



EUROPEAN COMMISSION

DIRECTORATE-GENERAL

Directorate Culture and Creativity
Cultural Policy Unit

CALL FOR TENDERS

N° EAC/27/2018

EYCH 2018 PROJECT – WeAre#EuropeForCulture

TENDER SPECIFICATIONS

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1. INFORMATION ON TENDERING

1.1. Participation

Participation in this procurement procedure is open on equal terms to all natural and legal persons coming within the scope of the Treaties, as well as to international organisations.

For British candidates or tenderers: Please be aware that after the UK's withdrawal from the EU, the rules of access to EU procurement procedures of economic operators established in third countries will apply to candidates or tenderers from the UK depending on the outcome of the negotiations. In case such access is not provided by legal provisions in force, candidates or tenderers from the UK could be rejected from the procurement procedure.

It is also open to all natural and legal persons established in a third country which has a special agreement with the Union in the field of public procurement on the conditions laid down in that agreement. Where the plurilateral Agreement on Government Procurement¹ concluded within the World Trade Organisation applies, the participation to this procedure is also open to all natural and legal persons established in the countries that have ratified this Agreement, on the conditions it lays down.

1.2. Contractual conditions

The tenderer should bear in mind the provisions of the draft contract which specifies the rights and obligations of the contractor, particularly those on payments, performance of the contract, confidentiality, and checks and audits.

1.3. Compliance with applicable law

The tender must comply with applicable environmental, social and labour law obligations established by Union law, national legislation, collective agreements or the international environmental, social and labour conventions listed in Annex X to Directive 2014/24/EU².

1.4. Joint tenders

A joint tender is a situation where a tender is submitted by a group of economic operators (natural or legal persons). Joint tenders may include subcontractors in addition to the members of the group.

In case of joint tender, all members of the group assume joint and several liability towards the Contracting Authority for the performance of the contract as a whole, i.e. both financial and operational liability. Nevertheless, tenderers must designate one of the economic operators as

¹ See http://www.wto.org/english/tratop_E/gproc_e/gp_gpa_e.htm

² Directive 2014/24/EU of the European Parliament and of the Council of 26 February 2014 on public procurement and repealing Directive 2004/18/EC (OJ L 94, 28.3.2014, p. 65).

a single point of contact (the leader) for the Contracting Authority for administrative and financial aspects as well as operational management of the contract.

After the award, the Contracting Authority will sign the contract either with all members of the group, or with the leader on behalf of all members of the group, authorised by the other members via powers of attorney.

1.5. Subcontracting

Subcontracting is permitted but the contractor will retain full liability towards the Contracting Authority for performance of the contract as a whole.

Tenderers are required to identify all subcontractors whose share of the contract is above 10% and whose capacity is necessary to fulfil the selection criteria.

During contract performance, the change of any subcontractor identified in the tender or additional subcontracting will be subject to prior written approval of the Contracting Authority.

1.6. Structure and content of the tender

The tenders must be presented as follows:

Part A: Identification of the tenderer (see section 1.7)

Part B: Technical offer

The technical offer must cover all aspects and tasks required in the technical specifications and provide all the information needed to apply the award criteria. Offers deviating from the requirements or not covering all requirements may be rejected on the basis of non-compliance with the tender specifications and will not be evaluated.

Part C: Financial offer

The price for the tender must be quoted in euro. Tenderers from countries outside the euro zone have to quote their prices in euro. The price quoted may not be revised in line with exchange rate movements. It is for the tenderer to bear the risks or the benefits deriving from any variation.

Prices must be quoted free of all duties, taxes and other charges, including VAT, as the European Union is exempt from such charges under Articles 3 and 4 of the Protocol on the privileges and immunities of the European Union. The amount of VAT may be shown separately.

The quoted price must be a fixed amount which includes all charges (including travel and subsistence). Travel and subsistence expenses are not refundable separately.

Part D: Non-exclusion (see section 4.3)

Part E: Selection (see section 4.4)

1.7. Identification of the tenderer

The tender must include the annex 1 signed by an authorised representative presenting the name of the tenderer (including all entities in case of joint tender) and identified subcontractors if applicable, and the name of the single contact point (leader) in relation to this procedure.

