



EUROPEAN COMMISSION
EUROSTAT

Directorate F: Social statistics

Unit F-3 : Labour market and lifelong learning

ORIGINAL **EN**

Unit: F-3 Labour market and lifelong learning

Invitation to tender for the supply of conference organisation services

Conference on Gig economy and gig works

(ESTAT/F/2019/003)

Tender specifications

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SECTION 1 INTRODUCTION

1.1 Presentation of Eurostat

Eurostat is a Directorate-General of the European Commission (“Commission”). Its mission is to provide the European Union with a high quality statistical information service.

Together with the national statistical offices, Eurostat is responsible for the European statistical system: see Regulation (EC) No 223/2009 of the European Parliament and of the Council of 11 March 2009 on European statistics (OJ L 87/164, 31.3.2009). Eurostat implements standards, methods and classifications for the production of comparable, reliable and relevant data. Users of Eurostat’s output include the Commission and other institutions of the European Union, national governments of the Member States, international organisations, businesses, universities and a wide range of other users. Eurostat also supports non-member countries, including the candidate countries, in adapting their statistical systems.

More information can be found on the Eurostat's website:

<http://ec.europa.eu/eurostat>

Eurostat carries out some of its activities by awarding contracts for the provision of services relating to the various fields of the European statistical programme.

1.2 Subject of the contract

This invitation to tender covers:

The organisation of an international conference

Eurostat 2020 conference on *Gig Economy and Gig Works*

1.3 Glossary

Gig economy	A free market system characterised by high number of short term temporary contracts or by high number of self employed workers engaged for short-term tasks. Often the work and the commercial contracts, as well as the work organization itself, are managed through on line platforms.
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ILO	International Labour Organization
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OECD	Organisation for Economic Co-operation and Development
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UNECE	United Nations Economic Commission for Europe
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UNSD	United Nations Statistics Division
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SECTION 2 TECHNICAL INFORMATION

2.1 General information and objectives

Improving the policy-relevance of European socio-economic statistics is a high priority for Eurostat. The Eurostat conference on gig economy and gig works aims to bring together high-profile policy makers, users and statistical experts from Europe and around the world to give input to the future development of Eurostat socio-economic statistics on gig economy.

The gig economy is a recent phenomenon that is likely to impact, in the future, on dynamics and equilibriums on the markets and especially on the labour market. There is a need for reliable information in this field in order to manage the future changes and to turn them in a resource for better working conditions. The risk is that, if unmanaged, these new forms of work can result in increasing non-decent works.

The Eurostat conference will address the policy demands at EU and national levels, from other stakeholders and from other international organisations for reliable statistical information on gig economy, with a particular focus on the labour market domain. The emphasis will be put on the possible statistical answers to these demands. In particular, issues linked to data sources, definitions and measurement as well as current experiences in measuring the phenomenon, both at national and international levels, will be tackled. In addition to participants from EU institutions in particular Commission and Parliament, users and academics, National Statistical Institutes, including those from countries outside the EU, as well as the US Bureau of Labour Statistics, and international institutions such as OECD, ILO, UNECE or UNSD will be invited to the conference.

The principle objective of this contract is to provide for the facilities and practical organisation necessary to ensure the trouble-free organisation of this conference.

2.2 Volume of the contract

The execution of the tasks shall start from the date of entry into force of this contract for a maximum duration of 13 months, covered by one contract.

The estimated total value budget for the entire duration of the contract is 250 000 EUR.

The volume of the work consists of the practical organisation of one conference of two days gathering 300 people, including:

- Finding the venue of the conference and paying for the Conference rooms. The conference venue will be in Luxembourg.
- Proof-reading and editing of papers and presentations of approximately 200 pages.
- Providing general and secretarial support before and during the conference (including preparation of conference packs for participants, name badges, printing and distribution of the conference programme and other documents, possible conference gadget, managing the welcome office).
- Setting up and maintaining a conference website, including the creation of official conference's profiles on Twitter and Facebook. Advertising the conference on the

social networks. Including designing a conference logo for easy identification of the event (to be proposed by the contractor and agreed by Eurostat).

- Providing web streaming of the conference.
- Travel arrangements for a maximum of 30 persons (of which a maximum of 10 persons travelling from outside of the European Economic Area and Switzerland).
- Reserving and paying for hotel accommodation for a maximum of 30 persons; reserving (but not paying for) hotel accommodation for up to a further 270 people.
- Organising lunches and coffee breaks and the social events for up to 300 participants.
- Payment of daily allowances for a maximum of 30 persons.
- Reporting on the event, including preparation of a proceedings volume, and administration of a participant satisfaction questionnaire.

2.3 Tasks and expected results

The conference, of a duration of two days, will be held in Luxembourg, on Thursday and Friday, October the 22nd and 23rd 2020. The contractor will be responsible for booking and paying for the conference rooms for the event.

A maximum total of 300 persons will attend the conference, composed of around 30 speakers and 270 non-speaking participants (from European and non-European countries, as well as representatives from the European Commission and other international organisations). Eurostat will provide a list of speakers. A maximum of 30 speakers (from the list given by Eurostat) are entitled to accommodation, travel costs and daily allowances paid for by the contract

The contractor is expected to provide a fixed price for the organisation of the conference, including payment for the Conference rooms, the provision of a conference website, English proof reading and editing of the conference documents and presentations, organisation of lunches and coffee breaks and of social events (including a dinner), payment of travel, accommodation and per diems for the speakers, hotel booking for around 300 participants, the provision of general and secretarial support before and during the conference.

Further details as regards the volume of the contract are given below in the description of tasks and services that the contractor will be required to provide.

No registration or administration fees can be charged to the conference attendees.

- **Task 1 - Finding and paying for the venue of the conference**

The aim of this task is to find an appropriate venue for the conference. The conference is to be held in Luxembourg with a duration of two days, on Thursday and Friday, October the 22nd and 23rd 2020. The contractor will be responsible for booking and paying for the conference rooms for the event. All sessions of the conference will be plenary with no parallel sessions. The main conference room should accommodate up to 300 persons, at

least one additional smaller room, to accommodate up to 20 persons, will be available for the organisers.

The conference room should be equipped with all the IT and audio-visual equipment needed for the event, such as at least two screens (minimum 3 X 2 m), a video beamer (Barco or equivalent), a PC connected to the beamer for PowerPoint presentations, free of charge Wi-Fi network of sufficient quality available to participants and the material needed for presentations and interaction with the audience. The additional room should be equipped with a printer and should have easy access to a photocopy machine.

Deliverable 1: The expected result for this task is the provision of a suitable conference venue for two days. It shall include a main conference room fit to accommodate up to 300 persons and one additional room fit to accommodate up to 20 persons. The conference room shall be equipped with IT and audio-visual equipment needed for the event: at least two screens (minimum 3 X 2 m), a video beamer (Barco or equivalent), a PC connected to the beamer, free of charge Wi-Fi network of sufficient quality available to participants. The additional room should have a printer and easy access to a photocopy machine.

- **Task 2 - English proof reading and standardising conference documents**

The aim of this task is to (1) proof read and edit in English and (2) standardise and include in a common layout the conference papers (including the agenda and the abstracts), the presentations and other conference documents, as well as help with finalising illustrations.

(1) Proofreading:

The contractor should liaise with the speakers in view of obtaining the conference papers and presentations in time. The papers and presentations for the conference will be prepared by the speakers in English. However, the majority of speakers may not have English as a first language and some linguistic editing may also have to be undertaken by the contractor. Speakers will send their papers and presentations to the contractor, who will forward them to Eurostat. Eurostat will undertake a scientific/technical review of the content of the papers and presentations..

After having received the greenlight from Eurostat, the contractor will proof read and edit as necessary the received papers and PowerPoint presentations in professional quality English language within two weeks of receiving the greenlight from Eurostat. In case of comments from Eurostat, revisions shall be sent within one week (of receiving the comments from Eurostat).

It is estimated that a maximum of 200 pages would require proof reading.

(2) Layout and standardisation:

The contractor will standardise the format of the agenda, abstracts, papers and presentations using a standard layout (to be proposed by the contractor and agreed by Eurostat), including a cover page bearing the Eurostat logo, the eventual co-organiser logo, the conference title and logo (developed under Task 4, to be proposed by the contractor and agreed by Eurostat), the place and date of the conference, and the title of

the paper. The papers and presentations shall be numbered in the order in which they appear on the conference programme.

This task shall include, where appropriate, formatting the layout and illustrations for documents and presentations (in collaboration, if necessary, with the author).

The contractor will make the papers and presentations available to the conference participants at least two weeks before the beginning of the conference. Eurostat will draft the conference programme and will send it to the contractor to be formatted using the standard layout (to be proposed by the contractor and agreed by Eurostat). The abstracts of the presentations should be added by the contractor to the conference programme.

Printed copies of the conference programme, including the abstracts, are to be included in the conference kits, distributed to participants under Task 3. It is not intended that printed copies of the full papers and presentations will be distributed to participants. The detailed list of documents to be handled to the participants in printed copy is provided in Task 3.

Electronic copies of the abstracts, completed papers and presentations will be made available on the conference website (set up under Task 4).

Deliverable 2: The expected results for this task are the provision of proof-read, edited and standardised (formatted) papers, presentations and other conference documents in English. The English proof reading and editing must be of very good professional quality, executed within two weeks after receipt from Eurostat. Papers, presentations and other conference documents, formatted in the layout proposed by the contractor and agreed by Eurostat, should be available at least two weeks before the beginning of the conference.

- **Task 3 – Providing general and secretarial support before and during the conference**

Before the conference

At least six months before the conference, the contractor will prepare a draft invitation letter to the conference to be sent out by Eurostat. The letter should confirm the exact dates and location of the conference. A comprehensive information note covering logistics, visas, information on the location and hotels, and any other information deemed useful for participants, shall be prepared in English at least 5 months before the conference.

Invitation letters must include a privacy and copyright statement. The invitees must be informed that a list of participants will be made available to the workshop participants and that material (e.g. presentations, videos, photos) will be published online after the event. The invitation must also offer an opt-out possibility for the participants in view of organisers using data, image and potential voice recordings collected from the events. The tenderers shall include a description in the tender about the procedure to safeguard sensitive and personal information, see item 2.9 below).

Eurostat will make initial contact with potential speakers. Subsequent communication with the speakers and other participants on logistics and/or organisation of the conference will be the responsibility of the contractor (including timely updates on changes, answering questions, and resolving arising problems).

