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**B-Brussels: Research networks to provide foreign policy expertise  
2013/S 066-109690**

**Contract notice**

**Services**

Directive 2004/18/EC

**Section I: Contracting authority**

**I.1) Name, addresses and contact point(s)**

European Parliament, Directorate-General for External Policies, Finance Unit  
rue Wiertz 60

For the attention of: Mr Bernard Hellot, Head of Finance Unit

1047 Brussels

BELGIUM

E-mail: [xp-finance@ep.europa.eu](mailto:xp-finance@ep.europa.eu)

**Internet address(es):**

General address of the contracting authority: <http://www.europarl.europa.eu/tenders/invitations.htm>

Electronic access to information: <http://www.europarl.europa.eu/tenders/invitations.htm>

**Further information can be obtained from:** The above mentioned contact point(s)

**Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from:** The above mentioned contact point(s)

**Tenders or requests to participate must be sent to:**

European Parliament, Official Mail Unit — Altiero Spinelli Building 00F256, Reference: EP/EXPO/B/  
FWC/2013-08

rue Wiertz 60

Contact point(s): Directorate-General for External Policies

For the attention of: Mr Bernard Hellot, Head of Finance Unit

1047 Brussels

BELGIUM

Internet address: <http://www.europarl.europa.eu/tenders/invitations.htm>

**I.2) Type of the contracting authority**

European institution/agency or international organisation

**I.3) Main activity**

Other: Research networks to provide foreign policy expertise.

**I.4) Contract award on behalf of other contracting authorities**

The contracting authority is purchasing on behalf of other contracting authorities: no

**Section II: Object of the contract**

**II.1) Description**

**II.1.1) Title attributed to the contract by the contracting authority:**

Research networks to provide foreign policy expertise.

**II.1.2) Type of contract and location of works, place of delivery or of performance**

Services

Service category No 11: Management consulting services [6] and related services

Main site or location of works, place of delivery or of performance: Brussels/Belgium, Strasbourg/France, other venues.

NUTS code BE100

**II.1.3) Information about a public contract, a framework agreement or a dynamic purchasing system (DPS)**

The notice involves the establishment of a framework agreement

**II.1.4) Information on framework agreement**

Framework agreement with a single operator

**Duration of the framework agreement**

Duration in years: 4

**Estimated total value of purchases for the entire duration of the framework agreement**

Estimated value excluding VAT: 3 080 000 EUR

**II.1.5) Short description of the contract or purchase(s)**

The Directorate-General for External Policies of the European Parliament (DG ExPo) seeks to retain the services of 1 or several research networks through a framework service contract for ad hoc, short-term services providing expertise on a range of foreign policy subjects. The framework service contract would concern a number of current and emerging issues falling within the areas of responsibility of Parliament's Committee on Foreign Affairs (AFET), its Subcommittees on Security and Defence (SEDE) and Human Rights (DROI), and the Committees for Development (DEVE) and International Trade (INTA).

The required expertise is to be focused on policy options and/or analysis of situations, based on factual evidence and sound advice relevant to the committees' work. The expertise sought will be used inter alia for the compilation of data and knowledge, cost-benefit analysis and impact assessments and for outlining and evaluating policies and legislation. It is designed both to strengthen the committees' knowledge and ability to respond to Commission proposals or Council activities and to provide a solid basis for some of the committees' own initiatives.

The briefings and studies would have to be delivered upon specific requests within a limited and defined time-frame. They should be short, concise and easily accessible and comprehensible to Members, reflecting the Members' specific needs identified in individual specifications for each assignment. In addition to written work, the framework contract would also cover associated services such as presentations in committee or other meetings, and the organisation of workshops.

**II.1.6) Common procurement vocabulary (CPV)**

73210000

**II.1.7) Information about Government Procurement Agreement (GPA)**

The contract is covered by the Government Procurement Agreement (GPA): yes

**II.1.8) Lots**

This contract is divided into lots: yes

Tenders may be submitted for one or more lots

**II.1.9) Information about variants**

Variants will be accepted: no

**II.2) Quantity or scope of the contract**

**II.2.1) Total quantity or scope:**

1.1. Background: expertise budgets:

Based on a decision by the Bureau of the European Parliament of 13.7.2004, committees are allocated annual expertise budgets. These enable the committees to avail themselves rapidly of expertise when needed. The projected share of these expertise budgets available for the framework contract over the course of its 4-year duration is detailed below in connection with the lots open for tender. Tenderers should bear in mind, however, that the intended framework contract will not be exclusive, nor constitute an obligation for the European Parliament to use any part of the budget earmarked for it.

## 1.2. Description of the framework contracts:

### 1.2.1. Duration of the framework contracts:

The total duration of the framework contracts shall be 4 years. Performance of the contract shall not begin until the framework contract is signed. The framework contracts for lots 1, 2, 4 and 7 are foreseen to enter into force on 1.10.2013 and end on 30.9.2017. Depending on the progress of the procurement procedure, the framework contracts for lots 3, 5, 6 and 8 may enter into force earlier, and may end on 30.9.2017.

### 1.2.2. Approximate value of the contract:

The total approximate value of all the lots, for 4 years, is 3 080 000 EUR.

In accordance with Articles 134 1(f) and 3 of the rules of application of the Financial Regulation, the budget of lots 1, 2, 3, 4, 5, 6, 7, 8 might be increased by 40 % through a negotiated procedure with the successful candidate.

The total value for 4 years, including possible increases, might reach 4 312 000 EUR.

### 1.2.3. Structural requirements:

In order to comply with the time pressures of parliamentary work, it is essential for the committees to obtain expertise at short notice; having a single point of contact for a given subject area should facilitate this. The present call is therefore addressed to expertise networks, either pre-existing or formed for the purpose of tendering. These networks' ability to quickly identify and draw on established experts in the various fields referred to below will be essential to achieving the purpose of the contract.

The network submitting a tender should therefore represent a broad geographical scope of the lot in question, both in its membership and in the combined fields of expertise and ongoing research. The tenderer should also specify a management structure and identify an individual or entity as coordinator, who will play a pivotal role as the European Parliament's point of contact, receiving specific requests, identifying the suitable expert(s) and securing their commitment, and ensuring compliance with quality standards, document formats and deadlines. The tenderer should be capable of handling multiple simultaneous requests.

### 1.2.4. Likely subjects of specific requests:

#### A. Commission and Council activities:

In connection with the committees' legislative and oversight functions, analysis and advice will be requested for new initiatives as well as for ongoing activities of the European Commission and the Council of the European Union in the various fields of the Union's external relations.

#### B. Own-initiative reports:

The committees are also likely to request expertise on a wider range of subjects within their area of responsibility, either related to important current developments or to subjects that may give rise to future political initiatives. Such issues are treated in 'own-initiative' reports, which the committees may draw up independently of other EU institutions, usually culminating in a motion for resolution.