In case of joint tender, the annex 1 must be signed either by an authorised representative for each member, or by the leader authorised by the other members with powers of attorney. The signed powers of attorney must be included in the tender as well. Subcontractors that are identified in the tender must provide a letter of intent signed by an authorised representative stating their willingness to provide the services presented in the tender and in line with the present tender specifications.

All tenderers (including all members of the group in case of joint tender) must provide a signed Legal Entity Form with its supporting evidence. The form is available on:
http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm

Tenderers that are already registered in the Contracting Authority's accounting system (i.e. they have already been direct contractors) must provide the form but are not obliged to provide the supporting evidence.

The tenderer (or the leader in case of joint tender) must provide a Financial Identification Form with its supporting documents. Only one form per tender should be submitted. No form is needed for subcontractors and other members of the group in case of joint tender. The form is available on: http://ec.europa.eu/budget/contracts_grants/info_contracts/index_en.cfm

2. TECHNICAL SPECIFICATIONS

2.1 Background – the European Year of Cultural Heritage (EYCH)

[Decision \(EU\) 2017/864 of the European Parliament and of the Council of 17 May 2017 on a European Year of Cultural Heritage \(2018\)](#) calls for EYCH to

- "encourage approaches to cultural heritage that are people-centred, inclusive, forward-looking, more integrated, sustainable and cross-sectoral",
- "promote solutions which make cultural heritage accessible to all, including via digital means, by removing social, cultural and physical barriers, taking into account people with special needs" and
- "raise awareness of the importance of Europe's cultural heritage through education and lifelong learning, in particular by focusing on children, young and elderly people, local communities and hard-to-reach groups".

To make sure the European Year of Cultural Heritage has an impact on policy and practice beyond 2018, the European Commission, in collaboration with key partners, is running long-term projects around 10 themes. These are called the 10 European Initiatives, and they correspond to 4 principles: Engagement, Sustainability, Protection and Innovation.

The 10 European Initiatives provide a framework for a European, cross-sectoral and integrated approach to cultural heritage. Each European Initiative clusters a series of actions and projects, including both brand new initiatives launched specially for the Year and the boosting and valorisation of pre-existing ones.

European Initiative 1, under the Engagement pillar, is entitled “Sharing heritage, history and values, to bring Europeans closer together”.

This project contributes to EYCH Initiative 1, with the specific aim of reaching and engaging hard-to-reach groups of older and younger people.

Other – complementary - activities under EYCH Initiative 1, not included in this contract, include the September 2018 [European Heritage Days](#) and the 2019 edition of the [Access City Award](#), which will reward two cities (one above 50,000 and one below 50,000) for outstanding work regarding access to heritage for people with special needs, including disabilities. EYCH Initiatives 2 and 3 focus on schoolchildren and young people respectively.

2.2 Background – other relevant EU policies

Other EU policy and programme activities relevant to this project include:

- EU policy collaboration under the European Agenda for Culture (including Member States’ Expert Groups under the [Open Method of Coordination](#), and [Structured Dialogues](#) with the cultural and creative sectors: on themes such as [intercultural dialogue](#), [the inclusion of refugees and migrants](#), [access to culture](#), and culture for social inclusion (2017-18 OMC work ongoing at time of writing)

- The New European Agenda for Culture - [COM\(2018\)267](#) and accompanying [Staff Working Document](#)
- [Culture for Cities and Regions](#) including the 2015-17 project funded by Creative Europe
- [Active Healthy Ageing – Guiding Principles and Index](#) (in follow-up to the 2012 European Year on Active Ageing and Intergenerational Solidarity)
- [Erasmus+ Inclusion and Diversity Strategy in the Field of Youth](#)

2.3 Objectives

The general objective of this project is to engage target groups of older and younger Europeans (aged 55+, and aged 13-30), who are hard to reach and do not already participate in cultural heritage activities, e.g. those living in isolation or poverty, not engaged in education, learning or employment.

The specific objectives are to:

1. encourage individuals in these target groups to share their own cultural heritage and get to know others', by participating in pop-up exhibitions, including by bringing personal items to display and helping with curation.
2. raise awareness of how much of our cultural heritage, history and values are shared, including among different generations, and how local heritage connects to European.
3. reinforce a sense of belonging to a common European space, and build a sense of community among potentially isolated people
4. contribute to the general objectives of the 2018 European Year: the discovery, appreciation and communication of the riches of Europe's cultural heritage

2.4 Tasks

Task I – Plan and deliver pop-up exhibitions in 7 to 10 EU Member States + Brussels

The tenderer will plan and deliver pop-up exhibitions in seven to ten EU Member States plus Brussels. The exhibitions should aim to reach at least 200 younger and older people in each Member State selected, and at least 2000 people in total, in collaboration with local partners.