A draft list of participants shall be prepared as soon as the contractor receives confirmation of their participation. The details to be included in the final participant list

will be agreed during one of the progress meetings. Eurostat shall be immediately informed of any changes to the participant list. The list of participants will be made available on the conference website and regularly updated until the last day of the conference. A paper version, updated to the situation at one week before the beginning of the conference, will be included to the conference kit as described below.

Note that this list of confirmed participants serves as justification for the number of flat rates (unit costs) invoiced to cover the catering (coffee breaks/dinner/social events) expenses for the seminar.

Name badges must be prepared and shall bear the Eurostat logo, the conference title and logo, as well as the name, title and organisation of the participant. The design of the name badges must be approved by Eurostat at least one month before the conference.

Conference kits for distribution to the participants must be prepared and shall bear the Eurostat logo, the conference title and logo, the place and date of the conference. The kits must include all relevant conference documentation, as agreed with Eurostat during one of the progress meetings. It will anyway include: the conference program, with the list of all presentations and the abstracts, the list of participants (updated at one week before the beginning of the conference), details of the social event, emergency contact phone numbers and map of Luxembourg City.

The full conference papers and presentations will be distributed electronically to the participants, primarily via the conference website. Therefore, the conference kit will not include printed copies of the conference papers and presentations. However, the abstracts of papers should be included in the conference kit as part of the conference programme document (produced under Task 2). The programme document is expected to be a maximum of 30 pages.

No more than 50 printed pages would be included in each conference kit, of which a maximum of 10 pages would be printed in colour.

The conference kits should include items of Eurostat branded promotional material. Eurostat will provide pens, note pads and conference bags branded with the Eurostat logo. However, the contractor is invited to make a proposal in the tender application for additional promotional materials for the conference, to be supplied and paid for by the contractor, to be included in the conference kit and/or given to the speakers.

The conference kits must be approved by Eurostat during one of the progress meetings, and at least one month before the conference. They shall be prepared for all persons attending the conference (up to a maximum of 300 persons).

Name plates must be prepared for the conference room for speakers and session chairs. Name plates must be approved by Eurostat at least one month before the conference.

During the conference

Throughout the duration of the conference the contractor will provide assistance at the conference venue:

- a. Welcome desk able to work proficiently in English. The Welcome desk should be staffed throughout the conference so as to be able to provide assistance to the participants. A briefing should be foreseen before the start of the conference for all participating staff to receive practical information, including programme and who does what;

- b. Registration of participants - including distribution of badges, documents and conference kits, signature of the participants list on each day, confirmation of participant details, and collecting participants' agreement for the publication of their contact details on the conference website;
- c. Photocopying and distribution of any documents tabled at the conference - this includes adding a cover page to any new documents brought to the conference for discussion;
- d. Provision and technical supervision of IT or audio-visual equipment (as described in Task 1) in the conference room will be responsibility of the contractor;
- e. Assistance with presentations, if needed (for example, advancing presentation slides on the presentation PC);
- f. Taking detailed notes at the conference, in order to prepare conference proceedings and conclusions as specified in Task 10; liaising with Eurostat and the respective speaker promptly to have the notes finalised from each individual session;
- g. Publishing in a timely manner (following each session; and at the end of the day at the latest) the presentations and related documents on the conference web-site;
- h. Administration of conference evaluation questionnaires (see Task 10).

Deliverable 3: The expected results for this task are:

1. *Before the conference:* a draft invitation letter to the conference, registration form and information note; list of participants; name badges, speaker/session chair name plates, and conference kits, as detailed above.
2. *During the conference:* a Welcome desk staffed throughout the conference by English speaking staff; participants registered, badges, documents and conference kits distributed; documents tabled at the conference photocopied and distributed; provision and technical supervision of IT or audio-visual equipment in the conference room; assistance with presentations, if needed; detailed notes of the conference taken; conference evaluation questionnaires distributed and collected, as detailed above or in Task 10.

- **Task 4 – Setting up and maintaining a conference website, including the creation of official conference’s profiles on Twitter and Facebook, advertising the conference on the social networks, including designing a conference logo**

The aim of this task is to set up and maintain a website with appropriate internet address dedicated to the conference. The platform/web location of the website is to be discussed and agreed with Eurostat.

The website will be in English and will include all relevant information for the conference attendees, including blank conference registration forms, hotel reservation forms, information concerning visas and travel, up-to-date conference papers and presentations, and any other information deemed useful for participants. The registration form should contain an agreement request for the publication of the contact details.

The website will be the primary means of distributing the conference papers and presentations to participants and to the wider public.

The website will be open to the public, and so should not contain any individual data or other confidential information, except contact details of participants who gave their agreement when they registered to the conference. The provisions for the protection of personal data should be displayed at the website and applied accordingly.

The website should be launched at least 4 months before the conference and remain publicly available for at least two years after the final event, guaranteed by a pre-paid hosting agreement signed by the contractor with the chosen hosting service.

A policy for the web engagement of the participants should also be proposed; for example via opportunities to comment/interact on the website, the possibility to share the conference material via social media, etc.

The contractor will design a conference logo for easy identification of the event. The conference logo will be proposed to Eurostat at least 6 months before the conference and will have to be agreed by Eurostat.

The management of the website and related platforms will be the task of the contractor.

The content and the design of the website will have to be agreed by Eurostat.

The content of the website (all documents, presentations, discussions, conclusions and other texts) will also have to be copied/uploaded by the contractor to the European Commission's CIRCABC platform (<https://circabc.europa.eu>).

Moreover the contractor will open and manage official conference's profiles on Twitter and Facebook at the purpose to advertise, starting 4 months before the start of the conference and to update on the progress of the event during the conference.

Deliverable 4: The expected result for this task is a public website in English, containing all relevant information for the conference as described above. A document confirming that the fees for the web service that is hosting the website have been paid to cover a period of at least four months before the conference and two years after the conference. In addition to the website, official conference's profiles on Twitter and Facebook will be provided in order to advertise the conference and to keep the followers informed during the conference.

- **Task 5 – Web streaming**

The contractor shall foresee the live streaming of the conference presentations and discussions on the web, embedded in the conference website. The contractor must inform speakers and participants, at the moment of the registration to the conference, about privacy and copyright information, and obtain the necessary consent in accordance with Article II.13.8 of the General Conditions, in view of using data, image and voice collected during the Seminar. The contractor will be responsible for hosting the web streaming, to ensure good quality delivery of the session, to provide technical assistance and troubleshooting when needed.

The contractor shall establish the web streaming and to organize a general testing of IT tool one week prior to the start of the conference.

Deliverable 5: Functional web streaming during the conference. Collection of the agreement to the privacy and copyright conditions at the moment of the registration to the conference for all speakers. General test of the IT tools for web streaming one week before the conference.

- **Task 6 – Travel Arrangements**

The contractor will be responsible for arranging and paying for travel to and from the conference for up to 30 speakers (from the official list of speakers provided by Eurostat). A maximum of 10 of these speakers will travel from outside of the European Economic Area and Switzerland – from any other country in the world. The contractor will be responsible for all aspects of travel arrangements including direct contacts with speakers, where necessary. As a general rule, travel shall be arranged so that speakers arrive on the day before the event and depart no more than one day after the event. Where speakers depart on the actual day of the event there will be a corresponding reduction in the costs under Task 7, 8 and 9.

Within one month of the end of the conference, the contractor shall prepare a report itemising, for each speaker and discussant, the travel paid and its place of departure (see Task 10). Note that this report serves as justification for the number of flat rates (unit costs) invoiced to cover the travel expenses for the seminar.

Booking of tickets

The standard European Commission rules for the payment of transport costs for travel by air, rail or by car will apply.

a. Air tickets: These should normally be economy class and must cover all normal charges (including airport and other related taxes and, where appropriate, any charges for making tickets available for collection at the airport of departure).

b. Rail tickets: Where more appropriate (when travel is from or to a location not exceeding a distance of 400 km from the conference location and not including a sea crossing which can only be made by boat), travel may be arranged by rail (first class for international journeys) rather than air.

c. Car: If a speaker wishes to travel to the conference by car, he or she will be refunded the cost of a rail ticket for the equivalent journey (first class for international journeys). If several participants travel together by the same car, only one reimbursement will be authorised. Evidence of the journey by car must be requested from the participants. In case of any accident, any and all claims are the sole responsibility of the person(s) taking the journey and cannot be made on the Commission or on the contractor.

d. Changes and cancellations: The contractor must provide speakers with the necessary assistance whenever changes have to be made to the tickets. Any additional outlay occasioned by negligence attributable to the contractor will be borne by the contractor.

Purchase and delivery of tickets

e. Delivery of tickets: The contractor will contact the speakers as necessary to make arrangements for sending e-tickets or paper tickets, or for making them available for collection at the airport of departure.

f. Visas: The contractor must assist participants to obtain in due time any visas they may need in order to travel to the conference venue. Such help will consist of providing all the information and documentation (for example, administrative forms) that participants need to obtain the necessary visas. Where a participant encounters problems with obtaining a visa, the contractor must inform Eurostat immediately.

g. Reimbursement of visa costs: The costs of visas should be reimbursed to the speakers on the basis of supporting documents: presentation of the original passport, endorsed with the appropriate tax stamps and official stamps, and/or of the official receipt issued by the appropriate consular department.

Deliverable 6: The expected results for this task are: the appropriate travel tickets booked, purchased and delivered to the 30 speakers/chairs; speakers travelling to the conference by car receive the cost of a rail ticket for the equivalent journey (first class for international journeys) (one per car); participants obtain required visas in good time, and costs of visas are reimbursed to the speakers, according to the conditions set out above. Eurostat reserves the right to ask for evidence of purchases or reimbursement.

- **Task 7 – Hotel Reservations**

The contractor will reserve and provide (including payment) hotel accommodation (4-star hotel) for up to 30 speakers (from the official list of speakers provided by Eurostat), from the evening before the start of the conference to the morning after the end of the conference, including breakfast. One room with en-suite bathroom per person should be foreseen.

The contractor will propose for approval the hotel quote and will reserve the accommodation after having received the Eurostat greenlight.

The contractor will also reserve hotel accommodation for up to 270 further participants upon request (hotel costs will not be reimbursed to these other participants). The accommodation must be reserved in one or more hotels suitable for high level participants (four or three stars hotels) and be in close proximity to the conference venue (no more than 10 minutes walk or 30 minutes by bus or tram).

Within one month of the end of the conference, the contractor shall prepare a report itemising, for each speaker and discussant, the number of overnight stay in the hotel (see Task 10). Note that this report serves as justification for the number of flat rates (unit costs) invoiced to cover the travel expenses for the seminar.