#### C. Implementation assessments:

The contractor may furthermore be requested to submit assessments on the implementation of various EU — and, exceptionally, of non-EU — programmes or agreements. The implementation studies should include an overall assessment of the state of implementation, concentrating less on legal transposition and more on

the application of provisions on the ground. They should also provide an analysis of the main obstacles to implementation and explore ways to rectify them.

#### D. Impact assessments:

The contractor may also be asked to provide assistance in the field of impact assessment; both in helping the committees evaluate the adequacy of Commission impact assessments on new proposals, and in looking at the impact of substantive proposals/amendments made in the course of the legislative process. Especially when significant parliamentary amendments are under discussion, this type of assessment would have to be conducted within very limited time-frames. Assessments of the impact of the work of the committees themselves and/or of their activities may be requested as well.

#### 1.2.5. Lots open to tender:

In order to draw on the widest possible expertise on each of the relevant topics and obtain the best possible advice, the foreseen framework contract is tendered in 8 lots as listed below. Within each lot, any or all of the subjects mentioned under Section 1.2.4 may have to be covered. The budget estimate indicated in brackets will cover the entire duration of the framework contract. Note that this approximate financial allocation is indicated for budget planning purposes only and does not constitute any obligation for Parliament to actually use any part of these sums:

- lot 1: EU enlargement, eastern Neighbourhood, Russia and central Asia (380 000 EUR),
- lot 2: southern Neighbourhood and greater Middle East (200 000 EUR),
- lot 3: transatlantic relations (150 000 EUR),
- lot 4: multilateralism (170 000 EUR),
- lot 5: development (650 000 EUR),
- lot 6: security and defence (430 000 EUR),
- lot 7: trade (650 000 EUR),
- lot 8: human rights (450 000 EUR).

The specific contents of each lot are further detailed below. The list is not exhaustive however, and may be adjusted at any point to conform to the committees' evolving structure and work programme. Where relevant for cross-cutting issues, contractors for different lots will be required to cooperate on specific requests.

Tenderers may submit a tender for 1 or more lots. The lots are independent of each other. The European Parliament intends to award 1 contract for each lot, i.e. a total of 1 to 8 framework service contracts may be concluded. However, the European Parliament reserves the right not to award a contract for any of the 8 lots initially envisaged.

#### 1.2.6. Forms of expertise required:

For each lot, expertise will be requested in various formats, including the following (common essential requirements are outlined in greater detail under point 1.2.7).

##### 1.2.6.1. Standard briefings:

Standard briefing notes in written form are likely to be requested on a wide range of subjects, relating to specific aspects of policy proposals or own-initiative reports. They should not exceed 10 pages and would be requested with a deadline of 3 to 6 weeks, usually supplemented with an oral presentation to MEPs.

##### 1.2.6.2. Medium briefings:

Similar concept as for standard briefings (see 1.2.6.1), with more detail, information and analysis of the subject. They should not exceed 20 pages and would be requested with a deadline of 4 to 8 weeks, supplemented with an oral presentation to MEPs.

##### 1.2.6.3. Studies:

More in-depth studies involving analysis and summary of available research as well as contacts with EU and other authorities, professionals and academics may be required on any subject, but specifically in the context

of implementation and impact assessments. These studies may be up to 30 pages depending on the subject. Their deadline would be specified in the specific request, but should not exceed 3 months, unless the topic/task reasonably requires greater time for completion. In that case, a deadline will be agreed between the EP and the contractor when drawing up the specifications. Here too, an oral presentation to MEPs would be required

#### 1.2.6.4. Ad hoc briefings:

Brief papers on a given issue, or written answers to queries by interested Members (rapporteurs), may be requested at short notice. The details of the length and deadline would be specified in each case.

#### 1.2.6.5. Workshops:

A framework contractor may be requested to organise or take part in workshops in Brussels, Strasbourg or another venue, using premises and facilities provided by the Parliament and featuring presentations by 1 or more experts providing a comprehensive and balanced picture of a given topic. Organising a workshop includes drawing up an agenda and a list of experts to be invited (both subject to approval by the European Parliament), providing drafts of introductory papers, participating in the workshop, handling the experts' reimbursement claims, and drafting a summary of results.

#### 1.2.7. Other essential requirements:

##### 1.2.7.1. Geographical balance:

It must be ensured that issues, priorities and concerns of different regions are fully reflected in all types of expertise provided. While it would be desirable for the members of the network to come from different countries, the most important requirement is that their past and present research fields ensure good coverage of the region or field to which the tender relates.

##### 1.2.7.2. Format of written advice:

For technical reasons, page limits specified under 1.2.6 should not be exceeded. Without prejudice to these specifications, individual documents should contain a brief overview of the main issues and a concise summary of the main findings in no more than 2 pages, as well as a 5–10 line abstract. They may be accompanied by more detailed annexes where appropriate. The papers are to be submitted in MS Word format by e-mail.

##### 1.2.7.3. Interim papers:

For both standard and medium briefings, and studies, the contractor will be required to provide an interim version of the paper, in order to allow time to receive comments from the committee(s) concerned and to adapt the final paper when necessary. The specific requests will set a date in each case for delivery of this interim version.

##### 1.2.7.4. Languages:

Unless otherwise stated in the specific contract or order form, all written documents shall be delivered in British English or French. US English should be avoided. Any written contribution first drawn up in another language and subsequently translated into English must meet the highest linguistic quality standards. The costs of such translations and editing are borne by the contractor.

##### 1.2.7.5. Oral presentations:

An oral presentation of the paper by the lead expert before the committee(s) concerned may be included in specific requests. This may take place some time after the paper has been delivered, and would involve travel to Strasbourg, Brussels, or another venue.

In most cases, only the lead expert will be required to participate in the presentation. In justified cases, however (as when several authors are involved in longer studies), the European Parliament may request the participation of more experts in the presentation.

##### 1.2.7.6. Time-frame:

Given the strictures of the parliamentary working schedule, production times submitted will constitute an essential part of each tender. It is therefore imperative that contributions be delivered within the time-frame set

by each specific contract or order form. Penalties for late delivery will apply systematically, according to Article I.11 of the model contract.

The scheduling of oral presentations may be subject to changes at short notice due to shifts in Parliament's order of business, or that of its committees/subcommittees.

#### 1.2.7.7. Copyright:

Tenderers should note that the rights to any material produced under the potential contract(s), once formally accepted in writing (by an acceptance letter), will be the property of the European Parliament (please also see Article II.9 of the general conditions of the model contract). The Parliament may publish any such material and retains the copyright. In agreement with the Parliament, the contractor may also publish the material, provided its nature as contract work for the European Parliament is clearly mentioned.