The concept of the proposed pop-up exhibitions is that target groups (of harder-to-reach older and younger people) are encouraged and facilitated to bring or choose heritage content to display, for at least one day, but preferably longer.

The target groups may be the sole audience for the exhibition; or once the heritage content has been curated and securely displayed the exhibition may also be opened to external audience(s).

Heritage content on display can be tangible or intangible, movable or immovable³. Each exhibition should include at least some examples of:

- personal heritage (e.g. photos, letters, (low-value) artworks, antiques)
- local or regional cultural heritage (e.g. artwork, building, tradition, performance, festival from the local area or region)
- cultural heritage of European significance (e.g. relevant to or renowned in more than one European country, included in Europeana collections, European Heritage Label, EU/Europa Nostra Prize winner)

It may also include examples of national and non-European heritage, as well as heritage recognised by UNESCO.

Types of heritage content which would be suitable include:

- low-value physical artefacts, which participants bring themselves or choose from local heritage collections.
- high-value or immovable physical artefacts, exhibited using screens/projectors or as high-resolution prints or photographs displayed within the exhibition
- intangible heritage, such as stories, music, film, dance

Participants should be invited briefly to describe any personal items they have brought, in person and/or by using blank labels or audio media. Facilitators should promote discussion of what each of the items mean to participants, and aim to curate the heritage on display to make clear links between the personal, local and European levels. They may also design their own events to engage more people locally e.g. gastronomic/music/dance related to the heritage exhibited, or printing heritage-inspired gifts.

Subtasks in organizing the exhibitions will be to:

- 1.1 identify suitable partner organizations and secure their involvement. These may include pan-European organizations or their national members already involved in heritage outreach, and/or those working closely with specific groups of older or younger people.
- 1.2 select participating countries, with a view to geographical balance (north-south, east-west, larger-smaller countries). Pop-up exhibitions should be organized in seven to ten EU Member States plus Brussels, involving at least 200 younger and older people in each country, and reaching at least 2000 people in total (of any age – while the target groups participate in curating / providing exhibits, the exhibitions can also be promoted to wider audiences).

³ Tangible movable cultural heritage includes cultural objects such as artworks, artefacts, historic objects, but also books, archives, clothing, machines, etc. Tangible immovable cultural heritage includes culturally or historically significant buildings and historic places, historic towns, archaeological sites, monuments, etc. Intangible cultural heritage (also known as living heritage), as defined in the [UNESCO 2003 Convention](#), includes "practices, representations, expressions, knowledge, skills – as well as the instruments, objects, artefacts and cultural spaces associated therewith – that communities, groups and, in some cases, individuals recognize as part of their cultural heritage."

- 1.3 identify suitable location(s) for pop-up exhibitions. These could be indoors or outdoors, but to maximize *engagement* most should be in places where target groups of younger and older people congregate: in deprived urban areas (eg in streets, parks, shopping centres); with others in their ethnic/religious communities (eg near places of worship); in rural areas (eg at weekly market days); and/or in specialist community buildings (eg residential care homes, day care centres, youth clubs, probation centres). To maximize *reach* the tenderer should consider some locations visited by large numbers of people.
- 1.4 identify suitable timeframes for pop-up exhibitions. The duration of each pop-up should be between 1 day and 4 weeks, with at least 1 day hosting a participatory event with the target community. To maximize engagement and reach the tenderer should consider timeframes which coincide with other relevant events / festivals.
- 1.5 identify and appoint paid facilitators to work with target groups of older and younger people to help curate their own exhibitions. Their tasks should include preparation (including curation of the exhibits), hosting (the first day in principle), helping participants to describe their personal exhibits (in person, using blank labels or audio/video media), and evaluation (including a short report with indicative numbers of direct participants and visitors).
- 1.6 ensure the secure transport, display and return of exhibits, including personal items. Bearing this in mind, it is preferable for exhibition facilitators/curators to propose low-value items / prints / photographs / digital projections / replicas. If items of high monetary or sentimental value are proposed for inclusion, exhibitions should be staffed at all times; this should be taken into account when venues and duration are identified (tasks 1.3, 1.4).

