PART B: TERMS OF REFERENCE
CALL FOR EXPRESSION OF INTEREST (CEI)
Internal Reference No.: 2013/EUROFOUND/CEI
VALIDITY: 21/12/2012 – 21/12/2015

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1. About Eurofound

The European Foundation for the Improvement of Living and Working Conditions (Eurofound) is a tripartite EU body, whose role is to provide key actors in social policymaking with findings, knowledge and advice drawn from comparative research. It makes available pertinent, timely and unbiased research results to social partners, governments and EU decision makers so that the lives of European citizens can be improved. Eurofound was established by Council Regulation (EEC) No 1365/75 of 26 May 1975 and is located in Dublin, Ireland. More information on Eurofound and its activities can be found on its website at http://www.eurofound.europa.eu/.

2. Background information

In order to strengthen links between Eurofound and its suppliers by establishing long-term platform for research outsourcing Eurofound established a Call for Expression of Interest (CEI) in 2009 (2009/S 209-299643). This led to the creation of a pool of candidates being ready to work with Eurofound in relation to different procurement procedures conducted during the three years validity of the CEI. Those candidates were regularly invited to take part in procurement procedures conducted under the framework of Eurofound’s 2009-2012 work programme Europe at work: Better life and opportunities for all. Both the CEI and the work programme have come now to their end.

Eurofound is now entering into its new programming period of 2013-2016. Strategic objective for its new four-year work programme From crisis to recovery: Better informed policies for a competitive and fair Europe is to provide high-quality, timely and policy-relevant knowledge as input to better informed policies.

In order to facilitate efficient implantation of the programme and to maintain strong links between Eurofound and its suppliers in the core areas of expertise, establishment of the new Call for Expression of Interest, replacing the previous one, has become necessary.

3. How the CIE works?

A ‘call for expression of interest’ (CEI) invites economic operators to put themselves forward as candidates in advance of public procurement operations. This is a restricted tender procedure to which any interested economic operator, having right to participate in public procurement procedures across the EU, may ask to take part in.

It can be seen as a way of generating one or more shortlists which may be used and updated many times for many different procurement procedures over a period of 3 years in total. The CEI is not in itself a public procurement procedure. This takes place at a later stage, when a particular contract is about to be awarded.

This procurement procedure will involve two phases:

Phase I - selection of candidates (aimed at assessing the legal status, the exclusion and selection criteria);

Phase II- tendering phase (invitation of selected candidates to submit a tender and assessment of the tenders according to the award criteria set in the Tender Specifications for a particular procurement procedure).

Please note that Eurofound reserves the right to invite either all or only selected candidates to take part in restricted procurement procedures being launched, on the
later stage, during the validity of this CEI. However, the minimum number might not be lower than five (5). Eurofound may also, for the efficiency reasons, limit the number of invited candidates to twenty (20).

4. **Purpose of the Call for Expression of Interest**

4.1. **Overall objectives**

Efficient implantation of the 2013-2016 work programme and to maintain strong links between Eurofound and its suppliers in the core areas of expertise.

4.2. **Specific objectives**

To ensure on-going availability of a diversified pool of service providers ready to support research activities of Eurofound in its core areas of expertise it has so far developed;

To strengthen links between Eurofound and its suppliers by establishing long-term platform for research outsourcing;

To attract new suppliers and thus to build wider pool of candidates for Eurofound’s future tenders both of restricted and negotiated nature.

5. **Scope of the work**

This call is divided into three lots:

**Lot 1: Structural Change and Restructuring**

**Lot 2: Working Conditions, Industrial Relations and Social Dialogue in the EU**

**Lot 3: Living Conditions and Quality of Life**

Applicants may submit applications for any number of Lots. Applicants should indicate clearly for which lot(s) they apply. Applicants may, with one application, apply for inclusion in more than 1 lot, as long as they address the selection criteria for each of the lots.

Detail description of the themes in policy priority areas that Eurofound will focus on in its Work Programme 2013-2016 available at:


The summary is provided in the table below:

<table>
<thead>
<tr>
<th>Policy priority areas for Eurofound activities 2013-2016</th>
<th>Corresponding themes</th>
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</table>
| Increasing labour market participation and combating unemployment by creating jobs, improving labour market functioning and promoting integration | • Labour market monitoring;  
• Creation of new and safeguarding of existing jobs;  
• Managing change at restructuring;  
• Functioning of the labour market;  
• Monitoring of labour market trajectories;  
• Anticipation of change;  
• Initiatives to cope with unemployment; |
### Policy priority areas for Eurofound activities 2013-2016