#### 1.2.7.8. Quality control:

Before submitting a paper to the European Parliament, the leading tenderer should monitor the quality of the paper in terms of content and language. Tenderers' inclusion of supplementary control mechanisms, such as peer reviews, language editing, proofreading, etc., will be evaluated under award criteria.

#### 1.2.7.9. Coordination:

The contractor should appoint a contact person to liaise with the European Parliament for all works/projects entrusted to the contractor. The contact person coordinates the work of the project leader(s), expert(s) and other staff involved in the project(s). If the contact person is absent, a replacement should be appointed in order to ensure the continuity of communication between the contractor and the European Parliament.

#### 1.2.7.10. Other:

Written contributions should be original work, not available in other publications or sources. All written contributions should describe the methodology they adopt. Supporting material may be cited, but should fully acknowledged and referenced (anti-plagiarism software will be used by the European Parliament). Authors should adhere to the Style Guide provided in Annex X of the specifications for rules on quotations and referencing.

N.B.: This Style Guide may be adjusted in the course of the contract. Contractors will be duly informed about such changes.

Estimated value excluding VAT: 3 080 000 EUR

## II.2.2) **Information about options**

Options: yes

Description of these options: Option for videoconference connection:

The contractor might be asked to present its paper via videoconference, which is a telecommunication tool that allows 2 or more locations to communicate by simultaneous 2-way video and audio transmissions. In such a case the contractor should ensure the availability of videoconferencing facilities and provide the facilities and equipment to establish a videoconference connection between the European Parliament and the expert:

A. connection via the standard telephone network (H320). Please make a flat-rate quote for a 30-minute call to the European Parliament (Brussels or Strasbourg);

B. connection via standard Internet network (H323). In this case the call would be initiated by the European Parliament, which means that there would be no charges for the contractor.

Technical requirements:

In order to guarantee a minimal quality the contractor is requested to use, where possible, VC systems equipped with HD quality camera (min. 720 p) and a stable network connection.

In the case of standard H320, a minimum speed of 384 Kbit/s is required.

In the case of standard H323, via IP, the end point needs to have a stable, min. 2 Mbit SDSL connection with a fixed IP address.

NB: the European Parliament's videoconferencing policies might change during the lifetime of the contract. This service is to be quoted as an option separately in the price list form (Annex III of the specifications).

Quoting such an option is not compulsory.

The evaluation and comparison of tenders will be made on the basis of a price that does not include the price of this option.

II.2.3) **Information about renewals**

This contract is subject to renewal: no

II.3) **Duration of the contract or time limit for completion**

Starting 1.10.2013. Completion 30.9.2017

**Information about lots**

Lot No: 1

Lot title: EU enlargement, eastern Neighbourhood, Russia and central Asia

1) **Short description**

2) **Common procurement vocabulary (CPV)**

73210000

3) **Quantity or scope**

Enlargement issues in general.

Candidate countries: the former Yugoslav Republic of Macedonia, Iceland, Montenegro, Serbia, Turkey.

Potential candidates, developments in and EU relations with Albania, Bosnia and Herzegovina.

Western Balkans: regional issues, Kosovo.

The European Neighbourhood policy: horizontal aspects.

The Black Sea Synergy.

Developments in and EU relations with Armenia, Azerbaijan, Belarus, Georgia, Moldova, Ukraine.

Developments in Russia and EU–Russia relations.

Developments in central Asia and EU–central Asia relations (including Mongolia).

The Northern Dimension.

Developments in, and EU relations with Iceland, Liechtenstein, Norway and Switzerland.

Implementation of EU financial instruments in the region.

Human rights and democracy promotion in countries and regions covered by this lot.

Energy issues in relation to countries and regions covered by this lot.

Trade and economic issues in relation to countries and regions covered by this lot.

Security and defence issues in relation to countries and regions covered by this lot.

Estimated value excluding VAT: 380 000 EUR

4) **Indication about different date for duration of contract or starting/completion**

Starting 1.10.2013. Completion 30.9.2017

5) **Additional information about lots**

The list is not exhaustive however, and may be adjusted at any point to conform to the committees' evolving structure and work programme. Where relevant for cross-cutting issues, contractors for different lots will be required to cooperate on specific requests.

Lot No: 2

Lot title: Southern Neighbourhood and greater Middle East

1) **Short description**

2) **Common procurement vocabulary (CPV)**

73210000

3) **Quantity or scope**

EU bilateral and multilateral relations with the Mediterranean and the Middle East; country-specific and regional issues.

The Arab peninsula; Union for the Mediterranean.

Middle East peace process.

European Neighbourhood policy in the southern Mediterranean (horizontally and bilaterally).

Implementation of EU financial instruments in the region.

Intercultural dialogue, Islam.

External aspects of EU migration policies.

Arab League, Organisation of the Islamic Conference, Gulf Cooperation Council and other regional organisations.

Human rights and democracy promotion in countries and regions covered by this lot.

Energy issues in relation to countries and regions covered by this lot.

Trade and economic issues in relation to countries and regions covered by this lot.

Security and defence issues in relation to countries and regions covered by this lot.

Estimated value excluding VAT: 200 000 EUR

4) **Indication about different date for duration of contract or starting/completion**

Starting 1.10.2013. Completion 30.9.2017

5) **Additional information about lots**

The list is not exhaustive however, and may be adjusted at any point to conform to the committees' evolving structure and work programme. Where relevant for cross-cutting issues, contractors for different lots will be required to cooperate on specific requests.

Lot No: 3

Lot title: Transatlantic relations

1) **Short description**

2) **Common procurement vocabulary (CPV)**

73210000

3) **Quantity or scope**

Trade relations in goods and services with Canada and the United States, including tariffs on goods, non-tariff barriers and behind-the-border barriers.

Transatlantic investment issues.

Transatlantic regulatory cooperation, rules and technical standards, including special forums such as Transatlantic Economic Council (TEC), High-Level Working Group on Jobs and Growth, etc.

North American Free Trade Agreement (NAFTA) and related issues.

Transatlantic Legislator Dialogue (TLD).

Energy issues, such as tar sand and shale gas or cooperation in the field of energy.

Sustainable development issues, including emission trading systems, environmental regulations, etc.

Cooperation on global security issues, including counterterrorism activities within NATO, Operation Atalanta, etc.

Geopolitical issues (foreign policy cooperation in multilateral and bilateral forums and in fields including drug trafficking, migration, good governance, reforms of international architecture, including the UN, international financial institutions, etc.).

Internet freedom and cyber security.

