual turnover in EUR (net), based on the last 3 completed fiscal years before the end of the application period (2016, 2017, 2018);

2) Specific turnover: annual turnover in relation to the scope of the contract (lot) in EUR (net) in relation to the last 3 completed fiscal years before the end of the application period (2016, 2017, 2018);

3) Proof of a public liability insurance for activities that are the subject of this contract, for personal injury, damage to property and pecuniary loss. The proof must not be older than 6 months at the time the application deadline expires and must show the coverage amounts agreed with the insurance company. A binding declaration by an insurer to provide the client with a appropriate insurance cover in the event of a contract is sufficient proof.

For verification, the form 'I.2.5_Declaration of economic and financial standing' must be used. Supplementary supporting documents (for example proof of insurance) are to be enclosed as separate attachments to the request for participation.

Minimum level(s) of standards possibly required:

3) The public liability insurance must cover the following amounts any one event and 2 in the aggregate per year:

- personal injury: at least 1 000 000,00 EUR,
- property damage: at least 1 000 000,00 EUR,
- pecuniary loss: at least 100 000,00 EUR.

III.1.3. Technical and professional ability

List and brief description of selection criteria:

1) Suitable references for previously executed contracts in the form of a list of the main services provided in the last 3 years before the expiry of the deadline for applications, including the following information:

- description of the services provided, their nature, extent and difficulty, including an indication of the number of staff employed,
- order value in EUR (net),
- performance period,
- declaration on the performance of the services as contractor, subcontractor or member of a consortium,
- competent contact person at the client.

2) Declaration showing the applicant's average annual number of permanent employees and the number of senior executives over the last 3 completed fiscal years before the deadline for requests to participate (2016, 2017, 2018);

3) Subcontracting: an indication which parts of the contract the candidate intends to subcontract, if such a statement is already possible.

In order to submit the declarations required, the relevant section of the form 'I.2.6_Declaration of technical and professional ability' must be completed and, if necessary, supplemented by separate annexes. Supplementary descriptions of referenced contracts should not exceed 2 A4 pages each.

Minimum level(s) of standards possibly required:

1) At least 2 references must be provided for services which are comparable in type, scope and difficulty to the services of the contract to be awarded here. The nature, scope and difficulty of a reference shall be comparable to that of the services covered by the contract to be awarded here if the characteristics set out below are fulfilled in full:

- experience in working with clients in complex organizational structure,
- experience in cooperation with educational institutions or organisations in the field of education.

Comparability must be verifiable on the basis of the information provided by the candidate.

III.2. Conditions related to the contract

III.2.2. Contract performance conditions

See draft contract which is part of the tender documents handed out to the selected candidates.

III.2.3. 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

Section IV: Procedure

IV.1. Description

IV.1.1. Type of procedure

Competitive procedure with negotiation

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

The procurement involves the establishment of a framework agreement

Framework agreement with a single operator

IV.1.4. Information about reduction of the number of solutions or tenders during negotiation or dialogue

Recourse to staged procedure to gradually reduce the number of solutions to be discussed or tenders to be negotiated

IV.1.5. Information about negotiation

The contracting authority reserves the right to award the contract on the basis of the initial tenders without conducting negotiations

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: 01/11/2019 Local time: 12:00

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

German, English

Section VI: Complementary information

VI.1. Information about recurrence

This is a recurrent procurement: no

VI.3. Additional information

1) Candidates must declare the absence of the exclusion grounds stated in §§ 123, 124 of the Act against Restraints of Competition (Competition Act – GWB). For the declaration the form 'I.2.7_Declaration on exclusion grounds' must be used.

2) Economic operators may rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. Every third party whose capacities the candidate refers to must complete the form 'I.2.3_Declaration on third parties capacities' and submit it with the request to participate. In addition, that third party must prove its economic and financial standing and its technical and professional ability in accordance with the requirements of the contract notice and the forms provided to the extent that the candidate invokes them. The third party to whose capacities the candidate refers to must also be able to prove individually and completely its suitability to pursue the professional activity and the absence of the grounds for exclusion specified in para.123 et seq. GWB in accordance with the contract notice and the forms provided. A candidate may only use the capacities of other

companies to provide the required technical and professional ability if they provide the service for which those capacities are needed. The contracting authority will examine if the third-party whose capacities the candidate refers to fulfills the relevant selection criteria and if there are grounds for exclusion. If the third-party does not fully meet the appropriate selection criteria or if there are compulsory grounds for exclusion (§ 123 GWB), the candidate must replace this third party company. The contracting authority has the right to request the replacement of the third party company if there is an facultative ground for exclusion (§ 124 GWB). The candidate will be granted a reasonable deadline to meet with the request for replacement;

3) It is admissible to participate as a consortium. A consortium is treated legally like a single candidate or tenderer. Insofar as candidates or tenderers are mentioned in this contract notice or in the tender documents, this means both individual candidates or tenderers and consortia. In the request to participate, the members of a consortium have to appoint an authorized representative for the conclusion and the implementation of the contract by submitting the form '1.2.2_Consortium Declaration'. The authorized representative will serve as single point of contact the consortium in this tender procedure. The suitability to pursue the professional activity must be proven individually for each member of a consortium by submitting the form '1.2.4_Declaration on suitability to pursue the professional activity' and the absence of exclusion grounds stated in § 123 et seq. GWB by submitting the form '1.2.7_Declaration on exclusion grounds'. The other selection criteria must be met by the consortium as a whole. Therefore each member must complete the forms '1.2.5_Declaration on economic and financial standing' and '1.2.6_Declaration on technical and professional ability' only to the extent that it applies to this member. Insofar as the capacities of a third party are used, the form '1.2.3_Declaration on third parties capacities' must also be completed and submitted. The selection criteria will be examined taking into account all the documents submitted by the consortium;

4) Requests to participate must be submitted via the designated channel of the platform <https://www.dtv.de> only. It is inadmissible to submit requests to participate in writing, by fax, by unencrypted e-mail or via the communication function of the award portal ('Kommunikation'). Failure to comply with this requirement will result in the exclusion of the request to participate;

5) All tender documents will be delivered in English and German Language. The tender procedure and the contracts concluded as a result of the tender procedure are subject to German law only.

VI.4. Procedures for review

VI.4.1. Review body

Official name: Senatsverwaltung für Wirtschaft, Energie und Betriebe, Vergabekammer des Landes Berlin

Postal address: Martin-Luther-Str. 105

Town: Berlin

Postal code: 10825

Country: Germany

Internet address: http://www.bundeskartellamt.de/DE/Vergaberecht/vergaberecht_node.html

VI.4.3. Review procedure

Precise information on deadline(s) for review procedures:

According to para. 160 (3) sentence 1 No 4 GWB a review procedure is inadmissible, if more than 15 calendar days have expired since receipt of notification from the contracting authority that it is unwilling to redress the objection.

VI.4.4.

Service from which information about the review procedure may be obtained

Official name: Senatsverwaltung für Wirtschaft, Energie und Betriebe, Vergabekammer des Landes Berlin

Postal address: Martin-Luther-Str. 105

Town: Berlin

Postal code: 10825

Country: Germany

Internet address: http://www.bundeskartellamt.de/DE/Vergaberecht/vergaberecht_node.html

VI.5. Date of dispatch of this notice

02/10/2019