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CONTRACT NOTICE

Works
Supplies
Services

Reserved for the Publication Office

Date of receipt of the notice _____

Identifier _____

Is this contract covered by the Government Procurement Agreement (GPA)? NO YES

SECTION I: CONTRACTING AUTHORITY

I.1) OFFICIAL NAME AND ADDRESS OF THE CONTRACTING AUTHORITY

Organisation European Commission, Directorate General for Trade.	For the attention of Mr. Paul Vandoren Director Directorate H - Textiles, New technologies, Intellectual property rights, Public procurement. Trade analysis
Address CHAR 08/235	Postal code 1049
Town Brussels	Country Belgium
Telephone (32-2) 299 24 36	Fax (32-2) 299 05 86
Electronic mail (e-mail) Paul.Vandoren@cec.eu.int	Internet address (URL) http://europa.eu.int/comm/trade/icentre/opportunities/tender/index_en.htm

I.2) ADDRESS FROM WHICH FURTHER INFORMATION CAN BE OBTAINED

See Annex A

I.3) ADDRESS FROM WHICH DOCUMENTATION MAY BE OBTAINED

See Annex A

I.4) ADDRESS TO WHICH TENDERS/REQUESTS TO PARTICIPATE MUST BE SENT

See Annex A

I.5) TYPE OF CONTRACTING AUTHORITY*

Central level EU institution Other
Regional/local level Body governed by public law

* Field not indispensable for publication

SECTION II: OBJECT OF THE CONTRACT

II.1) DESCRIPTION

II.1.1) Type of works contract (in case of works contract)

Execution Design and execution Execution, by whatever means of work,
 corresponding to the requirements
 specified by the contracting authority

II.1.2) Type of supplies contract (in case of supplies contract)

Purchase Rent Lease Hirepurchase A combination of these

II.1.3) Type of service contract (in case of service contract)

Service category **11**

II.1.4) Is it a framework agreement? * NO YES

II.1.5) Title attributed to the contract by the contracting authority *

SIGL management and help desk.

II.1.6) Description/object of the contract (use continuation sheet if necessary)

SIGL is a support to our activities and an information infrastructure in DG Trade for the administration and quota control of import and export trade licences. Licensing data, recorded on the central database located at DG Trade, is transferred between all Member States licencing offices and the Commission on a daily basis via several public networks in batch mode. Additionally several countries in Asia also use the system to both send and receive data on import/export data. The Commission and the Member States have full on-line interrogation facilities on the central database.

The objectives of the current project, which is tendered by DG Trade within the framework of the Common Commercial Policy of the European Community, are:

1) the provision of project management services in order to coordinate and manage the operation and evolution of the SIGL project

2) the provision of general help desk facilities in order to support the users of the SIGL project.

II.1.7) Site or location of works, place of delivery or performance

BRUSSELS

NUTS code * _____

II.1.8) Nomenclature

II.1.8.1) Common Procurement Vocabulary (CPV) *

	Main vocabulary	Supplementary vocabulary (when applicable)		
Main object	74.14.20.00	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> - <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> - <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> - <input type="checkbox"/>
Additional objects	74.14.21.00	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> - <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> - <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> - <input type="checkbox"/>
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* Field not indispensable for publication

II.1.8.2) Other relevant nomenclature (CPA/NACE/CPC):

II.1.9) Division into lots (for details about lots use Annex B as many times as needed)

NO YES

Tenders may be submitted for: one lot several lots all lots

II.1.10) Will variants be accepted (where applicable)

NO YES

II.2) QUANTITY OR SCOPE OF THE CONTRACT

II.2.1) Total quantity or scope (including all lots and options, if applicable)

The budget of contract, including all costs (fees and travel) is estimated not to exceed € 250,000 for its total duration (1 year contract with 3 possible extensions of one year at the sole discretion of the European Commission).

II.2.2) Options (if applicable). Description and time when they may be exercised (if possible)

II.3) DURATION OF THE CONTRACT OR TIME LIMIT FOR COMPLETION

Either: Period in month/s **12** and/or days (from the award of the contract)

Or: Starting // and/or ending / (dd/mm/yyyy)

SECTION III: LEGAL, ECONOMIC, FINANCIAL AND TECHNICAL INFORMATION

III.1) CONDITIONS RELATING TO THE CONTRACT

III.1.1) Deposits and guarantees required (if applicable)

III.1.2) Main terms of financing and payment and/or reference to the relevant provisions (if applicable)

Conditions of the standard Commission's service contracts. Terms of payments are stated in the specifications.

III.1.3) Legal form to be taken by the grouping of suppliers, contractors or service providers to whom the contract is awarded (if applicable)

No specific legal form is required but each service provider will be required to become jointly and severally responsible under the contract.