Deliverable 7: The expected results for this task are the reservation of one hotel room with en-suite bathroom per participant and the provision (including payment) of one hotel room with en-suite bathroom per speaker. The contractor has to keep all the supporting documents and provide copies to Eurostat in relevant reports.

- **Task 8 – Dinner/coffee breaks and social events for the conference**

The arrangements for the conference should include the provision of tea, coffee and juice to the conference participants during breaks (one in the morning and one in the afternoon) in the conference programme. Water should be also be provided to the participants for the

entire duration of the conference. These will be under the responsibility of, and paid for by the contractor.

Conference information should include information on possible lunch locations, however the lunch itself will be under the responsibility of, and paid for by the participants.

The contractor should organise a social event, including a dinner, to enhance social interaction among participants. This one should take place in the evening of the first day of the conference and must be coordinated with and approved by Eurostat before the beginning of the conference.

The social event and dinner will be paid by the contractor. In case the social event venue will be far more than 10 minutes walk or 15 minutes by bus or tram from the conference venue, appropriate transport means for the participants must be organised by dedicated transportation.

The social event, including dinner, should be provided for all persons attending the conference (up to 300 persons).

The dinner should be a 3-course dinner (with a starter, a main course and a dessert). Vegetarian / special needs meals should be included in the offer. Water should be provided during the dinner, as well as 2 glasses of wine, or of soft drinks on request, for each participant.

Note that this list of confirmed participants (see Task 3) serves as justification for the number of flat rates (unit costs) invoiced to cover the catering (coffee breaks/dinner/social events) expenses for the seminar

Deliverable 8: The expected results for this task are for all conference participants, the provision of tea, coffee and juice during breaks in the conference programme, water for the entire duration of the conference, one social event including a three-course dinner with beverages (water and 2 glasses of wine or of soft drinks on request, for each participant) as well as information on possible lunch locations.

- **Task 9 – Payment of daily allowances**

Up to three daily allowances (per diem) for the stay in Luxembourg, according to the EC official rate, should be paid to up to 30 speakers (from the official list of speakers provided by Eurostat), when they register at the conference. One per diem is paid for each overnight stay at the conference location. The daily allowance is intended to cover meals, local travel within the place of mission and sundry expenses.

The EC official rate for Luxembourg is: €98 per day.

European Commission rules state that this standard per diem rate will be reduced by €24.50 or each lunch or dinner that is provided without cost to the speaker. This will include the dinner provided and paid for by the contractor on the first conference day (see Task 8).

The contractor shall provide statements signed by each speaker confirming the amount of the per diem payment received.

Within one month of the end of the conference, the contractor shall prepare a report itemising, for each speaker and discussant, per diem (number of days + amount) payments (see Task 10). Note that this report serves as justification for the number of flat rates (unit costs) invoiced to cover the per diem expenses for the seminar.

Deliverable 9: The expected results for this task are the organisation and payment of one adjusted per diem per speaker for each overnight stay at the conference location, for a maximum of three nights.

- **Task 10 – Reporting activities**

(1) Drafting, distributing, collecting, and analysing conference evaluation questionnaires

The contractor will draft and make available to all participants a conference evaluation questionnaire on various organisational issues, including, *inter alia*, how participants rated the conference, session organisation, and conference content, hotel and travel arrangements, conference room facilities, secretarial help. The questionnaire should be made available in English; it will be prepared in a modern way (electronic device available during the conference or by email after the conference). The questionnaire (or alternative way to get feedback from participants) must be submitted to Eurostat for approval during one of the progress meetings or by e-mail at least four weeks before the conference. The contractor will be responsible for gathering and analysing the replies to these questionnaires, and will submit the replies and analysis to Eurostat within one month after the end of the conference.

(2) Prepare and send out approved conference proceedings

At the end of the contract, the contractor will produce a draft summary of discussions and conclusions, in a clear and easy-to-read manner. The document should be appropriate for web publication and present a comprehensive overview of the conference. Therefore, the contractor will make sure that the notes at each session will be taken by someone with sufficient knowledge of social statistics, who, in collaboration with the speakers, will finalise the notes for publishing.

The conference proceedings (including, *inter alia*, summary of discussions and conclusions) should be drafted in English and submitted to Eurostat for approval. Moreover, the contractor will prepare a final list of all the conference participants (names, official addresses, position in organisation, and contact details, in so far as these have been released for distribution by the participants).

The list of conference participants (subject to participants' agreement) and the conference proceedings shall be uploaded to the conference website.

(3) Report on travel, hotel and per diem costs

Within one month of the end of the conference, the contractor shall prepare a report itemising, for each speaker and discussant, the amounts paid for the hotel accommodation, the travel and per diem. Note that this report serves as justification for the number of flat rates (unit costs) invoiced to cover the hotel accommodation, the travel and per diem expenses for the seminar.

Deliverable 10: The expected results for this task are:

- For the conference, a final list of all the conference participants (names, official addresses, position in organisation, and contact details, in so far as these have been released for distribution by the participants).

- Two months after the conference, the draft conference proceedings (including, *inter alia*, conference minutes and conclusions) in English and the replies and the analysis of the conference evaluation questionnaire shall be delivered to Eurostat.
- Report on hotel accommodation, travel and per diem costs.

2.4 Meetings and missions

A kick-off meeting will be organised in Luxembourg soon after the signature of the contract. Quarterly progress meetings (maximum duration one day each) with Commission staff will be held in Luxembourg, in Commission's premises. For these meetings the contractor will prepare progress reports to be sent to Eurostat at least three days prior to the meetings. The minutes of each meeting will be prepared by the contractor and sent to Eurostat at the latest 5 days after the meeting for approval.

Travel expenses for such meetings should be included in the financial proposal of the tender.

2.5 Duration and timetable

The contract is expected to be signed in the fourth quarter of 2019.

Execution of the tasks is to start on the date of entry into force of the contract. The maximal overall duration of the work will be 13 months, except for the maintenance of the website which will continue for two years after the end of the conference (which should be guaranteed by a prepaid hosting agreement signed by the contractor with the chosen hosting service). The work will be covered by one contract.

The overall indicative timetable is presented in the table hereafter, where "M 11" represents (as an illustration) the month of the conference.

Time schedule:

Task	M 1	M 2	M 3	M 4	M 5	M 6	M 7	M 8	M 9	M 10	M 11	M 12	M 13
Task 1 - Finding and paying for the venue of the conference	x	x	x	x D1									
Task 2 - English proof reading and standardising conference documents		x	x	x	x	x	x	x D2					
Task 3a - Before the conference - Invitation letter to the conference, registration form and information note; list of participants; name badges, speaker/session chair name plates, conference kits		x	x	x	x	x	x	x	x	x D3a			
Task 3b - During the conference: Welcome desk staffed by English speaking staff; participants registered, badges, documents and kits distributed; provision and technical supervision of IT/audio-visual equipment; detailed notes taken; evaluation questionnaires distributed and collected											x D3b		
Task 4 – Setting up and maintaining a conference website, including the creation of official conference's profiles on Twitter and Facebook and the conference logo	x	x	x	x	x	x	x	x	x	x	x	x D4	
Task 5 – Web streaming											x D5		
Task 6 – Travel Arrangements					x	x	x	x	x	x	x D6		
Task 7– Hotel Reservations	x	x	x	x	x	x	x	x	x	x	x D7		
Task 8 – Lunches/coffee and social events for the conference							x	x	x	x	x D8		
Task 9 – Payment of daily allowances										x	x D9		
Task 10 – Reporting activities											x	x	x D10

Legend:

- M – month of project lifetime
- x – task's lifetime
- D – deliverables (expected results, see item 2.3 above)

A detailed timetable should be provided by the tenderer in the tender.

2.6 Minimum requirements

Tenders deviating from the requirements or not covering all minimum requirements described below may be rejected on the basis of non-compliance with the tender specifications and will not be further evaluated.

- Respect of deadlines
- Respect of regulations concerning privacy and copyright information and data protection
- Effective procedure to safeguard sensitive and personal information
- Conference room for up to 300 persons with IT and audio-visual equipment, and additional room for up to 20 persons with a printer and easy access to a photocopy machine
- Effective secretarial support before and during the conference
- Proofreading and editing of the conference documents with very good professional quality
- Provision and maintenance of a conference website
- Web streaming during the conference
- Booking, purchasing and delivery of appropriate travel tickets to the speakers/chairs
- Booking and payment of hotel accommodation (with en-suite bathroom) for the speakers/chairs
- Provision of tea, coffee and juice during breaks in the conference programme and water for the entire duration of the conference
- Social event including a three-course dinner with beverages
- Organisation and payment of one adjusted per diem per speaker for each overnight stay at the conference location
- Preparation and analysis of a conference evaluation questionnaire
- Maintenance of the list of participants and preparation of a report on hotel accommodation, travel and per diem costs
- Delivery of conference proceedings in English

Furthermore, the tender shall comply with applicable environmental, social and labour legislation established under Union legislation, national legislation, collective agreements or the applicable international social and environmental conventions listed in Annex X to Directive 2014/24/EU^[1].

^[1] OJ L 94 of 28.03.2014, p. 65

2.7 Technical implementation reports

The work carried out by the contractor under the contract will be the subject of the following technical implementation reports, which must be sent to Eurostat by the contractor both in hard copy and electronic format.

- Nine months after the starting date of the execution of the tasks referred to in Article I.3 of the contract, the contractor shall provide, in view of the progress of the tasks referred to in 2.3 of this tender specification and as soon as possible after this date, an interim technical implementation report relating to the execution of the contract describing the results obtained and the means which were implemented for the execution of the contract.
- Thirteen months after the starting date of the execution of the tasks referred to in Article I.3 of the contract, the contractor shall provide, as soon as possible and within sixty days of completion of the tasks referred to in 2.3 of this tender specification, a final technical implementation report relating to the execution of the contract describing the results obtained and the means which were implemented for the execution of the contract.

This technical implementation report shall accompany the corresponding invoice.

2.8 Assessment of results

Evaluation of the results will be based on the following criteria:

- Respect of deadlines
- Suitable conference venue
- Conference documents proof-read, edited and formatted with professionalism
- Effective secretarial support before and during the conference
- Attractive and user-friendly conference website
- Functional web streaming during the conference
- Appropriate accommodation and travel arrangements for the concerned speakers/chairs
- Quality of the social event including the three-course dinner
- Correct payment of per diem
- Conference proceedings of high quality
- Use of appropriate expertise for each task
- Participant satisfaction survey showing that at least 50% of the participants are satisfied or very satisfied with the logistics provided and overall organisation of the conference
- Understanding, and adequate response to, needs and situations.

