



FUEL CELLS AND HYDROGEN
JOINT UNDERTAKING

TENDER SPECIFICATIONS

Negotiated Procedure FCH/Contract 225

“Short-term Interim Staff Services”

1) Subject

The Fuel Cells and Hydrogen 2 Joint Undertaking (“FCH 2 JU” or “the Contracting Authority”) currently has short-term personnel needs and is requesting a tender for interim staff profiles.

The FCH 2 JU's headquarters are located in the White Atrium building at Avenue de la Toison d'Or 60, 1060 Saint-Gilles, in Brussels.

2) Requirements

The overall objective of the assignment is to provide the FCH 2 JU with one full-time equivalent corresponding to the following job profile:

1 - Knowledge Management Assistant

To this end the contractor shall comply with the relevant Belgian laws on employment, taxes, health insurance and pension contributions. The contractor will ensure the fulfilment of all legal and financial obligations towards the interim staff, which include, in addition to the gross salary, all health insurance, pension and tax contributions foreseen by the Belgian law for the employer.

Working at the FCH 2 JU, interim staff shall work subject to the FCH 2 JUs holidays which may differ from the Belgian bank holidays calendar. The FCH 2 JU offers flexible working hours to staff, and therefore requests for overtime will only be made in very exceptional cases. Interim staff shall be covered by FCH 2 JU specific mission rules if going on business trips during their assignment.

The contractor shall be able to replace an interim worker within 24 hours upon the FCH 2 JU's request.

The timeline foreseen for the requested services is as follows:

- 1 March 2019: deadline for electronic submission of tenders;
- By 8 March 2019: notification of award decision to tenderers;
- By 15 March 2019: signature of service contract with successful tenderer;
- 1st April 2019: entry into service;
- Not later than 30 September 2019: end of service.

The profile sought for the required post is as follows:

Profile	Knowledge Management Assistant
Main Tasks	• Liaison with the project participants to collect structured data concerning their results in view of obtaining a clear picture of the technological advances enabled by the FCH 2 JU programme; • Contribution to the preparation of the FCH 2 JU yearly Programme Review, including the collection and verification of project information and visual material, the coordination of their review by external experts, the preparation of project posters, the setting up of the Programme Review Days agenda and the preparation of the event; • Collection and storage in appropriate databases of information from press and any other source concerning deployment and performance of FCH- items worldwide; • Query the databases available to provide upon request values and statistics related to the information collected; • Contribution to the maintenance of updated information on project related pages of the FCH 2 JU website • Contribution to the discussion with the European Joint Research Centre concerning their assessment of FCH technologies' state-of-the-art
Formal Requirements	A relevant university degree (preferably in chemistry, physics, engineering) and professional experience of minimum 1 year in a role requiring data maintenance and handling, as well as exploitation of databases
Professional Experience and Skills	• Proficiency using Microsoft excel, including building and using pivot tables relations and organisation of workshops and events; • Experience with Microsoft Access databases, as user and as data manager • Rigour in classifying and retrieving information • Experience in managing websites; • Pragmatic and problem solving approach • Technical capacity and interest to understand FCH technologies
Personal Characteristics	• Ability to work independently and to take initiatives; • Service oriented, flexible and with ability to work effectively within a multicultural team

Tenderers must submit their offers by email to: info.procurement@fch.europa.eu no later than **Friday 1 March, 17:00 Brussels time**.

Tenders must comprise:

- A brief description of the company in question, including the overview of the services performed within the past 2 years as required in Section 6), and presentation of the person(s) who would manage the FCH 2 JU account;

- A clear and exhaustive description of the services to be made available to the FCH 2 JU and the manner in which the Tenderer proposes to implement the services in question;
- At least three curricula vitae for the requested profile
- Supporting documents proving that the company complies with the relevant Belgian laws on employment, taxes, health insurance and pension contributions;
- The supporting documents referred to in Sections 4) and 5);
- A financial offer, based on the model document made available in ANNEX III

Tenders must be submitted in one of the official languages of the EU, preferably English or French.

Any requests for additional information should be addressed by e-mail to: info.procurement@fch.europa.eu

2) Contract Management

The ensuing service contract will have a duration of 6 months.

3) Price

Price must be proposed by completing the Model Financial Offer, in ANNEX III. Price shall be firm and not subject to revision.

Price quoted shall be exclusive of all taxes. The FCH 2 JU, in conformity with the Protocol on the Privileges and Immunities of the European Community annexed to the Treaty of 8 April, 1965, is exempt from all duties, taxes and dues (including VAT). The contracting authority will provide the necessary documentary evidence for invoicing purposes after the contract resulting from this invitation has been awarded.