<table>
<thead>
<tr>
<th><strong>Corresponding themes</strong></th>
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<tbody>
<tr>
<td>Improving working conditions and making work sustainable throughout the life course</td>
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<tr>
<td>• Developments and trends in working conditions;</td>
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<tr>
<td>• Legislation, negotiations and workplace policies and practices;</td>
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<tr>
<td>• Sustainable work throughout working life;</td>
</tr>
<tr>
<td>• Inequalities in working conditions;</td>
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<tr>
<td>• Creating win-win arrangements;</td>
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<tr>
<td>Developing industrial relations to ensure equitable and productive solutions in a changing policy context</td>
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<tr>
<td>• Monitoring trends and developments in industrial relations;</td>
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<td>• Innovative solutions;</td>
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<tr>
<td>• Wage-determination and wage setting mechanisms;</td>
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<td>• Studies on the European social dialogue and representativeness of the social partners;</td>
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<tr>
<td>• Industrial relations beyond the EU;</td>
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<tr>
<td>Improving standards of living and promoting social cohesion in the face of economic disparities and social inequalities</td>
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<tr>
<td>• Evolution of living conditions and quality of life;</td>
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<tr>
<td>• The role of public services;</td>
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<tr>
<td>• Social and technological innovation;</td>
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<tr>
<td>• Social cohesion;</td>
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<tr>
<td>• Age management and reconciliation of life in and outside work;</td>
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<td>• Mobility and migration;</td>
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6. **Validity of the lists resulting from this CEI**

The lists will be valid for 3 years from 21/12/2012.

Applications to appear on these lists may be submitted at any time during the period of validity of this list, with the exception of the last 3 months of that period.

7. **Volume of the contract**

The maximum value of any direct contract concluded under this CEI may not be higher than €130,000.

Shortlisted candidates, if successful during specific procurement procedures launched under the CEI, may be offered several contracts but the value of each of them may not be higher than the previously mentioned €130,000.

8. **Joint tenders**

If a group of two or more applicants decide to submit an application as a consortium or grouping of applicants then it shall indicate in its offer the company or person heading the project (the lead partner).
If awarded any contract in future, the members of the group (consortium) will have an equal responsibility in executing it. The lead partner will be responsible for the receipt and processing of payments for members of the grouping, for managing the service administration, and for coordination.

This requirement will be met by providing duly completed and signed Consortium Information Form(s), forming Annex I of the Standard Application Form (Part C of the Tender Specifications), as part of the offer.

Partners in a joint application assume joint and several liability towards Eurofound for the performance of any future contract as a whole.

Each member of the consortium must provide the required evidence for the exclusion and selection criteria. The exclusion criteria will be assessed in relation to each economic operator individually. The selection criteria for “economic and financial capacity” related to applicants’ financial stability will be assessed individually while those related to the required turnover will be scrutinised on the consortium level to ensure that the consortium as a whole fulfils the criteria. Concerning the selection criteria for “technical and professional capacity”, the evidence provided will be scrutinised on the consortium level.

The application must be signed by all members of the grouping (consortium).

9. Content of the application

The technical proposal should describe the applicants service(s) offered to Eurofound in line with the requirements.

The technical proposal must demonstrate an understanding of the tender specifications and must be presented clearly and concisely.

10. Information on evidence concerning right to participate, and evidence on the exclusion and selection criteria

10.1. Legal status (applicable to all lots)

When submitting their applications, applicants are requested to complete and enclose the Legal Entity\(^1\) and Financial Identification\(^2\) Forms and to provide additional documentation as stipulated in the forms.

This obligation may be lifted in such cases where the applicant is already registered with the Financial Registration System of the European Commission (ABAC). Applicants are encouraged to contact Eurofound in order to check their situation before providing an application.

10.2. Exclusion criteria (applicable to all lots)

To be eligible to participate in this procurement procedure, applicants must not be in any of the exclusions grounds as listed in section 6.2.1 of the Guidelines for Eurofound Public Procurement, available on Eurofound website\(^3\).

Future contracts may not be awarded to successful applicants who, during any future procurement procedure, find themselves in one of the situations of exclusion, as referred

\(^1\) [http://ec.europa.eu/budget/execution/legal_entities_en.htm](http://ec.europa.eu/budget/execution/legal_entities_en.htm)


\(^3\) [http://www.eurofound.europa.eu/about/procurement/index.htm](http://www.eurofound.europa.eu/about/procurement/index.htm)
above, for this CEI.

All applicants are requested to provide, as part of their application, a duly completed and signed Declaration on Exclusion Criteria and Absence of Conflict of Interest. This declaration forms Annex I of the Standard Application Form (Part C of the Tender Specifications).

Successful applicants will be requested to provide further evidence of not being in any one of the exclusion situations listed above.

For a list of different certificates frequently requested in procurement procedures across EU Member States, applicants shall access the information system eCERTIS \(^4\).

When the applicant providing an application has already submitted relevant evidence to Eurofound, it remains valid for one year from its date of submission. In such cases, the reference to the relevant previous procurement procedure should be mentioned and provision of a sworn statement confirming that the situation has not changed will be sufficient.

