

CALL FOR TENDERS

N° BEREC/2019/08/OT

**Reimbursement of travel, subsistence and other expenses incurred
in the course of journeys made by persons not employed by the
Agency for support for BEREC (BEREC Office) and invited to attend
meetings in an expert capacity**

TENDER SPECIFICATIONS

19 November 2019

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1. INFORMATION ON TENDERING

1.1. Participation

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

It is also open to all natural and legal persons established in a third country which has a special agreement with the Union in the field of public procurement on the conditions laid down in that agreement. The Contracting Authority can therefore accept tenders from and sign contracts with tenderers from 37 countries, namely: the countries, which are parties to the Agreement on the European Economic Area (EEA) (the 28 EU Member States, Lichtenstein, Norway and Iceland) and 6 Stabilisation and Association Agreements (SAA) countries (North Macedonia, Albania, Montenegro, Serbia, Bosnia and Herzegovina, Kosovo¹).

The plurilateral Agreement on Government Procurement² concluded within the World Trade Organisation does not apply to this tender procedure.

1.2. Contractual conditions

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

Signature of the FWC is not an order for services and does not constitute a financial commitment. BEREC Office intends to issue individual and successive specific contracts over the period of validity of the FWC which shall take the form of the document provided in Annex III of the draft FWC.

1.3. Short overview of the procurement procedure

Title:	Reimbursement of travel, subsistence and other expenses incurred in the course of journeys made by persons not employed by the Agency for support for BEREC (BEREC Office) and invited to attend meetings in an expert capacity
Procedure:	Open Procedure
Type of Contract:	Framework Service Contract
Framework Type:	Single FWC
Number of envisaged	1

¹ This designation is without prejudice to positions on status, and is in line with UNSCR 1244/1999 and the ICJ Opinion on the Kosovo declaration of independence

² See http://www.wto.org/english/tratop_E/gproc_e/gp_gpa_e.htm

contractors:	
Duration:	The duration of the FWC is 12 months renewable automatically up to three times for further period of 12 months each, with a total maximum duration of 48 months.
Maximum total amount of the FWC over maximum duration of the contracts of 48 months	EUR 3 000 000 (three million euro)
Possible increase:	By virtue of point (e) of point 11(1) of Annex I of the Financial Regulation ³ , BEREC Office reserves the option to launch further negotiated procedures with the successful tenderer of the present call for tenders for new services consisting in the repetition of similar services during the 3 years following the signature of the original contract. Negotiated procedure will be used subject to cost-benefit analysis and the increase will not go beyond 50 % of the original value of the contract.
Main place of delivery of services	Riga
Lots	This procedure is not divided in lots
Variants	Not permitted
Consortia	Permitted but must be clearly described in the tender.
Subcontracting	Permitted. Subcontractors, whose share of the contract is above 20 % and whose capacity is necessary to fulfil the selection criteria, must be clearly identified in the tender.

1.4. Meetings and travel expenses

A representative will be requested to attend at least one half-day meeting at the BEREC Office in each year of execution of the contract to discuss contract management matters.

Travel expenses relating to the above mentioned meetings will be at the charge of the contractor.

³ 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 (OJ L 193, 30.7.2018, p. 1–222).

1.5. Minimum requirements

The tender must comply with applicable social and labour law obligations established by Union law, national legislation, collective agreements or the international environmental, social and labour conventions listed in Annex X to Directive 2014/24/EU⁴, as well as with data protection obligations resulting from Regulation (EU) 2016/679⁵.

1.6. Joint tenders

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

In case of joint tender, all members of the group assume joint and several liability towards the Contracting Authority for the performance of the contract as a whole, i.e. both financial and operational liability. Nevertheless, tenderers must designate one of the economic operators as a single point of contact (the leader) for the Contracting Authority for administrative and financial aspects as well as operational management of the contract.

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

1.7. Subcontracting

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

Tenderers are required to identify all subcontractors whose share of the contract is above 20 % and whose capacity is necessary to fulfil the selection criteria.

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

1.8. Structure and content of the tender

The tenders must be presented as follows:

Part A: Identification of the tenderer (see point 1.9)

Part B: Non-exclusion (see point 3.1)

Part C: Selection (see point 3.2)

⁴ Directive 2014/24/EU of the European Parliament and of the Council of 26 February 2014 on public procurement and repealing Directive 2004/18/EC (OJ L 94, 28.3.2014, p. 65).