The maximum contract price is € 40 000. Tenders with prices higher than the maximum will be considered unacceptable.

4) Identification

If you have not been a supplier to the FCH 2 JU, you are required to provide the “Legal Entity Form” and “Financial Identification Form” documents, duly completed, signed and supported by relevant evidence as per the instructions in the forms, which are available for download at:

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

http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm

5) Exclusion Criteria

The Contracting Authority asks candidates to provide a declaration of honour that they are not in one of the situations referred to in Article 136 of the Financial Regulation of the EU (ANNEX II). The Contracting Authority may, where it has doubts as to whether the candidate to whom the contract is to be awarded is in one of the situations of exclusion, require them to provide the evidence referred to in paragraph 3 of Article 137 of the Implementing Rules of the Financial Regulation.

6) Selection criteria

Tenderers' capacity to implement the contract will be assessed against the following criteria:

Requirement	Evidence to be provided to the Contracting Authority
Experience of the Tenderer	
Tenderer must have a minimum of 2 years' experience in the provision of similar services.	- An overview of the services performed within the past 2 years (minimum), with a description of the activities performed,

7) Award of the contract

The contract will be awarded to the tenderer submitting the admissible tender ensuring the best value for money (best quality-price ratio).

Technical evaluation

The quality of technical offers reaching this stage will be evaluated in accordance with the award criteria and the associated weighting as detailed in the evaluation grid below.

NO	TECHNICAL AWARD CRITERIA	MAX POINTS
1	Relevance of Curricula Vitae proposed	10
2	Quality of proposed customer service and overall service-mindedness of Tenderer (Order management, response and delivery times, etc.)	10
TOTAL		20

Assessment of price

The financial evaluation will be made on the basis of the price offered, applying the following formula:

$$\text{Financial Score for Tender X} = 10 \times (\text{Cheapest Price} / \text{Price of Tender X})$$

The most economically advantageous tenders are established by weighing technical quality against price, on a **70/30** basis.

The consolidated score for each tenderer will be calculated as follows:

$$\text{Consolidated score} = (\text{Technical score} \times 0,7) + (\text{Financial score} \times 0,3)$$

8) Submission of an offer implies acceptance of the conditions stipulated in the present document

The ensuing purchase order and general conditions binds the contractor to which the contract is awarded during the performance of the contract.

9) Contacts between the Contracting Authority and candidates may take place under the following conditions only:

Before the final date for submission of tenders:

- At the request of the candidate, the Contracting Authority may provide additional information solely for the purpose of clarifying the nature of the contract. Any requests for additional information must be made to the person identified in Section 1) above.
- Requests for additional information received less than three working days before the closing date for submission of tenders may not be processed.
- The Contracting Authority may, on its own initiative, inform the candidate of any error, inaccuracy, omission or other clerical error in the text of the call for tenders.

After the opening of tenders:

- If clarification is requested or if obvious clerical errors in the tender need to be corrected, the Lead Contracting Authority may contact the candidate. The Contracting Authority may negotiate with the candidate the offer that has been submitted, in order to adapt it to the requirements set out in the Technical Requirements.

10) Contractual arrangements

The contract will be based on the model provided in ANNEX IV. Tenderers should take into consideration the provisions of these models when drawing up their tenderers.

11) No obligation to award the contract

This invitation to negotiate is in no way binding on the Contracting Authority. The Contracting Authority's contractual obligation commences only upon signature of the contract. Up to the point of signature, the Contracting Authority may either abandon the procurement or cancel the award procedure, without the candidate being entitled to claim any compensation.

12) Data Protection

Processing your reply to the invitation to negotiate will involve the recording and processing of personal data (such as your name, address, CV). Such data will be processed pursuant to Regulation (EU) 2018/1725 of the European Parliament and the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data. Unless indicated otherwise, your replies to the questions and any personal data requested are required to evaluate your tender in accordance with the specifications of the invitation to negotiate and will be processed solely for that purpose by the data controller. You are entitled to obtain access to your personal data on request and to rectify any such data that is inaccurate or incomplete.

If you have any queries concerning the processing of your personal data, you may address them by e-mail to Data-Protection@fch.europa.eu, indicating the reference of this procedure. For the purposes of safeguarding the financial interest of the European Union, your personal data may be transferred to internal audit services, to the European Court of Auditors and/or to the European Anti-Fraud Office (OLAF).