



Notice of call for expressions of interest

OLAF A2 91 2020

1. Contracting authority

European Commission
European Anti-fraud Office
OLAF.02 - Budget
Rue Joseph II 30
B1049 - BRUSSELS
Email: OLAF-FMB-TENDERS@ec.europa.be

2. Registration procedure

The objective of this call for expressions of interest is to set up a list of external experts.

Expressions of interest should be submitted in one of the official languages of the European Union by electronic means at the following address: **OLAF-FMB-TENDERS@ec.europa.be**.

Inclusion on the list entails no obligation on the part of the contracting authority concerning the conclusion of contracts.

3. Information and documents to be provided

Interested parties should provide their full contact details and list the specific fields indicated at point 7 that interest them in their expression of interest.

Experts shall provide a declaration on honour published together with this document, stating that they are not in one of the situations of exclusion listed at point 10 and that they fulfil the selection criteria listed at point 11. In case of doubt, they may be requested to provide supporting evidence of non-exclusion. Supporting evidence related to the selection criteria shall be provided with the declaration on honour.

4. General description of the procedure

Natural persons are invited to submit an expression of interest in accordance with the rules set out in this notice.

The contracting authority will draw up a list of experts who meet the criteria set out at point 11. This list comprises sub-lists, corresponding to each of the fields described at point 7.

Where a particular task relating to the field described at point 7 is to be performed by an external expert, the contracting authority will assign experts to the task on the basis of the skills, experience and knowledge necessary and in accordance with the principles of non-discrimination, equal treatment and absence of conflict of interests.

5. Protection of personal data

If processing your expression of interest involves the recording and processing of personal data (such as your name, address and CV), such data will be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community



institutions and bodies and on the free movement of such data. Unless indicated otherwise, your reply to this notice and any personal data requested are required for the purposes indicated above in point 4 and will be processed solely for those purposes by the contracting authority indicated in point 1, which is also acting as data controller. Details concerning the processing of your personal data are available on the privacy statement at:

http://ec.europa.eu/budget/library/explained/management/protecting/privacy_statement_edes_en.pdf

Your personal data may be registered in the Early Detection and Exclusion System (EDES) by the responsible Authorizing Officer of the Commission, should you be in one of the situations mentioned in Article 106 of the Financial Regulation (regulation EU/EURATOM 966/2012 of 25 October 2012 as amended).

6. Use of the list resulting from this notice

The list resulting from this notice will be used exclusively for tasks to be carried out as follows

execution of the tasks within the fields described at point 7, below the threshold of €135 000 of total payments (including both remunerations and reimbursements) and **maximum 20 working** days per expert

7. Full description of the fields covered by the call for expressions of interest

Background information

In the framework of a tender procedure for the supply of audit and document handling software, together with hardware equipment, customisation, installation, set-up and training services, several offers have been submitted.

In order to establish whether the offers were fully compliant with the technical requirements of the Contracting Authority, an expert advice is needed.

Nature of the tasks

To analyse and compare the technical offers made by two IT companies against the technical specifications of the tender procedure with a view to establishing whether the bids were fully compliant with the technical requirements of the Contracting Authority;

The expertise report will contain a clear identification of the offer which was technically suitable for the needs and requirements of the Contracting Authority, as provided in the technical specifications of the tender;

The expertise report will contain a clear comparison between the two offers with identification of the distinguishing elements in terms of technical compliance.

The expert will be required to analyse approx. 500 pages, mainly in pdf format.

8. Place of delivery

Brussels

9. Expiry date of the list resulting from this call for expressions of interest

The list resulting from this notice is valid for **five** years from dispatch of this notice. Interested parties may submit an expression of interest at any time prior to the last three months of validity of the list.



10. Selection criteria

a) Experience

Criteria relating to technical and professional capacity

- a) Criterion: The tenderer must prove experience of mobilising appropriate expertise,
- b) Threshold: 2 expertise in the last five years
- c) supporting evidence: coordinates of expertise and responsible EC Service

b) Education & Qualification

- a) Criterion: A graduate/post-graduate degree for a subject which relates to the tasks (point 7)
- b) Threshold: 3 years of relevant professional experience
- c) Supporting: CV and copy of school certificate of qualification and certificate of employer

a) Language skills

- a) Criterion: Good spoken and written English language skills
- b) Threshold: minimum Europass Language Level B2
- c) Supporting evidence: CV and if any, copy certificate of language classes

11. Conditions of remuneration and reimbursement of experts

Experts shall be remunerated at a fixed price of 300 euros/day worked. The travel and subsistence expenses will be reimbursed under the conditions set out in the contract.]

12. Ex-post transparency

A list of experts (name and subject of the tasks executed) who have concluded a contract following the procedure set out at point 4 shall be published on the website of the contracting authority.

If an expert has concluded a contract of more than €15 000, the name, the locality (region of origin), amount, and subject of the contract shall be published on the website of the contracting authority no later than 30 June of the year following contract award. The information shall be removed two years after the year of contract award.

13. Date of dispatch of notice

19 February 2020