Estimated value excluding VAT: 150 000 EUR



4) **Indication about different date for duration of contract or starting/completion**

Duration in months: 48 (from the award of the contract)

5) **Additional information about lots**

Depending on the progress of the procurement procedure, the framework contract for lot 3 may enter into force earlier than 1.10.2013, and may end on 30.9.2017. The list is not exhaustive however, and may be adjusted at any point to conform to the committees' evolving structure and work programme. Where relevant for cross-cutting issues, contractors for different lots will be required to cooperate on specific requests.

Lot No: 4

Lot title: Multilateralism

1) **Short description**

2) **Common procurement vocabulary (CPV)**

73210000

3) **Quantity or scope**

Global issues and global trends.

The United Nations system: headquarters, bodies and agencies: internal organisation and functioning, relationship between bodies and levels, EU presence in, and cooperation with, the various elements.

UN reform and new concepts: Security Council reform, reviving the General Assembly, system-wide coherence, management and secretariat reform, responsibility to protect, evaluations, policy options for the EU and the EP, including in issues related to CSDP.

The International Monetary Fund.

The World Bank.

Other institutions and forums (e.g. G8, G20, OECD, World Economic Forum).

Issues of international law, international humanitarian law and the law of the sea, including Arctic issues.

Estimated value excluding VAT: 170 000 EUR

4) **Indication about different date for duration of contract or starting/completion**

Starting 1.10.2013. Completion 30.9.2017

5) **Additional information about lots**

The list is not exhaustive however, and may be adjusted at any point to conform to the committees' evolving structure and work programme. Where relevant for cross-cutting issues, contractors for different lots will be required to cooperate on specific requests.

Lot No: 5

Lot title: Development

1) **Short description**

2) **Common procurement vocabulary (CPV)**

73210000

3) **Quantity or scope**

Governance: political situation in developing countries; democratisation and electoral process; civil society; regional and local authorities; regional organisations; fragile States; conflict prevention and peacekeeping; migration and refugees; economic governance; public financial management; budget transparency, including natural resources good governance; effective parliamentary accountability.

Economic development: economic situation in developing countries, subregions and regions; capacity building; agricultural development, including food security; fisheries; industrial development; infrastructure; promoting SMEs; sustainable tourism; role and potential of ICTs and new technologies; role of transnational corporations.

Environment: sustainable development; water management; climate change impact and adaptation strategies in developing countries; energy and sustainable management of natural resources; global environmental governance.

Social and human development: social situation in developing countries (including growing inequalities); education, including technical and vocational training; health, including population policy and reproductive health; women and development; children/youth and development.

Development aid: financing for development, aid modalities and aid effectiveness; international aid architecture (post-2015 framework, future of Cotonou Agreement); international financial institutions and development; cooperation and co-financing with NGOs and civil society; development education and awareness; new development actors (private foundations); south–south cooperation; emerging powers (such as the BRICS) and their own cooperation schemes; new middle-income countries and the phasing-out of EU classical development aid for them.

Trade: trade relations with developing countries, including Economic Partnership Agreements (and the future of Cotonou Agreement); GSP; aid for trade; trade in commodities (raw materials and energy); fisheries agreements.

Humanitarian aid and disaster relief, including food aid, climate-change-related threats, long-term assistance (LRRD strategies); new humanitarian donors.

Estimated value excluding VAT: 650 000 EUR

4) **Indication about different date for duration of contract or starting/completion**

Duration in months: 48 (from the award of the contract)

5) **Additional information about lots**

Depending on the progress of the procurement procedure, the framework contract for lot 5 may enter into force earlier than 1.10.2013, and may end on 30.9.2017.

The list is not exhaustive however, and may be adjusted at any point to conform to the committees' evolving structure and work programme. Where relevant for cross-cutting issues, contractors for different lots will be required to cooperate on specific requests.

Lot No: 6

Lot title: Security and defence

1) **Short description**

2) **Common procurement vocabulary (CPV)**

73210000

3) **Quantity or scope**

Implementing the European security strategy.

ESDP, NATO, WEU, OSCE, G8.

UN, regional organisations.

Global and regional security issues.

Terrorism, asymmetric threats.

Weapons and materials of mass destruction: arms control, non-proliferation and disarmament.

Conventional weapons (SALW, landmines, CCW, NLW): arms control, non-proliferation and disarmament.

New technologies, security research.

National and EU defence policies.

Global and regional trends in defence policies.

Trends in defence doctrines, capabilities and forces.

Civil–military relations.

European defence equipment market, European Defence Agency, procurement, trade.  
Conflict prevention, peacebuilding, human security.  
Space polices and technologies.  
Dual-use issues.

Estimated value excluding VAT: 430 000 EUR

4) **Indication about different date for duration of contract or starting/completion**

Duration in months: 48 (from the award of the contract)

5) **Additional information about lots**

Depending on the progress of the procurement procedure, the framework contract for lot 6 may enter into force earlier than 1.10.2013, and may end on 30.9.2017.

The list is not exhaustive however, and may be adjusted at any point to conform to the committees' evolving structure and work programme. Where relevant for cross-cutting issues, contractors for different lots will be required to cooperate on specific requests.

Lot No: 7

Lot title: Trade

1) **Short description**

2) **Common procurement vocabulary (CPV)**

73210000

3) **Quantity or scope**

WTO as a pillar of the world trading system (including its parliamentary dimension).

WTO law and the dispute settlement mechanism.

WTO development issues and special and differential treatment.

WTO and TRIPS.

The reform of the WTO.

Bilateral and plurilateral agreements (including FTA, AA, PCA, DCFTA).

Protection of intellectual property rights in the international trading system.

Multilateralism v regionalism in the global economy.

The EU's autonomous trade measures (concessions granted to third countries by the EU).

The generalised system of preferences (GSP).

Rules of origin.

Trade defence instruments (anti-dumping, CVD, safeguards).

The links between EU trade policy and other external and internal policy areas.

External aspects of the EU competitiveness strategy.

The EU's trade-related assistance to third countries.

The external dimensions of the EU single market (Customs Union) and its trade-related implications.

Market access strategy, role of non-tariff barriers in EU trade policy (including common aspects of trade promotion initiatives).

External economic aspects of the EU relations with third countries.

Foreign-investment-related issues.

Export credits.

Public procurement.

Raw materials and energy-related issues.

Trade-related issues (including label laws, environmental protection, sustainable development).

Estimated value excluding VAT: 650 000 EUR

4) **Indication about different date for duration of contract or starting/completion**

Starting 1.10.2013. Completion 30.9.2017

5) **Additional information about lots**

The list is not exhaustive however, and may be adjusted at any point to conform to the committees' evolving structure and work programme. Where relevant for cross-cutting issues, contractors for different lots will be required to cooperate on specific requests.