### 10.3. Selection criteria – economic and financial capacity

( applicable to all lots)

**Requirements:**

- the applicant must be in a stable financial position,
- the applicant must have for each of the past three financial years \(^5\) for which accounts have been closed, an average annual turnover of at least € 80,000.00.\(^6\)

**Evidence required:**

**For-Profit Organisations** *(whose primary goal is making a profit)* shall provide, as part of their tenders:

- duly completed and signed Simplified Financial Statement, available on the Procurement Section *(General Information)* on Eurofound’s webpage\(^7\)
- copy of the profit & loss account and balance sheet for the last two years for which accounts have been closed.

**Non-Profit Organisations** *(formed for the purpose of serving a public or mutual benefit other than the pursuit or accumulation of profits for owners or investors)* shall provide, as part of their tenders:

- duly completed and signed Simplified Financial Statement, available on the Procurement Section *(General Information)* on Eurofound’s webpage,
- copy of the statement of financial activities and statement of the financial position for the last two years for which accounts have been closed.

**Public sector entities** *(including public universities)*, which according to the law of the country in which they are established are NOT required to publish balance sheets, shall:


\(^5\) Note: Eurofound will reject all applicants who are not able to provide data for the last three financial years unless the entity is newly established. In such cases the minimum requirement is the provision of data for at least two financial years for which accounts have been closed.


\(^7\) [http://www.europfound.europa.eu/about/procurement/generalinfo.htm](http://www.europfound.europa.eu/about/procurement/generalinfo.htm).
- complete line 14 (Revenue) of the Simplified Financial Statement only (version for non-profit organisations), available on the Procurement Section (General Information) on Eurofound’s webpage,
- provide extracts from their last three budgets (including the current one) as evidence of their average budget amounting to at least € 80.000,00 which satisfy the requirements under the Simplified Financial Statement.

**Individuals** shall:
- only complete line 14 (Revenue) of the Simplified Financial Statement (version for non-profit organisations), available on the Procurement Section (General Information) on Eurofound’s webpage,
- provide extracts from any available documents (e.g. income tax returns) as evidence on their average income for the last three financial years amounting to at least € 80.000,00 which satisfy the requirements under the Simplified Financial Statement.

The Simplified Financial Statement must be signed by the authorised representative of the applicant.

### 10.4. Selection criteria – technical and professional capacity

Applicants must provide the information listed below in order to satisfy the following verifiable criteria:

#### Criteria relating to applicants:

A) **[applicable to all lots]** A comprehensive company profile containing description of applicant’s:
- Organisational structure, premises (location and numbers) and technical equipment;
- Average total manpower and the number of managerial staff for the last max. 3 years (including back-up arrangements) and current number of staff working in the area of this procurement procedure;
- Contract management and quality assurance measures.

B) **[separate evidence to be provided for each lot]** Proven expertise in the field related to the specific lot the applicant is providing an application for, as indicated by:
- A list of services provided during the past three years, with the sums, dates and recipients, public or private and including contact details for follow-up. At least 2 relevant references shall be provided for each lot.
- List of recent publications. At least 2 relevant references, of which at least 1 must be in English, shall be provided for each lot.

#### Criteria relating to the team delivering the service:

C) **[separate evidence to be provided for each lot]** The suitability of the core team proposed to provide the service(s) in future as evidenced by:
- Minimum of 5 years of relevant work experience on project management in the area of the selected Lot at European and/or national level as evidenced by the CV provided for the person designated to be the Project Leader;
• Proficiency level in English (minimum level required is B2)⁸ in case of person designated to liaise with Eurofound as evidenced by CV provided;

Note: candidates already listed on recently expired Eurofound’s CEI list (2009/S 209-299643) and who apply to be listed on the newly established CEI list, are not obliged to provide information regarding their technical and professional capacity listed above. However, they are free to update their previously provided information or provide additional one if they choose so. However, this exemption refers only to the situation in which the previously shortlisted CEI candidate applies to be listed on the newly established CEI for the lot(s) corresponding to lot(s) he was earlier shortlisted for. If the application is not only for the corresponding lot(s) but for the additional ones as well, then tailored information required under selection criteria (points B and C) shall be still provided.

Table showing the relationship between lots of both the previous and current CEI is available under FAQs on Eurofound Internet.

11. Additional information

Eurofound shall not be liable for any compensation with respect to applicants whose applications have not been accepted. Nor shall it be so liable if it decides not to list them on the CEI list.

Eurofound reserves the right to put applicants on the CEI list for one or more lots which are the subject of this procurement procedure.

Eurofound reserves the right not to list an applicant if the application received is considered inappropriate and/or unacceptable by the Evaluation Committee.

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⁸ All references to the minimum level of language skills are based on Common European Framework of Reference (CEF). Applicants should use self-assessment scale, available on dedicated “Europass” webpage (http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr) and on the Procurement Section (General Information) on Eurofound webpage, in order to establish level of their language skills.