III.2) CONDITIONS FOR PARTICIPATION

III.2.1) Information concerning the personal situation of the contractor, supplier or service provider and information and formalities necessary for the evaluation of the minimum economic, financial and technical capacity required

Tenderers shall be excluded from participation in this procurement procedure 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 have been convicted of an offence concerning their professional conduct by a judgement 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;
- d) they have not fulfilled 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 have been the subject of a judgement which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- f) following another procurement procedure or grant award procedure financed by the Community budget, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations.

Tenderers must certify that they are not in one of the above-mentioned situations.

The following information is accepted as satisfactory evidence that the candidate or tenderer is not in one of the situations described in point (a), (b) or (e), production of 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 those requirements are satisfied.

The contracting authority shall accept, as satisfactory evidence that the candidate or tenderer is not in the situation described in point (d), a recent certificate issued by the competent authority of the State concerned.

Where no such certificate is issued in the country concerned, it 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.

Depending on the national legislation of the country in which the tenderer or candidate is established, the documents referred to in the above paragraphs shall relate to legal persons and/or natural persons including, where considered necessary by the contracting authority, company directors or any person with powers of representation, decision-making or control in relation to the candidate or tenderer.

Wherever the tenderer is a consortium of firms or groups of service providers, the above mentioned information must be provided for each member or group.

III.2.1.1) Legal position – means of proof required

The tenderer should provide the following information:

- Tenders from consortiums of firms or groups of service providers must specify the role, qualifications and experience of each member or group
- Legal status of the company/organisation
- Name and title of the person entitled to sign
- Complete banking references (account n° and bank's name, full address of the local branch, international bank code or SWIFT code); and VAT N°.

The key experts should have no-conflict of interest and be completely independent. A statement of independence should be included in the offer.

Wherever the tenderer is a consortium of firms or groups of service providers, the above mentioned information must be provided for each member or group. The tender should also make clear the legal status of the consortium.

III.2.1.2) Economic and financial capacity – means of proof required

Evidence of the tenderer's financial and economic capacity to perform the tasks involved in this contract notice.

For this purpose all tenderers must provide a full set of financial statements (comprising at least a balance sheet and profit and loss account) for the last two financial years (or the annual budget of the last two years in the case of semi-public or non-profit organisations), where the tenderer is required by law to produce such statements.

NB

1. Where the relevant company law requires these financial statements to be audited, the auditors' statement should be included.
2. Where the tenderer is not required to produce full financial statements, other internal reports or management accounts establishing financial capacity should be submitted.

Tenderers may also supply one or more of the following additional references as evidence of financial and economic capacity :

- appropriate bankers' statements; and/or
- evidence of professional risk indemnity insurance; and/or
- an officially certified statement of earnings relating to the subject of this call for tender over the last 3 financial years.

The Commission will conclude a contract following this tender with a single legal counterparty. Where the tenderer that will complete the contract represents a consortium of firms, or groups of service providers, the above mentioned financial information must be provided for each member or group.

Where the tenderer wishes to sub-contract or otherwise rely on the capacities of other entities, it must in that case prove 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.

Where the successful tenderer is an individual, a partnership of individuals, or a sole trader, it will be expected to demonstrate that continuity of service can be guaranteed. The Commission will consider, inter alia, the risk to successful project completion that would be occasioned by the death or resignation of one or more of the individuals involved.

III.2.1.3) Technical capacity – means of proof required

- Details of educational and professional qualifications of the proposed experts providing the services (detailed CV's have to be included for this contract). This should clearly indicate their expertise in:
 1. trade and/or customs policy, in particular with regard to licensing and customs procedure of textile, leather, footwear and steel industry
 2. project management of similar projects for the project manager (at least 2 years of experience)
 3. using software similar to SIGL at the user level
 4. General computer literacy

- A list of the principal related projects that were carried out under the applicant's direct responsibility during the past 3 years proving merit and experience in trade and/or customs policy, specifically related to steel, textile, leather and footwear trade and/or the administration of import and export licenses or quota control and management of information systems. This list should also specifically indicate any involvement of the proposed SIGL Manager.

III.3) CONDITIONS SPECIFIC TO SERVICES CONTRACTS

III.3.1) Is provision of the service reserved to a specific profession?

NO YES

If yes, reference of the relevant law, regulation or administrative provision

III.3.2) Will legal entities be required to state the names and professional qualifications of the personnel responsible for execution of the contract?