2.9 Specific conditions

- **Resources made available by Eurostat**

All work under this contract will be carried out in close collaboration with Eurostat.

Eurostat will make initial contact with potential speakers.

Eurostat will send out invitations, the preliminary information notice and the initial conference agenda; all following communication with participants, as well as conference speakers (excluding scientific content-related), will be the responsibility of the contractor.

Eurostat will provide the contractor with the contact points at the participating organisations.

Eurostat will also facilitate communication and meetings with relevant Eurostat staff members, as well as access to relevant documentation, if necessary for the implementation of the present contract.

- Specific conditions for the execution of the contract

Sensitive and personal information:

The contractor is expected to put in place adequate procedures to protect the participants' sensitive information during the treatment and processing of their personal information such as passports and addresses according to the "Regulation (EU) 2016/678 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation)" available here: http://ec.europa.eu/justice/data-protection/reform/files/regulation_oj_en.pdf

The contractor is responsible for the protection of the participants' sensitive information.

SECTION 3 INFORMATION ON THE CONTRACT

3.1 General information

The submission of the tender implies acceptance of all the terms and conditions set out in the procurement documents (contract notice, invitation to tender, tender specifications, draft contract) and, where appropriate, waiver of the tenderer's own general or specific terms and conditions. **The submitted tender is binding on the tenderer to whom the contract is awarded for the duration of the contract.**

Once the Commission has opened the tender, the document shall become the property of the Commission and it shall be treated confidentially.

The Contractor is to carry out the tasks in accordance with:

1. the contract;
2. the technical specifications;
3. the tender.

In the event of conflict between these three documents, their provisions will apply in descending order.

No variants are allowed in relation to the services or the price schedule proposed in accordance with this tender specification

The place of the work will be the Contractor's usual workplace, unless stated otherwise in section 2.9

3.2 Payments

Contracts will be expressed in euro. All payments under these contracts will also be made in euro.

Payments under the contract will be made in accordance with Articles I.5 and II.21 of the draft contract in Annex 7.

3.3 Replacement of persons assigned to carry out the work

The Commission expects the contract to be executed by those persons identified in the tender. Whenever a replacement is necessary, the Contractor must ensure a high degree of stability of the services and an effective transfer of information.

Any replacement must be submitted to the Commission for written approval. The Contractor shall provide a timely replacement with at least equivalent qualifications and experience if:

- for duly justified reasons, a person is unable to continue providing the services;
- any person specified in the contract is found by the Commission to be incompetent in discharging or unsuitable for the performance of his/her duties under the contract or if carrying out his tasks under the contract prejudices the good and timely performance of the contract. Unless otherwise stated, if the Commission requests a replacement in writing, the Contractor must propose a replacement within one month of the receipt of the Commission's request. Failure to make such a proposal within this period will be considered a breach of contract.

Such a replacement will not oblige the Commission to pay any remuneration, fees or costs additional to those laid down in the initial contract. The Contractor must bear any additional costs arising from or incidental to such replacement. Such costs will include the costs of the return journey of the replaced member of staff and his family, the costs of the replacement's training and, if necessary, the expenses arising from the need to maintain simultaneously at the place of work the member of staff to be replaced and his replacement.

3.4 Personal data and intellectual property rights

3.4.1 Personal data

If processing your reply to the invitation to tender involves the recording and processing of personal data (such as your name, address and CV), such data will be processed Regulation (EU) 2018/1725 of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC, OJ L 295/39, 21.11.2018. Unless indicated otherwise, your replies to the questions and any personal data requested are required to evaluate your tender in accordance with the specifications of the invitation to tender and will be processed solely for that purpose by the unit involved. Details concerning the processing of your personal data are available at:

https://ec.europa.eu/info/departments/data-protection-officer_en

All personal data may be registered in the Early Detection and Exclusion System (EDES) if you are in one of the situations mentioned in Article 136 of the Financial Regulation¹. For more information, see the Privacy Statement on

http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm

3.4.2 Intellectual property rights

Your attention is drawn on Article I.10 of the contract's special conditions which contains specific provisions on intellectual property rights related to the results of the contract and their use.

3.5 E-prior

The execution of the contract between the Commission and the contractors could be automated by the use of the following application: e-Invoicing, e-Catalogue, e-Ordering, e-Request based on an electronic exchange platform (e-Prior). Information on the technical and functional characteristics of the above-mentioned system can be found at:

<https://webgate.ec.europa.eu/fpfis/wikis/x/8pBsAQ>

¹ REGULATION (EU, Euratom) 2018/1046 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012. <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=OJ:L:2018:193:TOC>

At the request of the Commission, the use of the above applications could be mandatory for contractors during the lifetime of the contract.

The e-Invoicing application may be used for this contract (the decision to use this application can be taken at the start of the contract or during the lifetime of the contract (through an amendment)). Further information on this application are available in the general conditions of the draft contract (Annex 7) in Art II.1 and II.5 and through the link above-mentioned.

If provided for in the special conditions of the contract, the exchange of electronic documents (e-documents) such as invoices between the parties is automated through the use of the *e-PRIOR* platform. This platform provides two possibilities for such exchanges: either through web services (machine-to-machine connection) or through a web application (the *supplier portal*).

Other applications as e-Sourcing and e-Fulfilment, which are currently under development may be implemented on a voluntary basis during the contract execution.

SECTION 4 INFORMATION ON THE TENDER PROCEDURE

4.1 General information

The legal basis for EU procurement consists of the relevant articles of the Financial Regulation, i.e.:

– Financial Regulation - REGULATION (EU, Euratom) 2018/1046 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012

The *Contracting authority* has chosen to award the contract resulting from this call for tenders through an open procedure pursuant to Article 164(1) (a) of the Financial Regulation. In an open procedure any interested economic operator (any natural or legal person who offers to supply products, provide services or execute works) may submit a tender (see 4.2).

– Judgments, mainly of the General Court in procurement cases.

The Financial Regulation incorporates the rules from Directive 2014/24/EU², hereinafter referred to as “the Directive” and Directive 2014/23/EU on concessions³.

This invitation to tender is intended to be competitive. Any attempt by a tenderer to obtain confidential information, enter into unlawful agreements, collude or make arrangements with competitors, canvass or solicit Commission staff or influence the evaluation committee or its individual members in any way during the tendering process will render his or her tender invalid.

The tender must be clear and concise, with continuous page numbering, and assembled so as to constitute a coherent whole (e.g. bound or stapled, etc.). Since tenderers will be judged on the content of their written tenders, these must clearly state that the tenderer is able to meet the requirements of the specifications and is capable of carrying out the work.

Tenders must be written in one of the official languages of the European Union. They must include all the information and documents required by the Commission for the evaluation of tenders on the basis of the exclusion, selection and award criteria, in accordance with these specifications, in the absence of which the Commission may decide to exclude the tender from the award procedure for the contract. For details, see item 4.4 “Structure of the tender”.

4.2 Who may participate in this invitation to tender

Participation in this invitation to tender (including each member of a group of economic operators if applicable) is open on equal terms to all natural and legal persons coming within the scope of the Treaties, as well as to international organisations.

² OJ L 94, 28.03.2014, p. 65, see <http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32014L0024&from=EN>

³ OJ L 94, 28.03.2014, p. 1, see <http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32014L0023&from=EN>

For British 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 European Union in the field of public procurement on the conditions laid down in that agreement or,
- has ratified the plurilateral Agreement on Government Procurement (GPA) concluded within the World Trade Organisation (WTO), under the terms of that Agreement.

Economic operators can submit a tender either as a sole tenderer or as a group of tenderers. In either case subcontracting is permitted.

In order to fulfil the selection criteria set out in Section 4.5.1.B the tenderer can rely on the capacities of subcontractors or other entities.

The role of each entity involved in a tender (hereafter referred to as *involved entity*) must be clearly specified: sole tenderer, member of a group or Group leader, subcontractor or an entity on whose capacities the tenderer relies to fulfil the selection criteria⁴. This applies also where the *involved entities* belong to the same economic group.

4.2.1 Joint tenders

A **joint tender** is a situation where a tender is submitted by a group (with or without legal form) of economic operators (natural or legal persons) regardless of the link they have between them. The group as a whole is considered a tenderer⁵. Joint tender 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.

Group members in joint tenders may submit only one tender for a single contract.

Group members must appoint a *Group leader* and a single point of contact authorised to act on their behalf in connection with the submission of the tender and all relevant questions, clarification requests, notifications, etc., that may be received during the evaluation, award and until the contract signature. The model power of attorney attached in **Annex 4** is to be used.

The joint tender must clearly indicate the role and tasks of each member and of the *Group leader* who will act as the *Contracting authority's* contact point for the contract's administrative or financial aspects and operational management. The *Group leader* will have full authority to bind the group and each of its members during contract execution. If the joint tender is successful, the *Contracting authority* shall sign the contract with the

⁴ Such an entity is not considered a subcontractor unless the entity is relied on to fulfill the technical and professional selection criteria (see Section 4.2.3).

⁵ References to *tenderer* or *tenderers* in this document shall be understood as covering both sole tenderers and groups of economic operators submitting a joint tender.

Group leader, authorised by the other members to sign the contract on their behalf via power of attorney drawn up in the model attached in **Annex 4**.

Changes in the composition of the group during the procurement procedure (after the submission deadline and before contract signature) shall lead to rejection of the tender except in case of:

- a merger or takeover of a member of the group (universal succession), provided that the new entity has access to procurement (see *Section Error! Reference source not found.*) and is not in an exclusion situation, or
- exclusion or rejection of a member by the *Contracting authority* where the member has no access to procurement, is in an exclusion situation or does not meet a relevant selection criterion.

In either case the selection criteria must be still fulfilled by the group and the terms of the originally submitted tender may not be altered substantially, i.e. all the tasks assigned to the excluded/rejected entity must be taken over by the group, the change must not make the tender non-compliant with the Tender specifications, and the evaluation of award criteria of the originally submitted tender may not be modified

The documents required and listed in the present specifications must be supplied by every member of the grouping (see 4.4); the checklist in Annex 9 will help verifying the level of information to be provided according to the role of each entity in the tender.

The Tender Report has to be signed by the joint tender leader (hand or electronic signature, as explained in point 1.2 of the Annex 8 to Tender Specifications: e-Submission application guide).

4.2.2 Subcontracting

Subcontracting is the situation where the contractor enters into legal commitments with other economic operators which will perform part of the contract on its behalf. The contractor retains full liability towards the *Contracting authority* for performance of the contract as a whole.