Lot No: 8

Lot title: Human rights

1) **Short description**

2) **Common procurement vocabulary (CPV)**

73210000

3) **Quantity or scope**

UN human rights conventions and treaties; EU accession to the European Convention on Human Rights.

UN human rights bodies: Human Rights Council (including special procedures, UN special rapporteurs), UN General Assembly Third Committee, UN Human Rights Treaty bodies (and other UN monitoring bodies), OHCHR, UNHCR.

International criminal justice, including International Criminal Court and other international criminal tribunals/special courts.

Regional human rights conventions and institutions: OSCE (including ODIHR, media freedom rapporteur);

Council of Europe; regional human rights mechanisms in the Americas, Africa and Asia; national human rights institutions (NHRIs).

EU external human rights policy actors: Foreign Affairs Council, Political and Security Committee, EU High Representative for Foreign Affairs and Security Policy/Vice-President of the European Commission, European External Action Service, European Commission, Human Rights Working Group (COHOM), EU Special Representative for Human Rights, human rights focal points in delegations; non-State actors.

EU human rights policy instruments: strategic framework and action plan on human rights and democracy; human rights dialogues and consultations; demarchés and declarations; human rights clauses in international agreements; human rights guidelines; human rights country strategies; financial instruments, including European Instrument for Democracy and Human Rights (EIDHR).

Human rights in EU's external agreements, in EU development policy, in EU trade policy.

Human rights in EU counterterrorism policy, in CSDP missions, in EU sanctions policy and in the enlargement process and Neighbourhood policy.

Human rights in the external aspects of EU's internal policies: immigration, refugees, asylum, EU border management, trafficking.

Human rights in armed conflict and post-conflict crisis situations; genocide prevention; responsibility to protect (R2P) and human rights; international humanitarian law.

Human rights in political transitions; transitional justice.

Civil and political rights: freedoms of expression, association, assembly; media and digital freedoms; human rights defenders.

Rule of law: arbitrary detention, torture and ill-treatment, death penalty, independence of judiciary, fair trial concerns.

Freedom of thought, belief and religion.

Economic, social and cultural rights, including right to food, water and sanitation, education; minority rights; human rights in development cooperation; labour laws and standards (ILO).

Discrimination; women's rights; rights of the child; persons with disabilities; LGBTI.

Business & human rights; corporate social responsibility.  
Human rights and sustainable development, including climate change.  
Election observation and follow-up; democracy support, including promotion of parliamentary democracy.  
Estimated value excluding VAT: 450 000 EUR

4) **Indication about different date for duration of contract or starting/completion**

Duration in months: 48 (from the award of the contract)

5) **Additional information about lots**

Depending on the progress of the procurement procedure, the framework contract for lot 8 may enter into force earlier than 1.10.2013, and may end on 30.9.2017.

The list is not exhaustive however, and may be adjusted at any point to conform to the committees' evolving structure and work programme. Where relevant for cross-cutting issues, contractors for different lots will be required to cooperate on specific requests.

**Section III: Legal, economic, financial and technical information**

III.1) **Conditions relating to the contract**

III.1.1) **Deposits and guarantees required:**

III.1.2) **Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them:**

1. Prices shall be firm and not open to revision:

Payments under the contract shall be made in accordance with this article, only if, by the date on which his payment request is dispatched, the contractor has fulfilled all his contractual obligations approved by the European Parliament in the form of an acceptance letter.

Pursuant to Article 3 of the Protocol on the privileges and immunities of the European Union, the price quotation of tenderers registered/domiciled in the European Union shall be submitted excluding VAT and other equivalent indirect taxes as the European Parliament is exempt from VAT within the Union. Tenderers established outside the European Union shall indicate the relevant taxes in accordance with their national law as the exemption does not apply to VAT and other taxes imposed by countries which are not members of the EU.

In the case of tenderers established in the European Union, the price excluding VAT will be taken into account, while the price to be assessed for tenderers outside the European Union is the amount including VAT.

1.1. Pricing and tendering:

For each lot defined under 3.2.5 of the specifications that a tenderer wishes to cover, the tenderer is requested to submit the following prices as part of the tender:

- a fixed price for a standard briefing (of up to 10 pages),
- a fixed price for a medium briefing (of up to 20 pages),
- a fixed price for a study (of up to 30 pages),
- a daily rate for ad hoc briefings and studies exceeding the above formats, specifying rates for the project leader, experts and support staff,
- a daily rate for organising workshops, specifying rates for the project leader, experts and support staff.

Tenderers shall submit a separate price for each of the lots in respect of which they submit a tender. For the submission of a tender covering several lots, a reduced overall price may be quoted if all the lots are awarded to the tenderer concerned. However, that overall price will not be taken into consideration for the assessment of the tenders submitted. The assessment will take account only of the separate prices for each of the lots for which the tenderer submits a bid.

The price quoted must be expressed in euros, including for countries which are not part of the euro area. For tenderers in those countries, the amount of the tender may not be revised in line with exchange rate

movements. It is for the tenderer to select an exchange rate and accept the risks or the benefits deriving from any variation.

Under the terms of the Protocol on the privileges and immunities of the European Communities, the European Parliament is exempt from VAT. If tenderers are subject to and required to pay VAT, they shall indicate clearly in their tender both the price net of VAT and the price including VAT. Tenderers shall be responsible for ensuring that they meet all their obligations with regard to taxation.

#### 1.2. Travel costs:

Prices tendered should take into account all forms of overhead except the cost of travel and accommodation related to presentations to the European Parliament. These will be reimbursed under a flat-rate scale as set out below, both for oral presentations of papers and for attendance at workshops. Under EU Financial Regulations, no other reimbursement will be possible.

One-way distance between expert's office/or residence and the venue of presentation or workshop (see the guidelines in Annex XIII of the specifications), flat-rate reimbursement in euros:

up to 100 km 50  
101–200 km 150  
201–400 km 250  
401–600 km 500  
601–800 km 700  
801–1 000 km 800  
1 001–2 000 km 900  
2 001–4 000 km 1 500  
4 001–8 000 km 2 500  
over 8 000 km 3 300.

#### III.1.3) **Legal form to be taken by the group of economic operators to whom the contract is to be awarded:**

Participation in this invitation to tender procedure is open on the same terms to all natural or legal persons and public entities in a European Union Member State and to all natural and legal persons and public entities of a third country which has concluded a specific public procurement agreement with the European Union giving them access to the contract which is the subject of this invitation to tender and on the terms laid down by that agreement.

The contract is also open to nationals of the States which have ratified the Plurilateral Agreement on Government Procurement within the World Trade Organisation, on the terms laid down by that Agreement. The tenderer may be established in the European Union or any other country which is a signatory to the Agreement. The nationality or place of residence of individuals (e.g. experts) affiliated to the network submitting the tender does not constitute a legal obstacle in any circumstances.

