



current language

data

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Community Institutions - Commission - Services - General information

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B-Brussels: call for expressions of interest for the provision of assistance in various technical, administrative and organisational tasks occurring in the IST Programme Directorates

2003/S 90-079940

1. European Commission, Directorate-General Information Society: Information Society Technologies - Strategy for IST research activities, Att: Mr Gérard Comyn, BU-31 3/26, B-1049 Bruxelles/Brussel. Tel.: (32-2) 299 43 46. Fax: (32-2) 296 62 72.
2. Call for expressions of interest for the provision of assistance in various technical, administrative and organizational tasks occurring in the IST programme directorates based on the work programme 2003-2004 objectives (the list available on the page dedicated to the EOI on <http://www.cordis.lu/calls/>). Nevertheless, this list may also be used for similar tasks related to non-research information society programmes managed within Directorate-General Information Society. Persons or organizations who are interested in having their name entered on a list of potential contractors are invited to submit the application form (provided on Cordis - <http://www.cordis.lu/calls/>) in accordance with the rules set out below. The call is open from 8.5.2003 and the list of candidates will be updated regularly. The authorizing department will draw up a list of candidates who are not in one of the exclusion criteria set out at point 8.1 below and meet the selection criteria set out at point 8.2 below. Each time a specific contract is to be concluded relating to the activities described at point 3(a), the authorizing department will send the specifications to all candidates on the list, or to some of them selected on the basis of special criteria for the contract concerned. The selected candidates will receive tender specifications and award criteria to evaluate the best offer on the basis of the best value for money. The list drawn up following this notice will be used solely for contracts whose estimated value is below the thresholds laid down in the relevant public procurement directives. The list will be divided into sub-lists, each of which will correspond to 1 of the activities referred to at point 3(a).
3. a) **Description of the activities covered:** 1. Assistance in the preparation of technical documents, in particular of the successive updates of the work programme, as well as assistance in reporting on conferences, workshops, working groups, meetings, exhibitions and other information and awareness events. Assistance in writing, editing and proofreading of all texts for conference programmes, exhibition guides, networking guides as well as other texts (success stories, fact sheets etc.).
2. Technical assistance in analysing the results of the evaluations resulting from the IST calls for proposals. The above activities will address several technical expertise fields of the IST programme as described in the attached appendix (list of the strategic objectives).
- b) **Type of contracts:** Contracts will be service contracts where the estimated overall value is below 162 293 EUR.
4. The work has to be conducted in the contractor's premises or in the location of the relevant activities.
5. The list resulting from the call for expressions of interest will expire 3 years after the date of dispatch of this notice (point 10). Interested parties will be able to express their interest any time up to 3 months before the end of this period.
6. Contracts for the provision of services will be awarded to 1 contractor only and, consequently, if several legal entities submit an application jointly 1 of them must be designated lead contractor for any contracts which may be awarded.

7. **Application submission:** a) Applications delivery:

1. Paper version: European Commission, Directorate-General Information Society, Information Society Technologies for the attention of Secretariat INFSO-A2, BU-31 3/30, B-1049 Bruxelles/Brussel and

2. Electronic version: corinne-kim.wenner@cec.eu.int - ref.: EOI-IST-SO-wp2003/04.

b) Applications, including all the information, formalities and documents referred to at point 8, can be submitted up to 3 months before the end of the validity of the list by post mail and by e-mail to the above-mentioned addresses.

Applications must be sent in 1 sealed envelope and should be marked: 'Call for expressions of interest for the provision of assistance in various technical, administrative and organizational tasks occurring in the IST programme directorates - not to be opened by the internal mail department'.

c) The applicant should clearly indicate on the first page of his application the activity(ies) and technical domain(s) (as given under 3(a) above) he is interested in.

8. **Exclusion and selection:** 8.1 Exclusion criteria:

Candidates or tenderers shall be excluded from participation in a 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 organization 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.

Candidates or tenderers must certify that they are not in one of the situations listed above.

The contracting authority shall accept as satisfactory evidence that the candidate or tenderer is not in one of the situations described in point (a), (b) or (e) above, 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) above, 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.

Contracts may not be awarded to candidates or tenderers who, during the procurement procedure:

(a) are subject to a conflict of interest;

(b) are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the contract procedure or fail to supply this information.

8.2 Selection criteria:

a) Financial information

- proof of financial and economic standing may be furnished by the following references:

balance sheet or extracts therefrom where publication of the balance sheet is required under company law in the country of establishment;

statement of the undertaking's overall turnover and its turnover in respect of the services to which the contract relates for the previous three financial years;

- if, for any valid reason, the service provider is unable to provide the references requested by the contracting authority, he may prove his economic and financial standing by any other document which the contracting authority considers appropriate.

b) Administrative information

- Full legal name, business address, and, in case of a registered company: name of organization, legal status, address, state in which the organization has its headquarters or domicile, person to contact, person authorized to sign on behalf of the organization, telephone number, fax number, VAT number, banking details: bank name, account name and number, branch address, sort code and SWIFT address of bank;

- proof of enrolment (declaration or certificates) in one of the professional or trade registers, in country of establishment.

c) The full name(s) of the expert(s) proposed, with explicit mentioning of the activity(ies) and technical domain(s) applied for by each expert.

d) A full and duly signed CV of the expert, which should indicate education, with final results and working experience (employing organization, function and tasks). Evidence of sufficient skills and at least 4 years of expertise relevant to the proposed activity(ies)/domain(s). Experts should have a university or comparable degree in a relevant discipline.

e) A list of earlier contracts, if any, with the Commission, with specification of the contracting service, the tasks performed and the total number of days worked in the activities mentioned in point 3.

f) The language proficiency of the proposed expert(s) must be given (minimum of 2 European Union official

languages: English + 1 other).

9. Information on the IST programme is available electronically on <http://www.cordis.lu>.
10. **Date of dispatch of notice:** 28.4.2003.
11. **Date of receipt by the office for official publication of the European Communities:** 28.4.2003.

Appendix

(Work programme 2003-2004 strategic objectives)

Applied IST research addressing major societal and economic challenges

- Towards a global dependability and security framework
- Networked businesses and governments
- eSafety of road and air transports
- eHealth
- Technology-enhanced learning and access to cultural heritage
- Applications and services for the mobile user and worker
- Cross-media content for leisure and entertainment
- GRID-based systems for solving complex problems
- Improving risk management
- EInclusion
- Products and services engineering 2010

Communication, computing and software technologies

- Broadband for all
- Mobile and wireless systems beyond 3G
- Networked audiovisual systems and home platforms
- Open development platforms for software and services
- Embedded systems

Components & microsystems

- Pushing the limits of CMOS, preparing for post-CMOS
- Micro and nano-systems
- Advanced displays
- Optical, opto-electronic & photonic functional components

Knowledge and interface technologies

- Multimodal interfaces
- Semantic-based knowledge systems
- Cognitive systems

General accompanying actions

Future and Emerging Technologies (FET)

Research Networking testbeds