The following shall not be considered subcontracting:

- a) Use of workers posted to the contractor by another company owned by the same group and established in a Member State (“intra-group posting” as defined by Article 1, 3, (b) of [Directive 96/71/EC concerning the posting of workers in the framework of the provision of services](#)).
- b) Use of workers hired out to the contractor by a temporary employment undertaking or placement agency established in a Member State (“hiring out of workers” as defined by Article 1, 3, (c) of [Directive 96/71/EC concerning the posting of workers in the framework of the provision of services](#)).
- c) Use of workers temporarily transferred to the contractor from an undertaking established outside the territory of a Member State and that belongs to the same group (“intra-corporate transfer” as defined by Article 3, (b) of [Directive 2014/66/EU on the conditions of entry and residence of third-country nationals in the framework of an intra-corporate transfer](#)) .
- d) Use of staff without employment contract (“self-employed persons working for the contractor”) to perform substantially the same tasks as the staff with

employment contract (“employees”), without the tasks of the self-employed persons being particular well-defined parts of the contract.

- e) Use of suppliers and/or transporters by the contractor, in order to perform the contract at the place of performance, unless the economic activities of the suppliers and/or the transporting services are within the subject of this call for tender (see **Section Error! Reference source not found.2**).
- f) Performance of part of the contract by members of an EEIG (European Economic Interest Grouping), when the EEIG is itself a contractor or a group member.

The persons mentioned in points a), b), c) and d) above will be considered as “personnel” of the contractor as defined in the contract.

All contractual tasks may be subcontracted unless the *Technical specifications* expressly reserve the execution of certain critical tasks to the sole tenderer itself, or in case of a joint tender, to a member of the group.

By filling in the form available in Annex 2, tenderers are required to give an indication of the proportion of the contract that they intend to subcontract, as well as to identify and describe briefly the envisaged contractual roles/tasks of subcontractors.

Tenderers are required to identify all subcontractors.

Any subcontractor must provide the tenderer with a commitment letter drawn up in the model attached in **Annex 3.1** and signed by its authorised representative

Changes concerning subcontractors identified in the tender (withdrawal/replacement of a subcontractor, additional subcontracting) during the procurement procedure (after the submission deadline and before contract signature) require the prior written approval of the *Contracting authority* subject to the following verifications:

- any new subcontractor is not in an exclusion situation;
- the tenderer still fulfils the selection criteria and the new subcontractor fulfils the selection criteria applicable to it individually, if any;
- the terms of the originally submitted tender are not altered substantially, i.e. all the tasks assigned to the former subcontractor are taken over by another involved entity, the change does not make the tender non-compliant with the Tender specifications, and the evaluation of award criteria of the originally submitted tender is not modified.

Subcontracting to subcontractors identified in a tender that was accepted by the *Contracting authority* and resulted in a signed contract, is considered authorised.

If certain tasks provided for in the contract are entrusted to subcontractors, the Contractor shall remain bound by its contractual obligations to the Commission under the Contract and shall be solely responsible for the performance of the contract (see Article II. 10 of the draft contract in Annex 7).

See Section 4, item 4.4 to check which information must be provided in case of group of economic operators and subcontracting.

4.2.3 Entities on whose capacities the tenderer relies to fulfil the selection criteria

In order to fulfil the selection criteria a tenderer may also rely on the capacities of other entities, regardless of the legal nature of the links it has with them. It must in that case prove that it will have at its disposal the resources necessary for the performance of the contract by producing a commitment letter in the model attached in *Annex 3.2*, signed by the authorised representative of such an entity, and the supporting evidence that those other entities have the respective resources.

If the contract is awarded to a tenderer intending to rely on another entity to meet the minimum levels of economic and financial capacity, the *Contracting authority* may require the entity to sign the contract or, alternatively, to provide a joint and several first-call financial guarantee for the performance of the contract.

With regard to technical and professional selection criteria, a tenderer may only rely on the capacities of other entities where the latter will perform the works or services for which these capacities are required (i.e. the latter will assume the role of subcontractors).

⚠ Relying on the capacities of other entities is only necessary when the capacity of the tenderer is not sufficient to fulfil the required minimum levels of capacity. Abstract commitments that other entities will put resources at the disposal of the tenderer will be disregarded.

4.3 How to send a tender

4.3.1 General Information

If you are interested in this contract, you should submit a tender (see structure below described in item 4.4) for each lot concerned.

Tenders must be submitted exclusively via the electronic submission system (e-Submission) available from the below website⁶. Tenders submitted in any other way (e.g. e-mail or by letter) will be disregarded.

(<https://etendering.ted.europa.eu/cft/cft-display.html?cftId=4863>)

In order to submit a tender using e-Submission, tenderers (each member of the group in the case of a joint tender) will need to register in the European Commission's [Funding & tender opportunities](#) (Select “How to participate / Participant Register” from the menu bar) - an online register of organisations participating in EU calls for tenders or proposals. On registering each organisation obtains a Participant Identification Code (PIC, 9-digit number) which acts as its unique identifier in the above register. Instructions on how to create a PIC can be found in the PIC-management [Quick Guide for Economic Operators](#).

⁶ For detailed instructions on how to submit a tender please consult Annex 8 (e-Submission application guide) in Annexes of the procurement documents and the e-Submission Quick Guide available at: https://webgate.ec.europa.eu/esubmission/assets/documents/manual/quickGuide_en.pdf. In case of technical problems, please contact the e-Submission Helpdesk (see contact details in the Quick Guide) as soon as possible.

Tenderers already registered in the Participant Register shall reuse their existing PICs when preparing tenders in e-Submission.

The time-limit for receipt of tenders is indicated under Heading IV.2.2 of the contract notice where local time shall be understood as Luxembourg time (i.e. local time at the contracting authority's location)

A tender received after the time-limit for receipt of tenders will be rejected. The tender reception confirmation provided by e-Submission with the official date and time of receipt of the tender (timestamp) constitutes proof of compliance with the time-limit for receipt of tenders.

Details on the electronic submission system are provided in section: Annexes of the procurement documents (Annex 8 e-Submission application guide). In order to help tenderers presenting a tender, a checklist of the documents to be submitted in the e-Submission application is provided in annex 9.

All costs incurred for the preparation and submission of tenders are to be borne by the tenderers and will not be reimbursed.

4.3.2 Date and place of opening of the tenders

Tenders will be opened in public at the following address:

Eurostat
Joseph Bech Building
rue Alphonse Weicker, 5
L-2721 Luxembourg (Kirchberg)

The exact date, time and meeting room of the opening session are indicated under Heading IV.2.7 of the contract notice.

A maximum of two representatives per tender may attend the opening session. For organisational and security reasons the request to attend must comply with the following:

- it must contain the full name, date of birth, nationality and ID or passport number of the representative(s)⁷
- it must be signed by an authorised officer of the tenderer
- it must be sent by e-mail at least two working days in advance to ESTAT-FINANCIAL-CELL-DIR-F@ec.europa.eu.

The representative(s) will be required to present the tender reception confirmation generated by e-Submission and to sign an attendance sheet. The contracting authority reserves the right to refuse access to its premises if the above information or the tender reception confirmation are not provided as required.

The economic operators who submitted a tender and whose representative was not present at the opening meeting may send an information request ESTAT-FINANCIAL-CELL-DIR-F@ec.europa.eu. They will be informed per e-mail if their tender was admissible as well as of the identity of the other tenderers.

⁷ This data is necessary to ensure access to Commission buildings. Details concerning the processing of personal data for visitors to the European Commission are available in the privacy statement at: https://ec.europa.eu/info/files/data-protection-notice-visitors-european-commission_en

4.3.3 Contact with Eurostat

In principle, no contact is permitted between the Commission and the tenderer during the procedure. However, contact may exceptionally be permitted before the final date for the receipt of tenders:

- **On the tenderers' initiative:** in order (and only then) to clarify the nature of the contract. Any request for additional information must be made in writing only through the above TED e-Tendering website in the "Questions & answers" tab, by clicking "Create a question" (registration on TED e-Tendering is required to be able to create and submit a question).

(<https://etendering.ted.europa.eu/cft/cft-display.html?cftId=4863>)

- The Contracting Authority is not bound to reply to requests for additional information made less than six working days before the deadline for receipt of tenders. Provided it has been requested in good time, such additional information will be supplied simultaneously to all economic operators through the e-Tendering website (<https://etendering.ted.europa.eu/cft/cft-display.html?cftId=4863>) no later than six days before the deadline for the receipt of tenders.

The website will be updated regularly and it is your responsibility to check for updates and modifications during the submission period.

On the initiative of the Contracting Authority: in order to inform all interested parties of the existence of an error, a lack of precision, an omission or any other type of defect in the documents relating to the invitation to tender by supplying information on the e-Tendering website address:

<https://etendering.ted.europa.eu/cft/cft-display.html?cftId=4863>

After the tenders have been opened, contact may be permitted only on the initiative of the Contracting Authority, where some clarification is required in connection with a tender, or if obvious clerical errors in the tender must be corrected, provided this does not lead to substantial changes to the terms of the submitted tender.

In any event, such contact must not lead to any amendment of the terms of the tender.

In exceptional case (unavailability of e-Tendering, other reason...), and under the conditions described above, further information can be obtained by sending an **e-mail or letter** to:

ESTAT FINANCIAL CELL DIR F

For the attention of Eurostat

BECH building – Office D2/720

L-2920 Luxembourg

E-mail: ESTAT-FINANCIAL-CELL-DIR-F@ec.europa.eu

4.3.4 Period of validity of the tender

Tenders must be firm and not be subject to revision for the duration of the work. The tender must remain valid for a period as indicated under point IV.2.6 of the contract notice following the closing date for receipt of the tenders. Where the initial contract is stated to be renewable, the tender will remain valid for such renewals. Upon renewals of contracts, the Commission reserves the right to request updated forms for exclusion and selection criteria (see item 4.4 below). The contract(s) will be signed within the validity

period, during which the tenderer must continue to meet all the requirements set in the exclusion, selection and award criteria. If the situation concerning these requirements has been altered in the period that has elapsed since the tender in question was submitted, any changes must be reported immediately and at the tenderer's own initiative to the Commission.

4.4 Structure of the tender

Following the structure of the e-Submission application, all tenders must include the following sections:

(1) Parties – information about the parties participating in the procurement procedure, which covers the following items:

- a) Identification and information on the composition of the tenderer (section 4.4.1);
- b) Information regarding the exclusion and selection criteria (4.4.2 and 4.4.3).