If a potential tenderer is not eligible pursuant to the aforementioned agreements, he may exceptionally be permitted by the European Parliament to participate in the tender procedure on an ad hoc basis, without this creating any precedent or obligation for the future. Although the tender documents may be sent on request to a tenderer who does not come under these agreements, this does not presuppose that tenders submitted will subsequently be accepted by the European Parliament.

In order to ascertain the eligibility of tenderers, they must indicate in their tenders the country in which they have their registered office or in which they are domiciled. They must also submit the evidence required under their national law or other, equivalent proof enabling the European Parliament to check where they are registered.

#### Consortia:

The purpose is to contract the services to identifiable research networks. Interested parties are encouraged to explore the possibilities of forming a network for the purpose of tendering, or of presenting a joint tender. Joint

tenders from consortia of economic operators must specify the role, qualifications and experience of each of the members of the consortium. The leader of the consortium should describe the methodology to be applied to exercise quality control over the papers prepared by members of the consortium. The tender shall be submitted jointly by the economic operators, who shall assume joint and several liability for the tender submission and during performance of the contract. In this case, each operator within the submitting party must complete a tender submission form (Annex II of the specifications).

Consortia of economic operators may submit a tender. The European Parliament reserves the right to require the consortium selected to have a given legal form if this is necessary for the proper performance of the contract. This requirement may be communicated by the European Parliament at any time during the contract award procedure, but at all events before the contract is signed.

The consortium of economic operators shall provide proof of its legal form by the time the contract — if awarded to it — is signed.

This may take one of the following forms:

- an entity with legal personality recognised by a Member State,
- an entity without legal personality but offering sufficient protection of the European Parliament's contractual interests (depending on the Member State concerned, this may be, for example, a consortium or a temporary partnership),
- the signature by all the partners of a type of 'power of attorney' or equivalent document confirming a form of cooperation.

The consortium's actual status shall be established by any document or agreement signed by the members of the consortium, which shall be appended to the tender.

Those documents or agreements may exceptionally be modified and/or submitted after the time limit for submission of a tender, but under no circumstances after the outcome of the invitation to tender has been communicated to the tenderers concerned. The European Parliament reserves the right to reject a tender if the terms of agreements between the members of a consortium are modified during the procedure, if those terms make no provision for the joint and several liability of the consortium's members or if no agreement with legal force has been submitted with the tender.

The European Parliament may accept other legal forms not referred to above, provided that they ensure the parties' joint and several liability and are compatible with performance of the contract. At all events, it should be noted that, in the contract to be signed with the consortium, the European Parliament will refer expressly to the existence of such joint and several liability. In addition, it reserves the right to require, contractually, the appointment of an authorised representative who may represent the members and who is empowered, *inter alia*, to issue invoices on behalf of the other members.

In the case of a consortium of economic operators, each member shall furnish proof of right of access to the contract (eligibility), as well as proof concerning compliance with the exclusion and selection criteria. With regard to the selection criteria, the European Parliament may rely on the capacity of the other members of the consortium in order to establish whether the tenderer will have the resources needed to perform the contract. In this case an undertaking shall be required from those members stating that they will make available to the other members the resources needed to perform the contract.

As proof of their status and legal capacity, tenderers must append to their tenders a copy of their articles of association or equivalent document enabling the European Parliament to determine their form and legal capacity to perform the contract. Should the proof submitted not be sufficient for that purpose, the European Parliament may demand other proof during the tender assessment process. Where no such proof is submitted, the European Parliament reserves the right to deem the tender inadmissible. In the case of consortia, each member shall furnish proof of their status and legal capacity to perform the contract.

Subcontracting:

Subcontracting is permitted.

The tenderer shall give details, as far as possible, of that part of the contract which the tenderer proposes to subcontract and the identity of the subcontractors. During the contract award procedure or performance of the contract the European Parliament reserves the right to require tenderers to supply information about the financial, economic, technical and professional capacity of the proposed subcontractor(s). Likewise, the European Parliament may demand the requisite proof to establish whether the subcontractors comply with the requisite exclusion criteria. Tenderers are hereby informed that proposed subcontractors may not be in one of the situations described in Articles 106, 107 and 109 of the Financial Regulation, which entail exclusion from participation in a contract issued by the European Union.

The European Parliament is entitled to reject any subcontractor who does not comply with the exclusion and/or selection criteria.

Furthermore, the European Parliament must be informed by the contractor of any subsequent use of subcontracting not provided for in the tender. The authorising officer responsible reserves the right to accept or reject the proposed subcontractor. In order to do so he may demand the requisite proof to establish whether the subcontractor(s) complies/comply with the requisite criteria. The European Parliament's authorisation will always be granted in writing.

If the contract is awarded to a tenderer who proposes a subcontractor in his tender, this equates to giving consent for the subcontracting.

III.1.4) **Other particular conditions**

The performance of the contract is subject to particular conditions: no

III.2) **Conditions for participation**

III.2.1) **Personal situation of economic operators, including requirements relating to enrolment on professional or trade registers**

Information and formalities necessary for evaluating if the requirements are met: Exclusion criteria:

Article 106 of the Financial Regulation:

1. Candidates or tenderers shall be excluded from participation in procurement procedures if:

(a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;

(b) they or persons having powers of representation, decision-making or control over them have been convicted of an offence concerning their professional conduct by a judgment of a competent authority of a Member State which has the force of 'res judicata';

(c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify including by decisions of the EIB and international organisations;

(d) they are not in compliance with their obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;

(e) they or persons having powers of representation, decision-making or control over them have been the subject of a judgment which has the force of 'res judicata' for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such illegal activity is detrimental to the Union's financial interests;

(f) they are subject to an administrative penalty referred to in Article 109(1).



Points (a) to (d) of the first subparagraph shall not apply in the case of the purchase of supplies on particularly advantageous terms from a supplier which is definitively winding up its business activities or from the receivers or liquidators of a bankruptcy, through an arrangement with creditors, or through a similar procedure under national law.

Points (b) and (e) of the first subparagraph shall not apply where the candidates or tenderers can demonstrate that adequate measures have been adopted against the persons having powers of representation, decision-making or control over them, who are subject to a judgement as referred to in points (b) or (e) of the first subparagraph.

2. In the case of a negotiated procedure where, for technical or artistic reasons, or for reasons connected with the protection of exclusive rights, the contract can be awarded only to a particular economic operator, the institution may decide not to exclude the economic operator concerned on the grounds referred to in points (a), (c) and (d) of the first subparagraph of paragraph 1, if it is indispensable to do so in order to ensure the continuity of service of the institution. In such cases, the institution shall duly justify its decision.