Task II – Design, produce and distribute a set of resources for each pop-up exhibition

The tenderer will design, produce and distribute a common set of resources to the partners and facilitators in each participating country, to set up pop-ups with EYCH and/or WeAre#EuropeForCulture branding, respecting agreed guidelines (https://ec.europa.eu/culture/european-year-cultural-heritage/label_en). The EC may be able to provide roll-ups for EYCH in all EU languages.

New resources to be designed, produced and distributed under the contract should include at least the following items, in all relevant languages, which may be shared between Member States depending on the timing, location and language of each pop-up.

- 2.1 Large, clear display board or roll-up which explains how pop-up exhibitions work
- 2.2 Small flyers – to distribute physically and electronically in advance
- 2.3 Blank labels and/or blank audio media for playback – for participants to describe items they choose/bring to exhibit, in writing or orally
- 2.4 Evaluation questionnaires – for participants to complete before leaving the event
- 2.5 Observation sheets – for facilitators to complete during / after events, to be included in the short evaluation reports for each exhibition

For outdoor pop-ups, a simple marquee tent may also be purchased, or borrowed/hired locally, to provide protection from adverse weather.

All written material should be made as clear and accessible as possible - in native language(s), avoiding jargon or complex terminology.

Task III – Disseminate and communicate project activities and results

The tenderer will

- 3.1 provide content for existing EYCH and Europa websites, and EU social media activity (Creative Europe Twitter and Facebook accounts)
- 3.2 share results among target groups and stakeholders who may be interested in replicating the initiative
- 3.3 produce a Project Report describing activities to be published at the end of the project, plus a Summary report of no more than two pages.
- 3.4 organize and host a small workshop in the margins of the Brussels exhibition, between the 12th and 14th month of the contract, involving key partner organizations and networks, plus some of the younger and older people who participated (in Brussels primarily, but also with at least one participant from elsewhere). A draft of the report mentioned under 3.3 should be made available at this event, and participants should be invited to present their activities and what they brought to and learned from the experience (as organizations / individuals). Audio/video testimonies or descriptions of personal heritage can also be presented.

All written material should be made as clear and accessible as possible - in native language(s), avoiding jargon or complex terminology.

3. CONTENT, STRUCTURE AND GRAPHIC REQUIREMENTS OF DELIVERABLES

The contractor must deliver the exhibitions and other deliverables as indicated below.

3.1. Content

3.1.1. Inception report

Within 2 weeks of signature of the contract, the contractor shall supply the Commission with a short inception report, including:

- detailed proposals for venues, target groups, partners and exhibition dates under Task 1;
- mock-ups of the resources prepared for exhibitions under Task 2;

The inception report shall not exceed **20** pages, annexes excluded. It must be in English and shall be provided electronically, for discussion at a kick-off meeting with the Commission within 4 weeks of contract signature.

3.1.2. Progress report

Within 9 months of signature of the contract a short progress report shall be provided, describing:

- exhibitions organized to date and still to come under Task 1
- preliminary feedback from exhibition organizers, participants and audiences
- outline draft of Project Report under Task 3
- detailed proposals for Brussels exhibition and workshop, including stakeholders to invite

The interim report shall not exceed **20** pages, annexes excluded. It must be in English and shall be provided electronically.

3.1.3. Project report

Within 12 months of signature of the contract, a draft Project report shall be provided, including:

- brief descriptions of each of the pop-up exhibitions delivered, including photos of participants and the heritage displayed, indications of the number of people participating actively and/or attending
- personal testimonials from participants, and audiences, on what they brought to the exhibitions, and what they gained from them. These should be derived from questionnaires, interviews and audio/video recordings, including some of the descriptions of personal heritage content provided by participants.
- lessons learned, including suggestions of if/how similar activities might be sustained beyond the lifetime of the project
- the following disclaimer:

“The information and views set out in this report are those of the author(s) and do not necessarily reflect the official opinion of the Commission. The Commission does not guarantee the accuracy of the data included. Neither the Commission nor any person acting on the Commission’s behalf may be held responsible for the use which may be made of the information contained therein.”