NO YES

SECTION IV: PROCEDURE

IV.1) TYPE OF PROCEDURE

Open Accelerated restricted
 Restricted Accelerated negotiated
 Negotiated

IV.1.1) Have candidates already been selected? (for negotiated procedure only and if applicable)

NO YES *If yes, provide details under Other information (section VI)*

IV.1.2) Justification for the choice of accelerated procedure (if applicable)

IV.1.3) Previous publication concerning the same contract (if applicable)

IV.1.3.1) Prior information notice concerning the same contract (if applicable)

Notice number in OJ content list **2004/S 71-059663 and 2004/s 71-059666 of 09/04/2004**

IV.1.3.2) Other previous publications

Notice number in OJ content list /S of // (dd/mm/yyyy)

IV.1.4) Envisaged number of suppliers which will be invited to tender (when applicable)

Number or: minimum / maximum

IV.2) AWARD CRITERIA

* Field not indispensable for publication

(A) Lowest price

or

(B) The most economically advantageous tender in terms of: **X**

B1) criteria as stated below (*in descending order of priority where possible*)

In descending order of priority: NO YES

or:

B2) criteria as stated in contract documents **X**

IV.3) ADMINISTRATIVE INFORMATION

IV.3.1) Reference number attributed to the file by the contracting authority * TRADE 04/E01

IV.3.2) Conditions for obtaining contract document and additional documents

Obtainable until **15/10/2004**

Price (*where applicable*) _____ Currency _____

Terms and method of payment _____

IV.3.3) Time limit for receipt of tenders or requests to participate (*depending whether it is an open, restricted or negotiated procedure*)

29/10/2004 or days from dispatch of notice

Time (*when applicable*): _____

IV.3.4) Dispatch of invitations to tender to selected candidates (*In restricted and negotiated procedure*)

Estimated date: // (dd/mm/yyyy)

IV.3.5) Language or languages in which tenders or requests to participate can be drawn up

ES	DA	DE	EL	EN	FR	IT	NL	PT	FI	SV	Other (s) – third country
X	X	X	X	X	X	X	X	X	X	X	CS-ET-LV-LT-HU-MT-PL-SK-SL

IV.3.6) Minimum time frame during which the tenderer must maintain its tender (*in case of an open procedure*)

Until // (dd/mm/yyyy) or **09** months and/or days from the deadline stated for receipt of tenders

IV.3.7) Conditions for opening tenders

IV 3.7.1) Persons authorised to be present at the opening of tenders (*where applicable*)

Requests have to be submitted by 29/10/2004 at the latest, exclusively by letter to the name and address mentioned in point 1

IV.3.7.2) Date, time and place

Date **4/11/2004**

Time: **15.00 pm**

SECTION VI: OTHER INFORMATION

VI.1) IS THIS NOTICE A NON-MANDATORY ONE?

NO YES

VI.2) IF APPLICABLE, INDICATE WHETHER THIS PROCUREMENT IS A RECURRENT ONE AND THE ESTIMATED TIMING FOR FURTHER NOTICES TO BE PUBLISHED

VI.3) DOES THE CONTRACT RELATE TO A PROJECT/PROGRAMME FINANCED BY EU FUNDS?*

NO YES

If yes, indicate the project/programme and any useful reference _____

VI.4) ADDITIONAL INFORMATION (if applicable)

VI.5) DATE OF DISPATCH OF THIS NOTICE 27/ 08 /2004 (dd/mm/yyyy)

ANNEX A

1.2) ADDRESS FROM WHICH FURTHER INFORMATION CAN BE OBTAINED

Organisation European Commission, Directorate General for Trade.	For the attention of Mr. Benny Berg Sorensen Acting Head of Unit Trade H/1
Address CHAR 08/132	Postal code 1049
Town Brussels	Country Belgium
Telephone (32-2) 299 01 36	Fax (32-2) 299 47 64
Electronic mail (e-mail) Benny-Berg.Sorensen@cec.eu.int	Internet address (URL) http://europa.eu.int/comm/trade/opportunities/tender/tender.htm

1.3) ADDRESS FROM WHICH DOCUMENTATION MAY BE OBTAINED

Organisation European Commission, Directorate General for Trade.	For the attention of Mr. Benny Berg Sorensen Acting Head of Unit Trade H/1
Address CHAR 08/132	Postal code 1049
Town Brussels	Country Belgium
Telephone (32-2) 299 01 36	Fax (32-2) 299 47 64
Electronic mail (e-mail) Benny-Berg.Sorensen@cec.eu.int	Internet address (URL) http://europa.eu.int/comm/trade/opportunities/tender/tender.htm

1.4) ADDRESS TO WHICH TENDERS/REQUESTS TO PARTICIPATE MUST BE SENT

Organisation European Commission, Directorate General for Trade.	For the attention of Mrs Marie H�el�ene Vareille Trade A/1
Address CHAR 07/228	Postal code 1049
Town Brussels	Country Belgium
Telephone (32-2) 299 59 81	Fax
Electronic mail (e-mail) marie-helene.vareille@cec.eu.int	Internet address (URL) http://europa.eu.int/comm/trade/opportunities/tender/tender.htm