3. Candidates or tenderers shall certify that they are not in one of the situations listed in paragraph 1. However, the contracting authority may refrain from requiring such certification for very low value contracts.

For the purpose of the correct application of paragraph 1, the candidate or tenderer, whenever requested by the contracting authority, shall:

(a) where the candidate or tenderer is a legal person, provide information on the ownership or on the management, control and power of representation of the legal person and certify that they are not in one of the situations referred to in paragraph 1;

(b) where subcontracting is envisaged, certify that the subcontractor is not in one of the situations referred to in paragraph 1.

4. The Commission shall be empowered to adopt delegated acts in accordance with Article 210 concerning detailed rules on:

(a) the exclusion criteria applicable for participation in calls for tenders, including rules on illegal activities giving rise to exclusion;

(b) what evidence may be satisfactory to show that an exclusion situation does not exist;

(c) the duration of an exclusion. Such exclusion shall not exceed 10 years.

Article 107 of the Financial Regulation:

1. A contract shall not be awarded to candidates or tenderers who, during the procurement procedure for that contract:

(a) are subject to a conflict of interests;

(b) are guilty of misrepresenting the information required by the contracting authority as a condition of participation in the procurement procedure or fail to supply that information;

(c) find themselves in one of the situations of exclusion, referred to in Article 106(1), for the procurement procedure.

2. The Commission shall be empowered to adopt delegated acts in accordance with Article 210 concerning detailed rules on the exclusion criteria applicable during the procurement procedure, and the establishment of what evidence may be considered satisfactory to show that an exclusion situation does not exist. Furthermore, the Commission shall be empowered to adopt delegated acts in accordance with Article 210 concerning the duration of an exclusion.

Evaluation of the exclusion criteria:

1. In addition to the tender, tenderers are required to submit a declaration on their honour, dated and signed, in which they declare that they are not in one of the situations referred to in Articles 106 and 107 of the Financial

Regulation; the requisite model declaration on the tenderer's honour is appended to the specifications (Annex VIII of the specifications).

2. The tenderer to whom the contract is to be awarded will be required, within 20 calendar days (to be specified in later correspondence) of the date of notification of the provisional award of the contract and before the contract is signed, to supply the following documentary evidence:

— a recent extract from the judicial record or, failing that, a recent equivalent document issued by a judicial or administrative authority in the country of origin or provenance showing that the tenderer to whom the contract is to be awarded is not in one of the situations referred to in Article 106(1)(a), (b) or (e) of the Financial Regulation,

— a recent certificate issued by the competent authority of the State concerned proving that the tenderer is not in the situation referred to in Article 106(1)(d) of the Financial Regulation.

Where the documents or certificates referred to above are not issued in the country concerned, and in respect of the other exclusion situations referred to in Article 106 of the Financial Regulation, they may be replaced by a sworn or, failing that, a solemn statement made by the interested party before a judicial or administrative authority, a notary or a qualified professional body in his country of origin or provenance.

3. The tenderer to whom the contract is to be awarded shall be exempt from the requirement to submit the documentary evidence referred to in paragraph 1 if that evidence has already been submitted for the purposes of another European Parliament procurement procedure and provided that the documents in question were not issued more than 1 year previously and are still valid. In such cases, the tenderer shall attest on his honour that the supporting documents have already been provided in a previous procurement procedure, which he shall identify, and that no changes in his situation have occurred.

Proof of status and legal capacity:

As proof of their status and legal capacity, tenderers must append to their tenders a copy of their articles of association or equivalent document enabling the European Parliament to determine their form and legal capacity to perform the contract. Should the proof submitted not be sufficient for that purpose, the European Parliament may demand other proof during the tender assessment process. Where no such proof is submitted, the European Parliament reserves the right to deem the tender inadmissible. In the case of consortia, each member shall furnish proof of their status and legal capacity to perform the contract.

Where tenders are submitted by natural persons, the proof required must include a copy of an identity document and any other document allowing assessment of the persons' legal capacity to perform the contract (registration in the VAT registry, in the business or professional registry, etc.).

### III.2.2) **Economic and financial ability**

Information and formalities necessary for evaluating if the requirements are met: Economic and financial capacity:

Tenderers must have sufficient economic and financial capacity to enable them to perform the contract in compliance with the contractual provisions, taking into account its value and scale. If, in the light of the information supplied by the tenderer, the European Parliament has doubts about his financial capacity, or if it is clearly insufficient for performance of the contract, the tender may be rejected without the tenderer being able to claim any financial compensation.

Economic and financial capacity will be assessed on the basis of the information included in the following documents, to be supplied by tenderers:

— a statement of overall turnover and turnover relating to the services associated with the field covered by the contract during a period which may be no more than the last 3 financial years (see Annex XI of the specifications),

— balance sheets, profit and loss accounts and any other related financial information for at least the last 3 years for which accounts have been closed, where publication of the balance sheet is required under the company law of the country in which the economic operator is established. If the tenderer is unable to provide the references requested, he may prove his economic and financial capacity by any other means which the European Parliament considers appropriate.

The tenderer may also rely on the capacity of other entities, irrespective of the legal nature of the links between him and those entities. In that case, he must prove to the European Parliament that he will have the resources needed to perform the contract, for instance by providing an assurance of the undertaking by those entities to make them available to him. In that case the European Parliament is entitled to refuse the application or the tender submitted if it has doubts about the undertaking by the third party or about that party's financial capacity.

On the same basis, a consortium of economic operators may rely on the capacity of members of the consortium or of other entities.

Tenderers may also rely on the economic capacities of 1 or more subcontractors in so far as they undertake to take part in the process of performing the contract. In such instances, the European Parliament will assess the capacities of the subcontractor(s) in the light of the extent to which the latter is/are involved in performing the contract.

A tenderer which has been unable to provide the requisite proof during the period laid down by the specifications, because it has only recently been set up and has been unable to rely on other entities' capacities, may, exceptionally, be accepted by the European Parliament, provided that it submits a performance bond for an amount which may represent up to 10 % of the value of the contract. The arrangements for establishing and releasing the bond must be contractually laid down in accordance with the rules applicable to contracts funded by the European Union budget.

Minimum level(s) of standards possibly required: Evaluation of the economic and financial capacity:

The European Parliament requires that, to bid for 1 of the lots, a tenderer must have a minimum total annual turnover equivalent to 15 % of the estimated annual value of the lot over the last 2 fiscal exercises.

The minimum annual turnover per lot is established as follows:

- lot 1: EU enlargement, eastern Neighbourhood policy, Russia and central Asia 14 250 EUR,
- lot 2: southern Neighbourhood and greater Middle East 7 500 EUR,
- lot 3: transatlantic relations 5 625 EUR,
- lot 4: multilateralism 6 375 EUR,
- lot 5: development 24 375 EUR,
- lot 6: security and defence 16 125 EUR,
- lot 7: trade 24 375 EUR,
- lot 8: human rights 16 875 EUR.