The draft Project report shall not exceed **50** pages, annexes excluded. It must be in English and shall be provided electronically, and printed out to distribute at the Brussels workshop to be held subsequently (the number of copies required will depend on the stakeholder participation proposed under 3.1.2).

Within fourteen (14) months of signature a final publishable version of the Project report shall be provided, reflecting any comments from the Commission on the draft Project report, and adding a description, photographs and testimonials from the final Brussels pop-up exhibition and stakeholder workshop.

The final Project report shall not exceed **60 pages** annexes excluded. It shall be provided electronically.

3.1.4. Summary report

Within 14 months of the signature of the contract, a publishable Summary Report of maximum 4 pages shall be provided in English and in French and must include:

- Brief descriptions of the pop-up exhibitions held, including a few photos/images
- 3 personal testimonials – 1 each from a participant, organizer and audience member
- Specific identifiers which must be incorporated on the cover page provided by the Contracting Authority
- the following disclaimer:

“The information and views set out in this publication are those of the author(s) and do not necessarily reflect the official opinion of the Commission. The Commission does not guarantee the accuracy of the data included. Neither the Commission nor any person acting on the Commission’s behalf may be held responsible for the use which may be made of the information contained therein.”

3.1.5. Requirements for publication on the internet

The Commission is committed to making online information as accessible as possible to the largest possible number of users including those with visual, auditory, cognitive or physical disabilities, and those not having the latest technologies. The Commission supports the Web Content Accessibility Guidelines 2.0 of the W3C.

For full details on the Commission policy on accessibility for information providers, see: http://ec.europa.eu/ipg/standards/accessibility/index_en.htm

For the publishable versions of the Project report and the Summary, the contractor must respect the W3C guidelines for accessible pdf documents as provided at: <http://www.w3.org/WAI/>.

3.1.6. Indicative timetable

T0	Contract start
T0 + 2 weeks	Inception report and first deliverables (see point 3.1.1.)
T0 + 4 weeks	Kick-off meeting with the Commission <i>1st interim payment (40%)</i>
T0 + 9 months	Submission of the Progress Report (see point 3.1.2.) <i>2nd interim payment (40%)</i>
T0 + 12 months	Submission of the draft Project Report (see point 3.1.3)
T0 + 12-14 months	Workshop and final exhibition in Brussels (see point 3.1.3)
T0 + 14 months	Submission of the final Project Report (see point 3.1.3) Submission of the Summary Report (see point 3.1.4)
T0 + 15 months	Finalisation of Project and Summary Reports <i>Payment of the balance</i>

3.2. Graphic requirements

The contractor must deliver the study and all publishable deliverables in full compliance with the corporate visual identity of the European Commission, by applying the graphic rules set out in the European Commission's Visual Identity Manual, including its logo. The graphic rules, the Manual and further information are available at: http://ec.europa.eu/dgs/communication/services/visual_identity/index_en.htm

The specific logo of the European Year of Cultural Heritage must also be included in publications..

4. EVALUATION AND AWARD

The evaluation is based solely on the information provided in the submitted tender. It involves the following:

1. Verification of compliance with the minimum requirements set out in these tender specifications
2. Verification of exclusion and selection criteria based on Declaration on the honour.
3. Evaluation of tenders on the basis of the award criteria
4. Verification of evidence for selection of tenderers whose tenders have been ranked first and second in relation to the assessment of the award criteria and to the ranking formula

The contracting authority may reject abnormally low tenders, in particular if it established that the tenderer or a subcontractor does not comply with applicable obligations in the fields of environmental, social and labour law.

The tenders will be assessed in the order indicated above. Only tenders meeting the requirements of one step will pass on to the next step.

4.1. Award criteria

The contract will be awarded based on the most economically advantageous tender, according to the 'best price-quality ratio' award method. The quality of the tender will be evaluated based on the following criteria. The maximum total quality score is 100 points.