⁵ Regulation (EU) 2016/679 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) (Text with EEA relevance) (OJ L 119, 4.5.2016, p. 1–88).

Part D: Technical offer

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

As part of the technical offer minimum requirements declaration (Annex I) must be provided.

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

No variants are allowed or options foreseen.

Part E: Financial offer

In the Financial Offer, tenderers must state their fee for the service mentioned in point 2.3. of the Technical specification. The fee of the contractor shall be calculated per number of applications processed. The fee shall cover all the services mentioned under point 2.3 of the Technical specifications.

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

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

The quoted price must be a fixed amount which includes all charges (including travel and subsistence).

1.9. Identification of the tenderer

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 and contact details of the single contact point (leader) in relation to this procedure.

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

All tenderers (including all members of the group in case of joint tender) must provide a signed Legal Entity Form with its supporting evidence. The form is available on:

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

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

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

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

2. TECHNICAL SPECIFICATIONS

2.1. Introduction and brief overview

BEREC and the Agency for Support for BEREC (the 'BEREC Office') was established by Regulation (EU) No 2018/1971⁶, replacing the previous Regulation (EC) No 1211/2009. The BEREC Office is established as a body of the Union.

BEREC advises the European Commission (the 'Commission') and the National Regulatory Authorities ('NRAs') with primary responsibility for overseeing the day-to-day operation of the markets for electronic communications networks and services, and assists the European Parliament and the Council, on issues related to the application of the EU regulatory framework for electronic communications. BEREC, in particular, has to enhance fair competition and consistency of the regulation in the internal market for electronic communications by providing expert advice on market definitions, analysis and remedies, definition of trans-national markets, cross-border disputes, numbering issues and others. Despite its important role, BEREC has no legal personality. Therefore, with the objective to provide administrative and professional support to BEREC, the legislator established the BEREC Office. The seat of the BEREC Office is in Riga, Latvia.

2.1.1. Structure of BEREC

Board of Regulators

BEREC is composed of the Board of Regulators. The Board of Regulators is composed of one member per Member State, who shall be the head, member of the collegiate body or a replacement of either of them, of the national regulatory authority established in each Member State ('NRA') with primary responsibility for overseeing the day-to-day operation of the markets for electronic communications networks and services. The Board of Regulators is open to the participation of regulatory authorities of third countries with primary responsibility in the field of electronic communications, with whom working arrangements have been established.

The Board of Regulators appoints its Chair and Vice-Chairs from among its members. The term of office of the Chair and of the Vice-Chairs is one year. Before serving her/his term as Chair for one year, the Chair has firstly to serve one year as a Vice-Chair. For ensuring continuity of BERECs' work, the Chair has to serve as a Vice-Chair for the year following her/his term as Chair. Every year the Board of Regulators appoints the Chair for the year subsequent to the following year and the Vice-Chairs for the following year.

The Board of Regulators meets at least 2 times a year in ordinary meetings organised all over Europe, usually it holds 4 meetings a year, which are convened by the BEREC Chair not less than 10 days prior to the proposed meeting date. The BEREC Chair also has the responsibility to determine their place.

⁶ Regulation (EU) 2018/1971 of the European Parliament and of the Council of 11 December 2018 establishing the Body of European Regulators for Electronic Communications (BEREC) and the Agency for Support for BEREC (BEREC Office), amending Regulation (EU) 2015/2120 and repealing Regulation (EC) No 1211/2009 (Text with EEA relevance) (OJ L 321, 17.12.2018, p. 1–35).

At the initiative of the Chair or at the request of at least 3 of the members or upon request by the Commission, BEREC can meet in extraordinary meetings, which are convened at rather short notice, but not less than 7 days before the date of the meeting. The place of such meetings is determined on an ad hoc basis.

Contact Network

According to BEREC Rules of Procedures the Board of Regulators is assisted by a working group called Contact Network composed of senior representatives of all members and participants, to prepare the decisions to be taken by the Board of Regulators and the BEREC Office Management Board. The Contact Network is chaired by a representative of the Chair of the Board of Regulators. The Board of Regulators may decide to delegate some of its duties to the Contact Network.

The Contact Network shall meet three to four weeks prior to the ordinary meetings of the Board of Regulators, and may, if requested by the Chair of the Contact Network, meet prior to any extraordinary meetings.