(2) Tender data – you will need to provide the technical tender and the financial tender (financial proposal). (section 4.4.4 and 4.4.5)

(3) Tender report – you will need to provide the signed tender report (4.4.6)

Section	Where to insert in e-Submission
Section 4.4.1 Parties :identification of the tenderer:	<p>"Parties" → "Identification of the Tenderer" → "[Party Name]" → tab 'Attachments'- Legal and regulatory capacity.</p> <p>"Parties" → "Identification of the Tenderer" → "[Party Name]" Required field "Declaration on honour"</p>
Section 4.4.2 Parties :identification of the tenderer relating to the exclusion criteria.	<p>"Parties" → "Identification of the Tenderer" → "[Party Name]" → tab 'Attachments'- Exclusion criteria declaration on honour</p>
Section 4.4.3 Parties :identification of the tenderer: Evidence relating to the selection criteria	<p>"Parties" → "Identification of the Tenderer" → "[Party Name]" → tab 'Attachments'- Technical and professional capacity"</p> <p>"Parties" → "Identification of the Tenderer" → "[Party Name]" → tab 'Attachments'- Economic and financial capacity"</p>
Section 4.4.4 Technical Tender – Addressing technical specifications and award criteria	<p>"Tender data" → "Add your tender data – Technical tender [name of Call for Tender/ Lot name]"</p>
Section 4.4.5: Financial Tender	<p>"Tender data" → "Add your tender data – Financial tender [name of Call for Tender/ Lot name]"</p>

Section 4.4.6: Tender Report	" Tender report " → "Add your signed tender report"
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The tender must include all the requested information and be perfectly legible so that there can be no doubt as to words and figures.

The technical tender with page numbering must cover all aspects and tasks required in the technical specifications and provide all the information needed to apply the award criteria.

The tender must include a **cover letter** 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.

Tenders shall include the information and documents requested by the Commission in order to assess the tender. **In order to help tenderers presenting a complete tender, a checklist of the documents to be submitted is provided in annex 9.** This checklist does not need to be included in the tender, but it is encouraged to use it in order to ease the assessment of the tenders

The Commission reserves the right to request any other additional information in relation to the tender submitted, for evaluation or verification purposes within a time-limit mentioned in its request.

4.4.1 Section One: Parties :identification of the tenderer

Tenderers may choose between presenting a **joint tender** (see 4.2) and introducing a tender as a **sole economic operator**, in both cases with the possibility of having one or several subcontractors (see 4.2).

Whichever type of tender is chosen, the tender shall stipulate the legal status and role of each legal entity in the tender proposed and the monitoring arrangements that exist between them and, failing this, the arrangement they foresee to establish if they are awarded the contract.

In the e-Submission application, tab "Ways to submit", the tenderers should indicate the organization type (sole tenderer, joint tender involving subcontractors), fill out the required information and additional fields (Identification info, Registration info,), according to the type of tender. The information has to be completed for all entities participating in the tender, including subcontractor(s).

➤ Forms

The following forms (see below the different cases) shall be duly filled in and signed by a representative of the economic operator authorised to sign contracts with third parties.

These forms must be uploaded under "**Parties**" → "Identification of the Tenderer" → "[Party Name]" → tab 'Attachments' - 'Other documents'

Case 1: Submission by one tenderer

- The completed "Administrative information form" (**Annex 1**) accompanied by 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 which applies to

the legal entity concerned requires such publication. If they are necessary in order to show the authorisation to represent the tenderer, the instrument of incorporation or constitution of the legal entity and/or a copy of the statutes have to be submitted. If the person(s) signing the tender or the person designated to sign the contract is/are entitled to represent the economic operator by a power of attorney from the abovementioned authorised persons, the power of attorney must also be submitted;

- The “Questionnaire for joint tenders and/or subcontracting” (**Annex 2**) signed by a legal representative of the tenderer.

Case 2: Submission of joint tender

- For each entity involved (all members of the group of economic operators including the lead partner): the completed “Administrative information form” (**Annex 1**) accompanied by a legible copy of the notice of appointment of the persons authorised to represent the group member/leader in dealings with third parties and in legal proceedings, or a copy of the publication of such appointment if the legislation which applies to the legal entity concerned requires such publication. If they are necessary in order to show the authorisation to represent the group member/leader, the instrument of incorporation or constitution of the legal entity and/or a copy of the statutes have to be submitted;
- The “Questionnaire for joint tenders and/or subcontracting” (**Annex 2**) signed by a legal representative of the lead partner.
- For each member of the group of economic operators, except the lead partner, : the “Power of attorney (Annex 4)” signed by a legal representative of the member.

Case 3: Submission with subcontractor(s) and/or other entities

- In addition to the documents requested under Case 1 or 2, a “Commitment letter by a subcontractor” (**Annex 3.1**) and/or a “Commitment letter by an entity on whose capacities are being relied (Annex 3.2)”, signed by an authorised representative of the subcontractor/entity.

➤ Evidence

In the course of the procedure the Research Executive Agency Validation Services (hereafter the EU Validation Services) may contact tenderers via the Participant Register and ask for evidence with respect to their legal existence. The requests will be made through the register's messaging system to the e-mail address of the participant's contact person indicated in the register. It is the responsibility of the participant to provide a valid e-mail address and to check it regularly.

Please note that a request for such supporting documents in no way implies that the tenderer has been successful.

Therefore, the documents listed below shall not be submitted with the tender in eSubmission but may be requested by EU Validation Services at a later stage:

For the purpose of the LEAR (Legal Entity Appointed Representative) appointment:

- LEAR appointment letter — completed, dated and signed (handwritten blue-ink original signature) by the legal representative and the LEAR

- Declaration of Consent to the Participant Portal Terms & Conditions — completed, dated and signed (handwritten blue-ink original signature) by the legal representative of the organisation
- Copy of the official, valid proof of identity for the legal representative (identity document issued by the national authority containing the photo and signature of the holder, i.e. ID card, passport or driving license)
- Copy of the official, valid proof of identity for the LEAR (identity document issued by the national authority containing the photo and signature of the holder, i.e. ID card, passport or driving licence) and
- Valid official document to demonstrate that the legal representative has the authority to engage the organisation in its entirety.

For the purposes of the legal validation of the entities:

- Signed legal entity identification form⁸:
 - Natural Person
 - Private Law Body
 - Public Law Body
- Official VAT document or — if the entity is not registered for VAT — the proof of VAT exemption, not older than 6 months.
- Signed Financial Identification Form⁹,

⁸ Available here: http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm

⁹ Available here: http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial-id_en.cfm

- and the following additional documents, where relevant:

Status	Documents to be submitted
Private body (including SME)	Registration extract (not older than 6 months).
Public body	Copy of the act, law, decree or decision that established the organisation as a public body (or, if this doesn't exist, any other official legal document that proves this).
Non-profit organization	Copy of an official document attesting that the organisation has a legal or statutory obligation not to distribute profits to shareholders or individual members. ❖ The certificate of tax exemption may only constitute an indication of the non-profit status of the entity which has to be assessed together with other elements.
Research organization	Copy of an official document attesting that one of the main objectives of the entity is carrying out research or technological development.
Secondary or higher education establishment	Copy of an official document attesting that the organisation is recognised such as 'secondary or higher education establishment' by the national education system and is entitled to deliver diplomas recognized by the State.
International organisation International organisation of European interest	Copy of the relevant international treaty creating the organisation under international public law.
Natural person	Copy (legible) of valid identity card or passport.
Entities without legal personality	<ul style="list-style-type: none"> - Copy of an official document attesting that the representatives of the entity have the capacity to undertake legal obligations on its behalf. - Copy of an official document attesting that the entity has the same operational and financial capacity as that of a legal entity: i.e. <ul style="list-style-type: none"> • a document showing patrimony/asset/capital that is separated and different from those of the members/owners of the entity, and • a copy of the rules providing that creditors can rely on this patrimony/asset/capital and — in case of liquidation/insolvency — are reimbursed before the patrimony/asset/capital is divided between the owners/members.

Further information on the documents that may be requested by *the EU Validation Services* is available in the [EU Grants and Tenders Rules on Legal Entity Validation, LEAR appointment and Financial Capacity assessment](#)

4.4.2 Section Two: Exclusion criteria

Article 136 of the Financial Regulation¹⁰ defines situations when the tenderers shall be excluded from participating in procurement procedures.

➤ Form

The tenderer(s) including each partner in case of joint tender and each subcontractor¹¹ must provide the "Declaration on honour on exclusion criteria and selection criteria" (**Annex 5**) attesting that they are not in one of the exclusion situations detailed in the Declaration on honour.

The declaration(s) shall be signed by an authorised representative either with advanced electronic signature based on qualified certificates or by scanning and uploading a hand signed copy.

The declaration(s) must be uploaded under "**Parties**" → "Identification of the Tenderer" → "[Party Name]" → tab 'Attachments' - Exclusion criteria.

When the declaration(s) on honour and/or the tender report are signed by hand, a scanned copy must be attached to the tender in e-Submission. The hand-signed originals must be sent by letter at the latest on the first working day following the electronic submission of tender. Only the originals of the declaration on honour and the tender report are to be sent by letter, not other documents

The documents which were signed with an advanced electronic signature based on qualified certificates are not required to be sent by post.

(Details on the electronic submission system are provided in annex 8 "e-Submission application guide" point 1.2).

➤ Evidence

The evidence shall not be submitted with the tender in eSubmission but may be requested by the Contracting Authority at a later stage.

Only upon request of the Contracting Authority, and for contracts with a value higher than EUR 144.000, the successful tenderer must provide the documents mentioned as supporting evidence in the declaration on honour (Annex 5) before signature of the contract and within a deadline given by the Contracting Authority. This requirement applies to each single tenderer, to the leader and each member of the group in case of joint tender and to subcontractors whose capacity is necessary to fulfil the selection criteria and/or whose share of the tasks to be executed represent more than 15% of the value of the contract. The Contracting Authority reserves the right to require these documents for the other subcontractors.

The Contracting Authority may waive the obligation of a tenderer to submit the documentary evidence referred to Annex 5 in the following cases:

(a) the candidate is an international organisation or;

¹⁰ <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=OJ:L:2018:193:TOC>

¹¹ The Contracting Authority shall require that a tenderer replaces a subcontractor or an entity on whose capacity the tenderer intends to rely in case the subcontractor or entity is in an exclusion situation.

(b) such evidence has already been submitted for the purposes of another procurement procedure provided that the documents are not more than one year old starting from their issuing date and that they are still valid. In such a case, the tenderer shall declare on his honour that the documentary evidence has already been provided in a previous procurement procedure and confirm that no changes in his situation have occurred.