- **Quality of the proposed methodology** (40 points – minimum score 50%)

This criterion will assess the relevance and quality of the methodology proposed in relation to the tasks described in section 2.4 and in particular:

- geographical balance and diversity of countries, partner organizations and venues proposed, to reach target groups and wider audiences, and deliver the pop-up exhibitions in the most socially inclusive manner (Task I)
- methodologies proposed to successfully plan, deliver and evaluate the exhibitions (Task I) and the Brussels workshop (Task III), including how it is proposed to identify, invite and engage target groups for exhibitions and relevant stakeholders for the workshop.
- proposed approach to curating and displaying heritage content, including personal artefacts brought by participants, and facilitating participatory events for maximum impact (Task I)

- **Organisation of the work and resources** (30 points – minimum score 50%)

This criterion will assess the relevance and feasibility of the approach for the management of the work in general, the concrete work plan and timetable, as well as how the roles and responsibilities of the proposed team and of the different economic operators (in case of joint tenders, including subcontractors if applicable) are distributed for each task.

Logistical aspects will be assessed, including, under Task I: the approach to managing exhibitions in different venues at different times; working respectfully with participating target groups (considering transport, safety, health, data protection), careful handling of heritage content (obtaining, transporting, displaying and returning); and under Task II: the approach to producing, allocating and transporting resources required for the exhibitions.

It will also assess the overall allocation of time and resources to the project and to each task or deliverable, and whether this allocation is adequate for the work. The tender should provide details on the allocation of time and human resources and the rationale behind the choice of this allocation. Details should be provided as part of the technical offer.

- **Quality of communication strategy and tools** (30 points – minimum score 50%)

This criterion will assess the quality and relevance of communication strategy and tools proposed: In particular it will assess the:

- Communication activities proposed to generate interest among different target groups, and attract wider participation/attendance at pop-up exhibitions (including the resources required under Task II)
- Communication tools proposed to share details and images of events on and offline for greater awareness/impact among the wider public (Task III)
- Communication approach proposed to distil and share lessons learned with stakeholders, in the Project Report and Brussels workshop (Task III)
- Communication strategy in the framework of the EYCH and its follow-up at European, national and local levels, linking to other relevant initiatives taking place such as the European Heritage Days, creating synergies with the Creative Europe programme. (Task III)

4.2. Ranking of tenders

The contract will be awarded to the most economically advantageous tender, i.e. the tender offering the best price-quality ratio determined in accordance with the formula below. A weight of 60/40 is given to quality and price.

score for tender X	=	$\frac{\text{cheapest price}}{\text{price of tender X}}$	*	100	*	40%	+	total quality score (out of 100) for all award criteria of tender X	*	60%
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4.3. Verification of non-exclusion

All tenderers must provide a declaration on honour (see Annex II) signed and dated by an authorised representative, stating that they are not in one of the situations of exclusion listed in that declaration on honour.

In case of joint tender, each member of the group must provide a declaration on honour signed by an authorised representative.

In case of subcontracting, all subcontractors whose share of the contract is above 10% and whose capacity is necessary to fulfil the selection criteria must provide a declaration on honour signed by an authorised representative.

The Contracting Authority reserves the right to verify whether the successful tenderer is in one of the situations of exclusion by requiring the supporting documents listed in the declaration of honour.

The successful tenderer must provide the documents mentioned as supporting evidence in the declaration on honour before signature of the contract and within the standstill period.

The standstill period is a period of 10 days during which the contract cannot be signed by the contracting authority. This period counts from the day after simultaneous dispatch of the notification by electronic means to all tenderers whose tenders have been considered regular at the opening phase (Art. 161 RAP).

If, due to technical reasons, the dispatch is made when using other means, the standstill period is 15 days (Article 171 RAP). If the requested evidence is not submitted in due time, the Contracting Authority can award the Contract to the Tenderer evaluated as the next-best.

This requirement applies to each member of the group in case of joint tender and to all identified subcontractors whose share of the contract is above 10% and whose capacity is necessary to fulfil the selection criteria.

The obligation to submit supporting evidence does not apply to international organisations.

A tenderer (or a member of the group in case of joint tender, or a subcontractor) is not required to submit the documentary evidence if it has already been submitted for another procurement procedure and provided the documents were issued not more than one year before the date of their request by the contracting authority and are still valid at that date. In such cases, the tenderer must declare on its honour that the documentary evidence has already been provided in a previous procurement procedure, indicate the reference of the procedure and confirm that there has been no change in its situation.

A tenderer (or a member of the group in case of joint tender, or a subcontractor) is not required to submit a specific document if the contracting authority can access the document in question on a national database free of charge.