Working Groups

In addition to that, the work of BEREC is organised into Working Groups ('WGs'), which work on specific topics included in the BEREC Work Programme or arising on ad hoc basis, following request for advice or opinions from the EU Institutions.

Additionally, BEREC Office establishes dedicated Working Groups to issue opinions in the event that the Commission opens a Phase II investigation pursuant to Articles 7 and 7a of Directive (EC) 2002/21⁷, as amended by Directive (EC) 2009/140.

On average the WGs may have around 100 meetings per year in total, organised mainly in Brussels, currently in the premises of the BEREC representation in Brussels, hosted by the Secretariat of the IRG/BEREC (currently situated at: Rue de la Science 14, 1040 Brussels). The meetings of the WGs may take place also in Riga and, in limited cases, in other locations elsewhere in Europe.

2.1.2. Composition and structure of the BEREC Office

The BEREC Office is managed by the Director under the supervision of the Management Board composed of the persons appointed as members of the Board of Regulators and of one high level representative of the Commission. The BEREC Office has its own budget, most of which derives from a contribution from the Union.

The Management Board meets at least 2 times a year in ordinary meetings. For practical reasons these meetings are organized at the same date and venue as the meetings of the Board of Regulators. The meetings of the Board of Regulators and the Management Board are jointly referred to as 'ordinary meeting'. The Chairperson shall convene ordinary meetings of the Management Board in consultation with the Director, not less than ten days prior to the proposed meeting date.

The Chairperson may also convene extraordinary meetings of the Management Board in consultation with the Director, not less than seven days prior to the proposed meeting date.

⁷ Directive 2002/21/EC of the European Parliament and of the Council of 7 March 2002 on a common regulatory framework for electronic communications networks and services (Framework Directive) (OJ L 108, 24.4.2002, p. 33–50).

2.1.3. Short overview of BEREC and BEREC Office meetings and events

The table provided below contains an indicative, non-exhaustive list of the various BEREC and BEREC Office events.

№	Type of event	Indication of the possible location	Event duration	Expected number of events per year	Indicative number of reimbursements per event type
1.	BEREC ordinary/extraordinary meetings	Throughout Europe (EU and non-EU countries in Europe – BEREC members and participants without voting rights)	Up to 3 working days	2-4 ordinary meetings and exceptionally – extraordinary meeting	28-40 applications for reimbursement
2.	Contact Network meetings	Same as above	1 working day	Usually 4 per year	28-40 applications for reimbursements
3.	BEREC high-level internal workshops	Throughout Europe, frequently back- to-back with the ordinary meeting and at the same venue	1 working day	3 to 5	28-40 applications for reimbursements

№	Type of event	Indication of the possible location	Event duration	Expected number of events per year	Indicative number of reimbursements per event type
4.	BEREC conferences, seminars, workshops or other events, open to the public	Mainly in Brussels, but also in other locations in Europe	1 working day	3 to 6	28-40 applications for reimbursements
5.	Public debriefings from BEREC plenaries or public hearings on specific topics	Brussels	1 working day	5 to 8	Up to 10 applications for reimbursements
6.	Meetings of the BEREC Chair and Vice-chairs	Mostly in Europe (EU and non-EU countries), but also in other countries outside	1 working day	30 to 45	Up to 3 applications v
7.	Formal or informal meetings of the BEREC Chair and Vice-chairs with the European Commission, the Council of the EU and/or the European Parliament	Mainly Brussels but other locations in Europe are also possible	1 working day	1 to 2	Up to 5 applications for reimbursements

№	Type of event	Indication of the possible location	Event duration	Expected number of events per year	Indicative number of reimbursements per event type
8.	WG meetings	Mainly Brussels or Riga	1-2 working days	Up to 100; meetings are not evenly distributed; there may be up to 15 meetings per month.	Up to 40 applications for reimbursements
9.	Article 7/7a WG meetings (Art 32/33 according to the new EECC)	Anywhere in the EU, usually at the headquarters of the rapporteur of the WG	1 working day	up to 10	5-7 applications for reimbursements
10.	BEREC International Study Trip	Mainly outside Europe	5-7 working days	1	Up to 10 applications for reimbursements
11.	Other ad hoc events	No pattern	No pattern	No pattern	No pattern

2.1.4. Schedule of the meetings of the Board of Regulators, the BEREC Office Management Board, the Contact Network and the WGs

The schedule and the place for the meetings of the Board of Regulators, the BEREC Office Management Board and the Contact Network for year N+1 is determined by the incoming Chair by September of year N at the latest. It is published on the BEREC website. Usually these meetings are attended by the representatives of all the National Regulatory Authorities (Members and Participants without voting rights) and relevant experts. The number of experts eligible for applying for reimbursement may reach up to 40 per each event.