4.4.3 Section Three: 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 (see Annex 2).

The tender must include the proportion of the contract that the tenderer intends to subcontract (see Annex 2).

The tenderer (and each member of the group of economic operators 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 (See Annex 1).

➤ Form

The tenderers (and each member of the group of economic operators in case of joint tender) and subcontractors whose capacity is necessary to fulfil the selection criteria must provide the declaration on honour (see Annex 5), 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 4.4.2) so only one declaration covering both aspects should be provided by each concerned entity.

➤ Evidence

Tenderers will be required to provide the evidence mentioned below

- ***In e-Submission, together with the tender*** for the evidence relating to technical and professional capacity (see below 4.4.3b)
- ***At a later stage and only upon request by EU Validation Services*** for the evidence relating to economic and financial capacity (see below 4.4.3a).

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- Economic and financial capacity:

In the course of the procedure the Research Executive Agency Validation Services (hereafter the EU Validation Services) may contact tenderers via the Participant Register and ask for evidence with respect to the economic and financial capacity of the

organisation. The requests will be made through the register's messaging system to the e-mail address of the participant's contact person indicated in the register. It is the responsibility of the participant to provide a valid e-mail address and to check it regularly

Please note that a request for supporting documents in no way implies that the tenderer has been successful.

Therefore the documents listed below shall not be submitted with the tender in eSubmission but may be requested by EU Validation Services at a later stage.

- The following financial supporting documents covering 2 consecutive years:

Status	Documents to be submitted
Legal entity	<ol style="list-style-type: none"> 1. Profit and loss account 2. Balance sheet 3. Explanatory notes and/or annexes that form part of the above financial statements (if available) 4. External audit report¹³, for the procurement domain - to be submitted on voluntary basis if the entity has already been audited for other purposes
Natural Person	<ol style="list-style-type: none"> 1. Income tax declaration 2. Certified declaration of current patrimony (may not be applicable to procurement), including: <ol style="list-style-type: none"> a. fixed patrimony (e.g. land, tenement, hereditament, medium/long-term time deposits (more than one year), stock options that cannot be exercised within one year) b. current patrimony (e.g. available cash, savings, short-term time deposits (maximum of one year), stock-options that can be exercised within one year) 3. List of certified debts, which must contain all debts (with dates and figures), broken down in short-term debts (of maximum one year) and medium/long-term debts (of more than one year)(may not be applicable to procurement).
Start-up companies without closed accounts	Business plan

Further information on the documents that may be requested by *the EU Validation Services* is available in the [EU Grants and Tenders Rules on Legal Entity Validation, LEAR appointment and Financial Capacity assessment](#).

In case of joint tender, each partner must provide these documents

The Contracting Authority reserves the right to ask these documents for the declared subcontractors.

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.

b- Technical and professional capacity:

The following documents must be provided by the tenderer(s), together with the tender, as an evidence of the educational and professional qualifications:

- CVs of all personnel to be involved directly in performing the contract (including those working for any subcontractors) indicating educational and professional qualifications and experiences in areas relevant to the subject of this tender.

In the CV the language competence must be mentioned, bearing in mind that the main working languages in the Commission are English, French and German.

Tenderers must indicate whether or not the proposed staffs are currently working for the tenderer on the date of submission of the tender. The tender will clearly indicate if the proposed expert is an employee or not of the tenderer. If the proposed expert is not an employee, he/she will be considered as a subcontractor. Any person who is engaged on another project, where the input from his/her position in that contract will not have ended before the expected start of his/her activities under this contract, and where this commitment restricts his/her intended role under this contract must not be proposed for this contract.

- a list of the principal services provided in the past three years, with the amounts, dates and recipients (public or private) and any relevant evidence proving the requirements of the selection criteria (refer to section 4.5.1 b).

The above annexes shall be uploaded under "'**Parties**' → 'Identification of the Tenderer' → '[Party Name]' → tab 'Attachments' - Technical and professional capacity"

4.4.4 Section Four: Technical tender

The technical Tender needs to be uploaded in the section "**Tender data**" → "Add your tender data – Technical tender [name of Call for Tender/ Lot name]" in the e-Submission application.

The tenderer must select the "Technical Tender" from the dropdown box ("Financial Tender or Technical Tender"). The e-Submission application allows attachment of as many documents as necessary.

The technical tender is the core of the tender and it is essential that it conforms perfectly to all requirements listed in the technical specifications.

Tenders must be clear and concise. Since tenderers will be judged on the content of their written tenders, the tenders must clearly show how the tenderers are able to meet the requirements of the specifications.

If it is intended to subcontract part of the service, this should be indicated and quantified (the identity of and resources provided by the subcontractor).

The technical tender must cover all aspects and tasks required in the technical specifications and provide all the information needed to apply the award criteria.

Tenders deviating from the requirements or not covering all minimum requirements described in section 2 point 2.6 (Technical specifications) may be rejected on the basis of non-compliance with the tender specifications and **will not be evaluated**.

The tender shall comply with applicable environmental, social and labour legislation established under Union legislation, national legislation, collective agreements or the applicable international social and environmental conventions listed in Annex X to Directive 2014/24/EU¹².

The Commission applies the EMAS environmental management system ('the EMAS system') provided for by Regulation (EC) No 1221/2009 of the European Parliament and the Council of 25 November 2009 on the voluntary participation by organisations in a Community eco-management and audit scheme (EMAS), repealing Regulation (EC) No 761/2001 and Commission Decisions 2001/681/EC and 2006/193/EC (OJ L 342 of 22.12.2009, p. 1).

During the execution of the contract, the successful tenderer, group member(s) and/or any subcontractor(s), if relevant, may be requested by the Contracting Authority to implement the EMAS scheme, inter alia by providing information relating to the contract field required for the drafting and updating of the documents provided for by Regulation No 1221/2009 and the periodic evaluation of the system.

4.4.5 Section Five: Financial tender

A complete financial proposal (Annex 6), including the breakdown of the price as indicated in the tender specifications needs to be uploaded in section "" **Tender data**" → "Add your tender data – Financial tender [name of Call for Tender/ Lot name]"/ 'Lot name'>" in the e-Submission application. The tenderer will need to select the "Financial Tender" from the dropdown box ("Financial Tender or Technical Tender").

The total price needs also to be encoded directly in the e-Submission application "" **Tender data**" → "Add your tender data <'name of Call for Tender' / 'Lot name'>").

The compulsory reply form (**Annex 6**) must be used.

Prices must be expressed in euro.

Prices should be quoted free of all duties, taxes and other charges, i.e. also **free of VAT**, as the European Commission is exempt from such charges pursuant to the provisions of Articles 3 and 4 of the Protocol on the Privileges and Immunities of the European Union (of 8 April 1965).

All costs associated with the completion of the work, including overheads such as infrastructure, administration, costs and travel should be included in the overall fixed price in the financial proposal (no reimbursable variable costs).

4.4.6 Section Six: Tender report

Tender report: Consolidation of tender documents

Once all information and documents have been encoded and uploaded in the e-Submission application, and you consider that the tender is complete, the application

¹² OJ L 94 of 28.03.2014, p. 65

requires to create the tender report. **This Tender Report will be generated by the e-Submission application.**

It contains the list of documents that you submit. The sole tenderer's or leader's authorised representative(s) must sign the report. The tender report shall be signed by an authorised representative either with advanced electronic signature based on qualified certificates or by scanning and uploading a hand-signed copy.

In case of hand-signed copy, you **must send by post all the original documents** that were signed by hand immediately after the electronic submission of your Tender.

In case of a joint tender, the leader must collect all the original declarations signed by hand by the members of the group and send them by post together with the Tender Report, if the latter was also signed by hand. The original documents must be sent to the postal address indicated in the section 5 of Annex 8 "e-submission application guide" , stating the reference to the call for tenders and the Tender ID.

The documents which were signed with an advanced electronic signature based on qualified certificates are not required to be sent by post.

When the declaration(s) on honour and/or the tender report are signed by hand, a scanned copy must be attached to the tender in e-Submission. The hand-signed originals must be sent by letter at the latest on the first working day following the electronic submission of tender. Only the originals of the declaration on honour and the tender report are to be sent by letter, not other documents

(Details on the electronic submission system are provided in annex 8 "e-Submission application guide" point 1.2).

4.5 Evaluation and award

The evaluation of the tender will consist on the following elements:

- Verification of non-exclusion of tenderers on the basis of the exclusion criteria
- Selection of tenderers on the basis of selection criteria
- Verification of compliance with the minimum requirements set out in these tender specifications
- Evaluation of tenders on the basis of the award criteria

The *Contracting authority* will evaluate the abovementioned elements in the order that it considers to be the most appropriate. If the evaluation of one or more elements demonstrates that there are grounds for rejection, the tender will be rejected and will not be subjected to further full evaluation. The unsuccessful tenderers will be informed of the ground for rejection without being given feedback on the non-assessed content of their tenders. Only tenderer(s) for whom the verification of all elements did not reveal grounds for rejection can be awarded the contract.

The criteria for choosing the contractor are divided in three categories: exclusion, selection and award. Exclusion and selection criteria are related to the candidate or

tenderer, whereas award criteria are related to the tender. Exclusion and selection criteria are verified on a pass/fail basis.

The evaluation will be based on the information and evidence contained in the tenders and, if applicable, on additional information and evidence provided at the request of the *Contracting authority* during the procedure. If any of the declarations or information provided proves to be false, the *Contracting authority* may impose administrative sanctions (exclusion or financial penalties) on the entity providing the false declarations/information.

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

The Contracting Authority will inform candidates and tenderers, simultaneously and individually, by electronic means of decisions reached concerning the outcome of the procedure as soon as possible:

- After the opening phase for tenders received after the deadline;
- After the award decision, specifying in each case the grounds for the decision.

The information of the successful tenderer does not imply any commitment on the part of the Contracting Authority.

4.5.1 Exclusion and selection of tenderers

The assessment of tenderers will take place in 2 stages:

A- Exclusion of tenderers

Article 136 of the Financial Regulation¹³ defines situations when the tenderers shall be excluded from participating in procurement procedures (see Annex 5).

As indicated in point 4.4.2, the tenderer(s) including each partner in case of joint tender and each subcontractor must provide the "Declaration on honour on exclusion criteria and selection criteria" (Annex 5) attesting that they are not in one of the exclusion situations detailed in the Declaration on honour.

B- Selection criteria

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

Tenderers will be selected if they have the economic and financial capacity as well as the technical and professional capacity to perform the tasks required in this call for tender.