4.4. Selection criteria

Tenderers must prove their legal, regulatory, economic, financial, technical and professional capacity to carry out the work subject to this procurement procedure.

The tenderer may rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. It must in that case prove to the Contracting Authority that it will have at its disposal the resources necessary for performance of the contract, for example by producing an undertaking on the part of those entities to place those resources at its disposal.

The tender must include the proportion of the contract that the tenderer intends to subcontract.

The tenderer (and each member of the group in case of joint tender) must declare whether it is a Small or Medium Size Enterprise in accordance with [Commission Recommendation 2003/361/EC](#). This information is used for statistical purposes only.

Declaration and evidence

The tenderers (and each member of the group in case of joint tender) and subcontractors whose capacity is necessary to fulfil the selection criteria must provide the declaration on honour (see Annex II), signed and dated by an authorised representative, stating that they fulfil the selection criteria applicable to them. In case of joint tender or subcontracting, the criteria applicable to the tenderer as a whole will be verified by combining the various declarations for a consolidated assessment.

This declaration is part of the declaration used for exclusion criteria (see section 4.3) so only one declaration covering both aspects should be provided by each concerned entity.

The Contracting Authority will evaluate selection criteria on the basis of the declarations on honour. Nevertheless, it reserves the right to require evidence of the legal and regulatory, financial and economic and technical and professional capacity of the tenderers at any time during the procurement procedure and contract performance. In such case the tenderer must provide the requested evidence without delay.

After contract award, the successful tenderer will be required to provide the evidence mentioned below before signature of the contract and within a deadline given by the contracting authority. This requirement applies to each member of the group in case of joint tender and to subcontractors whose capacity is necessary to fulfil the selection criteria.

A tenderer (or a member of the group in case of joint tender, or a subcontractor) is not required to submit the documentary evidence if it has already been submitted for another procurement procedure and provided the documents were issued not more than one year before the date of their request by the contracting authority and are still valid at that date. In such cases, the tenderer must declare on its honour that the documentary evidence has already been provided in a previous procurement procedure, indicate the reference of the procedure and confirm that there has been no change in its situation.

A tenderer (or a member of the group in case of joint tender, or a subcontractor) is not required to submit a specific document if the contracting authority can access the document in question on a national database free of charge.

Legal and regulatory capacity

Tenderers must prove that they are allowed to pursue the professional activity necessary to carry out the work subject to this call for tenders. The tenderer (including each member of the group in case of joint tender) must provide the following information if it has not been provided with the Legal Entity Form:

- For legal persons, a legible copy of the notice of appointment of the persons authorised to represent the tenderer in dealings with third parties and in legal proceedings, or a copy of the publication of such appointment if the legislation applicable to the legal person requires such publication. Any delegation of this authorisation to another representative not indicated in the official appointment must be evidenced.
- For natural persons, if required under applicable law, a proof of registration on a professional or trade register or any other official document showing the registration number.

Economic and financial capacity criteria

In order to prove their economic and financial capacity (in case of joint tender, the combined capacity of all members of the consortium and identified subcontractors), tenderers must comply with the following criteria:

- Turnover related to the broad area covered by the contract should be above € 500.000, in total, over the last two financial years
- Satisfactory results following the analysis of the financial capacity which will be performed by the Contracting Authority based on the following methodology:

https://ec.europa.eu/education/sites/education/files/methodology-procurement_en.doc

The following evidence should be provided:

a. Contracts worth EUR 144 000 or less

For contracts of this type, proof of financial capacity consists of a declaration on the honour by the economic operator (see Annex 2, 'Declaration on the honour').

b. Contracts worth more than EUR 144 000 but equal to or less than EUR 260 000

For this category of contracts, in addition to the declaration on the honour in Annex 2, proof of financial capacity is also provided by a statement of overall turnover and turnover specifically related to the supplies or services covered by the contract for the last two financial years for which accounts have been closed.

However, in case of doubt, the evaluation committee reserves the right to request supporting documents and to carry out the financial analysis described in point 4 of the abovementioned methodology.