The schedule of the meetings of the WG so far is determined by the WG Co-Chairs and is usually announced on average 1-2 months in advance.

In relation to the organisation of the WG meetings the demand from BEREC side to the BEREC Office to expand the support to WGs is increasing and therefore the contractor should be prepared to address such a demand in future. Usually these meetings are attended by 5-40 experts depending on the context of the meeting. The number of experts eligible for applying for reimbursement may vary from 5-40 persons.

The meetings of the Article 7/7a WGs (Art 32/22 according to the new EECC) are convened at a very short notice due to the limited time for the preparation of the BEREC opinions and are organised on an ad hoc basis in case of opening of phase II investigation by the European Commission. Usually these meetings are attended by up to 10 experts.

2.2. Implementation of FWC

The Contracting Authority shall conclude a FWC with a single contractor. FWC is implemented via specific contracts. The Contracting Authority will order services by sending to the contractor a specific contract for services indicating dates, titles of meetings and provisional number of participants, whose reimbursement expenses are to be covered. The contractor must send back to the Contracting Authority the specific contract duly signed and dated in paper format within 5 working days of its receipt.

The specific contract shall become valid when it is signed by the BEREC Office as the last party.

2.3. Description of services

The objective of the FWC is to purchase services related to reimbursement of expenses incurred by persons invited by BEREC Office to attend meetings in an expert capacity.

The Contracting Authority provides reimbursement of the travel, accommodation and other expenses incurred in the course of journeys made by persons not employed by Contracting Authority and invited to attend meetings in an expert capacity in compliance with the [Decision Nr MC/2015/13](#).

The above mentioned Decision applies to an individual invited by the Contracting Authority to attend meetings in an expert capacity, as well as to anyone who is accompanying a disabled person invited to attend meeting in an expert capacity.

The individuals may be government experts or private-sector experts.

Government experts are individuals who are invited to attend meetings as representatives of a national, regional or local public authority of a Member State. Government experts are also representatives of the National Regulatory Authorities (NRAs) of the Member States who are invited to attend meetings organised by the Contracting Authority for the support of BEREC activities.

Private sector experts are individuals representing civil society who are invited by Contracting Authority to attend meetings to provide expertise in a specific area.

The contractor shall be requested to collect via designated email address all the supporting document necessary for processing such applications, to prepare the calculation of the amount due and to reimburse the eligible participants to the bank account of the National Regulatory Authority concerned or other bank accounts specified in case of reimbursement of private experts. The applicable rules for reimbursement for each event will be communicated to the contractor, together with the list of participants of each event.

Expenses of travel, subsistence and other expenses incurred in the course of journeys made by persons not employed by the BEREC Office and invited to attend events in an expert capacity have to be reimbursed within 30 days from the date of the receipt of the full file, i.e. application for reimbursement and supporting documents of the expert concerned.

[Decision Nr MC/2015/13](https://bereg.europa.eu/eng/document_register/subject_matter/bereg_office/decisions_of_the_management_board/5449-bereg-office-mc-decision-concerning-the-reimbursement-of-travel-subsistence-and-other-expenses-incurred-in-the-course-of-journeys-made-by-persons-not-employed-by-the-bereg-office-and-repealing-the-previous-management-committee-decision-8470-mc201305-of-6-june-2013) concerning the reimbursement of travel, subsistence and other expenses incurred in the course of journeys made by persons not employed by the BEREC Office can be consulted at the BEREC web site at the following link: https://bereg.europa.eu/eng/document_register/subject_matter/bereg_office/decisions_of_the_management_board/5449-bereg-office-mc-decision-concerning-the-reimbursement-of-travel-subsistence-and-other-expenses-incurred-in-the-course-of-journeys-made-by-persons-not-employed-by-the-bereg-office-and-repealing-the-previous-management-committee-decision-8470-mc201305-of-6-june-2013

These rules are determined by the BEREC Office Management Board and may be changed during the FWC duration. Any such change will be communicated to the contractor. Changes in the legal requirements are not expected to lead to changes in the scope of the service.