The Contracting Authority will evaluate selection criteria (legal, regulatory, financial and economic) on the basis of the declarations on honour. Nevertheless, it reserves the right to require evidence of the legal and regulatory, financial and economic capacity of the tenderers at any time during the procurement procedure (see 4.4.1 and 4.4.3a).

¹³ <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=OJ:L:2018:193:TOC>

- **Legal and regulatory capacity**

Tenderers must be 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 requested information (See 4.4.1).

- **Economic and financial capacity criteria**

The tenderer must have the necessary economic and financial capacity to perform this contract until its end. In order to prove their capacity, the tenderer must comply with the following selection criteria :

The **economic and financial capacity** of the tenderer will be assessed on the basis of the last annual turnover which has to be at least two times the annual value of the contract to be awarded (equal to the annual value of the financial tender submitted).

In the case of joint tender (group of economic operators) or subcontracting, this turnover criteria shall be assessed in relation to the combined turnover of all the parties involved in the tender.

Tenderers will be required to provide the evidence mentioned above (see 4.4.3 a) only upon request. 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

All the requirements have to be fulfilled at the deadline for the submission of the tender

- **Technical and professional capacity criteria**

The **technical and professional capacity** of tenderer(s) will be assessed from the qualifications of the staff/experts proposed, the principal services provided in the past three years and, if any, the specific requirements mentioned in the tender specifications. In the case of joint tender (group of economic operators) or subcontracting, the technical and professional capacity shall be assessed in relation to the combined capacity of all the parties involved in the tender.

The tenderer must meet the following criteria.

Criteria relating to the tenderer:

Criterion	Experience in the field of conference organisation
Minimum requirement	Experience in the field of conference organisation, with at least three comparable, in terms of size, duration and level of service (travel and hotel arrangements, social event, etc.), conferences organised in the last five years.
Documentary evidence	Details of conferences organised

Criteria relating to the team delivering the service:

Criterion	Language and IT skills
Minimum requirement	Experience of working in English. At least two persons in the team allocated to this contract should speak English fluently (equivalent to level C1 of the European Framework of Reference for Languages). Experience in web design and maintenance. At least one person in the team allocated to this contract should have at least two years of experience with creation and maintenance of website during the last five years.
Documentary evidence	CVs of staff members

The assessment will be based on the tender and on tenderers' answers in the compulsory reply forms.

Tenderers who wish to be taken into consideration must submit all the necessary supporting documents (as indicated in section 4.4.3b) and must use the forms provided in the annexes to this document.

Tenderers will be required to provide the evidence mentioned above (see 4.4.3 b) together with the tender. 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

Incomplete tenders may be rejected. However, the Commission may request the submission of missing formal documents by electronic mail (normally to be submitted within 24 hours after the request).

In addition, the Commission reserves the right to use any other information from public or specialist sources.

All the requirements have to be fulfilled at the deadline for the submission of the tender

4.5.2 Compliance with minimum requirements

Before proceeding to the evaluation of the award criteria, the evaluation committee will assess the compliance of the tender with the minimum requirements contained in section 2 point 2.6 of the present tender specifications.

Furthermore, the tender shall comply with applicable environmental, social and labour legislation established under Union legislation, national legislation, collective agreements or the applicable international social and environmental conventions listed in Annex X to Directive 2014/24/EU¹⁴.

¹⁴ OJ L 94 of 28.03.2014, p. 65

Tenders deviating from the requirements defined in the tender specifications or not covering all requirements may be excluded on the basis of non-conformity with the tender specifications and will not be evaluated

4.5.3 Award of the contract

A- Evaluation of the technical quality of the tender

Evaluation of the technical quality of the tender

The evaluation (award) criteria will be assessed in relation to the tender as a whole.

The technical tender (including any subcontracted parts) must be sufficiently detailed to enable the tender to be assessed on the basis of all award criteria mentioned below. It should meet the technical specifications and address all matters laid down therein. The tender should provide all the information required to award the contract, including a description of the intended team structure and the respective role of each team member and (where applicable) models, examples and technical solutions to problems raised in the specifications.

Merely repeating the mandatory requirements set out in these specifications without going into detail or adding any value will result in a very low score. The degree to which the criteria are met will be measured by a points score for each criterion. The relative importance of criteria for the overall score is indicated by the weighting of the award criteria.

Before its dispatch, please check that your tender is well documented according to the award criteria.

The technical quality of the tender will be assessed on the basis of the following criteria:

1. Technical approach and methodology (40 points)

This criterion will help assess to which extent the practical implementation and methodology proposed for the project demonstrate efficiency and effectiveness and will be a key success factor for the project and its successful and timely completion.

The technical approach and methodology will be assessed on:

- The extent to which any particularities that are mentioned in the specific project/lot have been considered.
- The practical implementation proposed for the project, for all tasks and expected results to be carried out and how it demonstrates a thorough analysis of all the involved aspects/issues.
- Description of the work and the clarity of practical application on how to achieve the project's goals and outputs considering, if possible, examples to demonstrate its successful completion.
- Presentation and description of expected and tangible results to be attained. Description of the **project management methodology** which will be applied to plan, monitor and control the execution of activities.
- Description of the specific treatment of personal data (for the contact details of participants)

2. Work plan and timetable - overall planning (15 points)

This criterion will help assess the relevance and quality of the overall planning, of the proposed work plan and of the corresponding dedicated resource and how the project will meet the proposed deadline(s).

The work plan and timetable will be assessed on:

- Detailed work plan and timetable to demonstrate that the project is achievable by the proposed deadline.
- Suitability between the work plan and the intended completion schedule.
- Clear work packages and divided responsibilities and work time amongst team members.
- Detailed implementation of the work plan to demonstrate successful achievement of the expected results, including rapid start-up, milestones and a realistic timeline taking into account the necessary time to involve expected participants and associated stakeholders and to submit reports on time.
- Work plan making specific reference to mobilisation of the experts/team, appropriate evaluation points, submission of reports and documents, specific meetings and milestones.

3. Management arrangements - Organization of the work and resources (30 points)

This criterion will help assess the organisation of work, covering both implementation of the contract and how the Contractor will provide support for the management and administration of the contract and contact(s) with Commission services.

The management arrangements - Organization of the work and resources will be assessed on:

- Description of the proposed team (number / profiles) with their role and responsibilities and of the different economic operators (in case of joint tender, including subcontractor if applicable) distributed for each task and work package. Balance between profiles and breakdown of the tasks (which profile is going to do which task and how much time will be devoted to each task per profile).
- Description of how each of the proposed experts will be assigned to the various elements of the work.
- Level of details provided on the allocation of time and human resources to the project and each task or deliverables and the rationale behind the choice of the proposed allocation.
- Suitability of the proposed organization for achieving the desired objectives of the project.
- Description given by the tenderer of the part of the project that he/she is able to implement autonomously.
- Estimate of how much and what kind of Eurostat involvement would be needed to ensure successful delivery and how cooperation with the Commission will be managed in practice.
- Description of the control the tenderer will exercise over those working on the project and how it will be a success factor for the project.
- Business continuity measures in case staff assigned to the project leave. A description of the back-up system to cover absences of key profiles (project manager, senior expert..)

- Detailed needs and justification for specific technical resources (software, informatics, resources, logistic, etc.).

4. Quality arrangements - Quality control measure (15 points)

This criterion will help assess the overall quality control system of the tenderer and how this will fit Eurostat requirements and help deliver the project in a quality and timely manner.

The quality arrangements - Quality control measure will be assessed on:

- Detailed quality control system applied to the service(s) foreseen in the tender specification.
- Detailed quality control over the expected deliverables.
- Internal control measures adopted to ensure continuity of the service in case of absence of a member of the team.

B- Method of selecting the economically most advantageous tender

Only tenderers whose tender has scored 50 % for each criterion and minimum 50 points in total or more on the technical evaluation according to the criteria and points set out under item 4.5.3.a may participate in the evaluation of the financial proposal. The contract will be awarded to the economically most advantageous tender, ie the tender tendering the best price-quality ratio on the basis of the following method:

$$R = \left(\frac{P_{\min}}{P} * 100 \right) * 0.50 + Q * 0.50$$

where:

R	Price-quality ratio
Q	total quality score (out of 100) of tender in question
Pmin	Cheapest price
P	price of tender in question

The tender ranked first after applying the formula will be awarded the contract.

C- Notification of tenderers of decisions taken by the Contracting Authority

You will be informed of the outcome of this procurement procedure by **e-mail only**. It is your responsibility to provide a valid e-mail address together with your contact details in your tender (Annex 1) and to check this e-mail address regularly.

Eurostat will notify the successful tenderer of the award decision. This notification does not constitute a commitment on the part of Eurostat.

Simultaneously and individually, the Contracting Authority will inform all unsuccessful tenderers, by electronic means, that their application or tender has not been accepted, specifying in each case the reasons why the tender or application has not been accepted.

Unsuccessful tenderers may request additional information about the reasons for their rejection in writing by mail or email, and all tenderers who have put in an admissible tender (i.e. one that meets the exclusion and selection criteria) may obtain information about the characteristics and relative merits of the tender accepted and the name of the successful tenderer.

However, certain details need not be disclosed where disclosure would hinder application of the law, would be contrary to the public interest or would harm the legitimate business interests of public or private undertakings or could distort fair competition between those undertakings.

The Contracting Authority must reply within fifteen calendar days from receipt of the request.

The Contracting Authority may not sign the contract with the successful tenderer until 10 calendar days ("standstill period"). That period shall run from the day after the simultaneous dispatch of the notifications to successful and unsuccessful tenderers. However, if due to technical reasons the dispatch is made on paper, the standstill period is 15 days.

If only one tender has been received, there will not be a standstill period for signing the contract.

If necessary, the Contracting Authority may suspend signing of the contract for additional examination if justified by the requests or comments made by unsuccessful tenderers during the standstill period or any other relevant information received during that period. In that event, all the tenderers must be informed within three working days following the suspension decision.

Should it not be possible to conclude the contract with the successful tenderer or should they withdraw, Eurostat reserves the right to review its decision and to award the contract to another tenderer, to close or to cancel the procedure.

Any request for information and any reply will have neither the purpose nor the effect of suspending the deadline for lodging an appeal against the contract award decision, which must be done within two months of the notification.

D- No obligation to award the contract

Opening to competition or the launch of an invitation to tender in no way imposes on the Commission an obligation to award the contract. The Commission will not be liable for any compensation for tenderers whose tenders have not been accepted, nor will it be so liable if it decides to abandon the procurement or cancel the award procedure. This decision would be substantiated and notified to the tenderers.