In case a tenderer is applying for more lots, the minimum turnover requirement is calculated as follows: the basis is the lot with the highest value which the tenderer is applying for.

The minimum turnover is 15 % of the annual value of this lot (see calculation above), increased by 5 000 EUR for each additional lot the tenderer is applying for.

### III.2.3) **Technical capacity**

Information and formalities necessary for evaluating if the requirements are met:

Technical and professional capacity:

Tenderers must have sufficient technical and professional capacity to enable them to perform the contract in compliance with the contractual provisions, taking into account its value and scale. If, in the light of the information supplied by the tenderer, the European Parliament has doubts about a tenderer's technical and

professional capacity, or if it is clearly insufficient for performance of the contract, the tender may be rejected without the tenderer being able to claim any financial compensation.

In respect of the contract which is the subject of this invitation to tender the European Parliament requires tenderers to have the following technical and professional capacity:

- ability to function as a network, as evidenced by references for services of a similar nature carried out in the past, supplemented, where applicable, by examples of written contributions of the participating entities,
- nominated experts' academic and professional experience: all experts nominated by the tendering entities must have professional and/or academic experience of a minimum of 5 years, obtained after their degree, relating to the subject matter of the lot tendered for,
- knowledge of the EU institutions, evidenced as the tenderer finds appropriate (for example, by educational background, previous publications in this area, participation in conferences or training related to EU institutional framework, etc.).

The technical and professional capacity of economic operators will be substantiated by the following documents:

- a) proof of the educational and professional qualifications of the service provider or contractor and/or those of the firm's managerial staff, as well as, in particular, those of the person or persons responsible for providing the services or carrying out the works;
- b) a list of the principal services provided in the past 3 years, with the sums, dates and recipients, public or private. If the recipient of those services was a department of an EU institution or other public institution, economic operators shall furnish proof in the form of certificates issued or countersigned by the competent authority;
- c) an indication of the staff responsible for quality control.

The tenderer or candidate may also rely on the capacity of other entities, irrespective of the legal nature of the links between himself and those entities. In that case, he must prove to the European Parliament that he will have the resources needed to perform the contract, for instance by providing an assurance of the undertaking by those entities to make them available to him. In that case the European Parliament is entitled to refuse the application or the tender submitted if it has doubts about the undertaking by the third party or about that party's professional and/or technical capacity.

At all events, tenderers may always rely on the economic capacities of 1 or more subcontractors in so far as they undertake to take part in the process of performing the contract. In such instances, the European Parliament will assess the capacities of the subcontractor(s) in the light of the extent to which the latter is/are involved in performing the contract.

Quality management standards:

Tenderers must follow the general drafting and layout rules, and Style Guide, of DG External Policies (see Annexes IX and X of the specifications).

#### III.2.4) **Information about reserved contracts**

#### III.3) **Conditions specific to services contracts**

##### III.3.1) **Information about a particular profession**

Execution of the service is reserved to a particular profession: no

##### III.3.2) **Staff responsible for the execution of the service**

Legal persons should indicate the names and professional qualifications of the staff responsible for the execution of the service: yes

### **Section IV: Procedure**

#### IV.1) **Type of procedure**

- IV.1.1) **Type of procedure**  
Open
- IV.1.2) **Limitations on the number of operators who will be invited to tender or to participate**
- IV.1.3) **Reduction of the number of operators during the negotiation or dialogue**
- IV.2) **Award criteria**
- IV.2.1) **Award criteria**  
The most economically advantageous tender in terms of the criteria stated in the specifications, in the invitation to tender or to negotiate or in the descriptive document
- IV.2.2) **Information about electronic auction**  
An electronic auction will be used: no
- IV.3) **Administrative information**
- IV.3.1) **File reference number attributed by the contracting authority:**  
EP/EXPO/B/FWC/2013-08.
- IV.3.2) **Previous publication(s) concerning the same contract**  
no
- IV.3.3) **Conditions for obtaining specifications and additional documents or descriptive document**  
Payable documents: no
- IV.3.4) **Time limit for receipt of tenders or requests to participate**  
15.5.2013
- IV.3.5) **Date of dispatch of invitations to tender or to participate to selected candidates**
- IV.3.6) **Language(s) in which tenders or requests to participate may be drawn up**  
Any EU official language
- IV.3.7) **Minimum time frame during which the tenderer must maintain the tender**  
Duration in months: 7 (from the date stated for receipt of tender)
- IV.3.8) **Conditions for opening of tenders**  
Date: 29.5.2013 - 11:00  
Place:  
European Parliament, rue Wiertz 60, 1047 Brussels, BELGIUM.  
Persons authorised to be present at the opening of tenders: yes  
Additional information about authorised persons and opening procedure: Tenderers wishing to attend the opening of the tenders are asked to notify the department responsible for managing this procurement procedure, no later than 21.5.2013, by e-mail to [xp-finance@ep.europa.eu](mailto:xp-finance@ep.europa.eu)  
Only 1 representative may attend. Tenderers failing to give notification will automatically be refused access to the opening. The names of the persons attending the opening of the tenders must be given in the notification.

**Section VI: Complementary information**

- VI.1) **Information about recurrence**  
This is a recurrent procurement: no
- VI.2) **Information about European Union funds**
- VI.3) **Additional information**
- VI.4) **Procedures for appeal**
- VI.4.1) **Body responsible for appeal procedures**  
General Court of the Court of Justice of the European Union

rue du Fort Niedergrünwald  
2925 Luxembourg  
LUXEMBOURG  
E-mail: [generalcourt.registry@curia.europa.eu](mailto:generalcourt.registry@curia.europa.eu)  
Telephone: +352 4303-1  
Internet address: <http://curia.europa.eu/>  
Fax: +352 4303-2100

**Body responsible for mediation procedures**

The European Ombudsman  
1 avenue du Président Robert Schuman, PO box 403  
67001 Strasbourg Cedex  
FRANCE  
Telephone: +33 388172313  
Internet address: <http://www.ombudsman.europa.eu/>  
Fax: +33 388179062

VI.4.2) **Lodging of appeals**

Precise information on deadline(s) for lodging appeals: Appeals to the General Court of the Court of Justice must be lodged within 2 months of the notification of the result.

A complaint with the European Ombudsman must be lodged within 2 years of the date on which you were informed of the facts to which your complaint relates.

VI.4.3) **Service from which information about the lodging of appeals may be obtained**

See VI.4.1.

VI.5) **Date of dispatch of this notice:**

25.3.2013