The service to be provided to the Contracting Authority shall include:

- collection of reimbursement file consisting of application duly completed and signed by the expert and by the secretary of the meeting responsible for certifying the expert's presence, invitation letter and supporting documents evidencing the costs of travel, accommodation and other eligible costs if applicable (via e-mail) from BEREC experts;
- verification if reimbursement and supporting documents are correctly filled in and that the application file is complete;
- calculation of the total eligible amount per expert on the basis of the reimbursement file submitted by expert;
- financial transfers to the relevant bank accounts in compliance with the [Decision Nr MC/2015/13](https://bereg.europa.eu/eng/document_register/subject_matter/bereg_office/decisions_of_the_management_board/5449-bereg-office-mc-decision-concerning-the-reimbursement-of-travel-subsistence-and-other-expenses-incurred-in-the-course-of-journeys-made-by-persons-not-employed-by-the-bereg-office-and-repealing-the-previous-management-committee-decision-8470-mc201305-of-6-june-2013) with indication in the payment reference of a meeting title, meeting date, name of expert reimbursed and amount of reimbursement;

- reporting and provision of copies to the Contracting Authority of all the relevant documentation related to reimbursements.

All the expenses shall be reimbursed in euros. Conversion of currencies in EUR has to be done by using the EU currency rates for accounting purposes at the month of the meeting available at:

http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/index_en.cfm

2.4. Reporting to the Contracting Authority

The contractor will be requested to report on all its actions taken in relation to reimbursement process. More specifically, the contractor will have to provide the Contracting Authority with its calculations in relation to each reimbursement application for additional check before executing the financial transfers to the relevant bank accounts. After receiving a confirmation from the Contracting Authority, the relevant financial transfers are to be executed by the contractor.

The contractor will be requested to provide the Contracting Authority with all the copies in electronic format of documentation relevant to reimbursement process. The contractor shall organise the files according to the below indications.

Applications for reimbursement of the expenses for participation in the meeting

The documents contain an application form for reimbursement and supporting documents about the actual expenses, mainly related to the travel (plane tickets, boarding passes, invoices).

The application form for reimbursement and the supporting documents about the actual expenses have to be scanned and put together in one file.

The applications may be submitted by government experts or private experts and therefore the documents have to be arranged by the contractor accordingly, as explained below.

- **GOVERNMENT EXPERTS**

The applications for reimbursements of government experts will be arranged in alphabetical order of the country name in English, which the applicant represents.

After scanning the file names have to be changed in order to include the following:

- For the application for reimbursement: the country name of the applicant in English, then after an underscore, the first letter of the first name of the applicants and after a full stop – the full family name of the applicant.

Example:

Applicant's name: Neo

Applicant's family name: Kapadopoulos

Country: Cyprus

File name of scanned application for reimbursement: "Cyprus_N.Kapadopoulos.pdf".

- **PRIVATE EXPERTS**

The applications for reimbursements of private experts will be presented in a separate section of the folder and will be arranged in alphabetical order of their **family** name(s).

After scanning the file names have to be changed in order to include the followings:

- For the application for reimbursement: the first letter of his/her first name, then after an underscore and the full family name of the applicant.

Example:

Applicant's name: John

Applicant's family name: Smith

File name of scanned application for reimbursement: J_Smith.pdf".

For private experts the contractor will have to add to the file the bank identification information.

2.5 Fee of the contractor

Contractor's fee for the provision of reimbursement service mentioned in **point 2.3** should be due as per number of applications processed. The fee shall cover all the services mentioned in **point 2.3**.

3. EVALUATION AND AWARD

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

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

The Contracting Authority will assess these criteria in no particular order. The successful tenderer must pass all criteria to be awarded the contract.

3.1. Verification of non-exclusion

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

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

In case of subcontracting, all subcontractors whose share of the contract is above 20 % and whose capacity is necessary to fulfil the selection criteria must provide a declaration on honour signed by an authorised representative.

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

The successful tenderer must provide the documents mentioned as supporting evidence in the declaration on honour before signature of the contract and within a deadline given by the Contracting Authority. This requirement applies to each member of the group in case of joint tender and to all subcontractors whose share of the contract is above 20 % and whose capacity is necessary to fulfil the selection criteria.