Along similar lines, entities falling into one of the following high-risk categories must provide proof of their financial capacity (see points 3.3, 3.4 and 3.5 of the methodology) and are required to undergo the financial analysis provided for in point 4 of the methodology:

- newly-established entities which have existed for less than a year and for which no financial history is available;
- new entities which have existed for between one and three years;
- entities against which one or more expired and unpaid recovery orders have been issued by DG EAC;
- entities that are the subject of suspicions of or findings relating to serious administrative errors or fraud;
- entities against which legal proceedings have been brought for serious administrative errors or fraud.

c. *Contracts worth more than EUR 260 000*

For contracts worth more than EUR 260 000, proof of economic and financial capacity is provided by the following documents:

- the declaration on the honour in Annex 2.
- the economic and financial capacity analysis form showing the financial data of the economic operator, completed and signed by the operator (see Annex 3, 'Economic & financial capacity form');
- for economic operators required under national law to keep a complete set of accounts: the annual accounts (balance sheet, income statement and annexes) for the last two years for which accounts have been closed;
- for economic operators required under national law to keep a simplified set of accounts: the statement of expenditure and revenue and the annex showing assets and liabilities for the last two financial years for which accounts have been closed;
- in all cases, a statement of overall turnover and turnover specifically related to the supplies or services covered by the contract for the last two financial years for which accounts have been closed.

If, for some exceptional reason which the Contracting Authority considers justified, a tenderer is unable to provide one or other of the above documents, it may prove its economic and financial capacity by any other document which the Contracting Authority considers appropriate. In any case, the Contracting Authority must at least be notified of the exceptional reason and its justification. The Commission reserves the right to request any other document enabling it to verify the tenderer's economic and financial capacity.

Technical and professional capacity criteria and evidence

A. Criteria relating to tenderers

Tenderers (in case of a joint tender the combined capacity of all members of the group and identified subcontractors) must comply with the criteria listed below.

The project references indicated below consist in a list of relevant services provided in the past three years, with the sums, dates and clients, public or private, accompanied by statements issued by the clients.

- **Criterion A1:** The tenderer must prove experience in the fields of cultural heritage, cultural outreach, and/or engagement with older people.

Evidence A1: the tenderer must provide evidence of relevant experience in the last 5 years.

- **Criterion A2:** The tenderer must prove capacity to work and draft in English

Evidence A2: the tenderer must provide references by providing copies or web links to written material delivered in the last 5 years in English.

- **Criterion A3:** The tenderer must prove capacity to work in several EU countries.

Evidence A4: the tenderer must provide references for a minimum of 2 projects delivered in the last 5 years. The combination of projects must cover at least 7 different EU countries. In addition, the tenderer must prove that it has contacts in the EU countries not covered by its project experience in order to ensure the required geographical coverage mentioned in task I; for this purpose, the tenderer must provide letters of intent from contact points.

B. Criteria relating to the team delivering the service:

The team delivering the service should include, as a minimum, the following profiles.

Evidence will consist in CVs of the team responsible to deliver the service. Each CV should indicate the intended function in the delivery of the service.

B1 - Project Manager: At least 5 years' experience in project management, including overseeing project delivery, quality control of delivered service, in project of a similar size and coverage (geographical scope at least half of that in this call for tender).

Evidence: CV

B2 - Expert in the field of culture / heritage: Relevant higher education degree and / or 5 years' professional experience, if possible in the field of access / outreach.

Evidence: CV

B3 – Expert in the field of social inclusion / engagement / event facilitation: Relevant professional experience, ideally including a cultural domain, and work with younger and older people.

Evidence: CV

B4 - Communication team: collectively the organizing team (in addition to local partners) should have good knowledge of at least one of the EU languages used in the 7-10 Member States plus Brussels proposed for pop-up exhibitions, and proven experience of 3 years in event organization and communication activities, in the fields of cultural outreach / social inclusion.

Evidence: CVs and language certificates; past relevant experience

B5 - Language quality check: a majority of the organizing team involved in the contract should be fully operational in English, as guaranteed by a certificate (at least level C1 in the Common European Framework for Reference for Languages) or past relevant experience. For the EU languages required in the other 7-10 exhibition countries plus Brussels, at least level B2 for at least 1 person for each language.

Evidence: language certificates and past relevant experience.

5. ANNEXES

The following documents are annexed to these Tender Specifications and form an integral part of them:

Annex 1	:	Information on the tenderer
Annex 2	:	Declaration on Honour
Annex 3	:	Economic & Financial Capacity Form
Annex 4	:	Price
Annex 5	:	Draft Contract