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

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

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

3.2. Selection criteria

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

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

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

3.2.1. Declaration and evidence

The tenderers (and each member of the group in case of joint tender) and subcontractors whose capacity is necessary to fulfil the selection criteria must provide the declaration on honour (see Annex II), signed and dated by an authorised representative, stating that they fulfil the selection criteria applicable to them individually. For the criteria applicable to the tenderer as a whole the tenderer (sole tenderer or leader in case of joint tender) must provide the declaration on honour stating that the tenderer, including all members of the group in case of joint tender and including subcontractors if applicable, fulfils the selection criteria for which a consolidated assessment will be carried out.

This declaration is part of the declaration used for exclusion criteria (see point 3.1) so only one declaration covering both aspects should be provided by each concerned entity.

The Contracting Authority will evaluate selection criteria on the basis of the declarations on honour. Nevertheless, it reserves the right to require evidence of the legal and regulatory, financial and economic and technical and professional capacity of the tenderers at any time during the procurement procedure and contract performance. In such case the tenderer must provide the requested evidence without delay. The Contracting Authority may reject the tender if the requested evidence is not provided in due time.

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

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

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

3.2.2. Legal and regulatory capacity

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

- For legal persons, a legible copy of the notice of appointment of the persons authorised to represent the tenderer in dealings with third parties and in legal proceedings, or a copy of the publication of such appointment if the legislation applicable to the legal person requires such publication. Any delegation of this authorisation to another representative not indicated in the official appointment must be evidenced.

- For natural persons, if required under applicable law, a proof of registration on a professional or trade register or any other official document showing the registration number.

3.2.3. 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.

- **Criterion F1:** Turnover for each of the last two financial years above EUR 100 000; this criterion applies to the tenderer as a whole, i.e. the combined capacity of all members of a group in case of a joint tender. 30 % of this turnover must have been generated by the leader in case of a joint tender.

Evidence (to be provided on request):

- Copy of the profit and loss accounts for the last two years for which accounts have been closed from each concerned legal entity;
- Failing that, appropriate statements from banks.

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.

3.2.4. Technical and professional capacity criteria and evidence

A. Criteria relating to tenderers

Tenderers (in case of a joint tender the combined capacity of all members of the group and identified subcontractors) must comply with the criteria listed below. The evidence must be provided only on request.

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

- **Criterion A1:** The tenderer must prove experience in dealing with travels and/or business travels, their organisation, booking and/or reimbursements.

Evidence A1: the tenderer must provide a list of at least 3 projects delivered in this field during each of the last 2 years with a minimum value for each project of € 5 000 and /or more than 20 participants.

B. Criteria relating to the team delivering the service

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

Evidence will consist in CVs of the team responsible to deliver the service and list of projects. Each CV should indicate the intended function in the delivery of the service. The proposed team members must be employed by the contractor on an employment contract.

B1 - Project Manager: At least 5 years of experience in project management, including overseeing project delivery, quality control of delivered service, client orientation and conflict resolution experience.

Evidence: CV and a list of projects managed in the last 2 years.

B2 - Financial/Accounting Assistant: At least 3 years of experience in dealing with financial and accounting matters related to travels and/or business travels and/or reimbursement of travel expenses.

Evidence: CV

B3 - Language quality check: all members of the team should have at least B2 level in the Common European Framework for Reference for Languages⁸ in English.

Evidence: a language certificate or past relevant experience evidenced by a CV.

3.3. Award criteria

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

AWARD CRITERIA	Maximum score /weighting	Threshold
Organisation of work for delivery of the services (including involvement of staff and split of responsibilities)	40	20
Method of insuring service continuity or simultaneous execution of several requests	30	15
Description and /or methods to ensure high quality service delivery	30	15
Total	100	60

The maximum total quality score is 100 points.

⁸ See http://www.coe.int/t/dg4/linguistic/Cadre1_en.asp

Tenders must score minimum 50% of points for each criterion, and minimum 60 points in total. Tenders that do not reach the minimum quality levels will be rejected.

3.4. Ranking of tenders

The contract shall be awarded to the tender offering the best value for money, which will be the one with the best quality/price ratio, taking into account the award criteria listed above. No award criteria and sub-criteria other than these detailed above will be used to evaluate the offers.

The quality criteria weighting is = 50%

The price weighting is = 50%

The weighting of quality and price will be applied as follows:

score for tender X	=	cheapest price	*	100	*	price weighting (in %)	+	total quality score (out of 100) for all award criteria of tender X	*	quality criteria weighting (in %)
		price of tender X								