



European Economic and Social Committee

## **EVALUATION REPORT OF TENDER**

### **1. CONTRACT REFERENCES**

**Title of contract:**

*Analysis and proposal for improvements of the current projection system concerning cost reimbursement of EESC members, delegates and experts*

**Reference:**

EESC/DL/7/2018

**Contracting authority:**

European Economic and Social Committee

**Type of procedure:**

Negotiated procedure for a low value contract

### **2. ADDITIONAL INFORMATION CONCERNING THE PROCEDURE**

**Note to the file / Memo**

In addition to the note to the file from 13/09/2018, the Authorising Officer sent a Memo on 20/11/2018 to the members of the opening and evaluation committee in which the background of the procedure was given. The Memo has been filed and is part of the documentation of the procedure.

**Results of the ex-ante publicity**

During the ex-ante publication (available on the EESC web site between 20/09/2018 and 05/10/2018), the economic operator VJ SOFT Ltd. expressed its interest to participate and was then invited to tender together with three candidates selected by the requesting service.

**Prolongation of the deadline for submitting offers**

In the invitation to tender from 09/10/2018, the deadline for submitting offers was set on 22/10/2018. Candidate VJ SOFT claimed on 19/10/2018 not to have received the tender documents. However, the delivery receipt of the e-mail from 09/10/2018 shows clearly that the inviting e-mail was delivered. Another candidate [REDACTED] informed the Contracting Authority that he would consider submitting an offer if the deadline was extended by 2-3 weeks. Given that two candidates needed more time to prepare an offer, the Authorising Officer decided to prolong the deadline until 08/11/2018.

[REDACTED]

[REDACTED]

[REDACTED]

### **3. WORKING METHOD**

The evaluation was performed by an evaluation committee appointed by the responsible authorising officer.

The responsible authorising officer appointed six evaluators on 13/11/2018 and two additional ones on 20/11/2018.

The members of the evaluation committee held meetings according to the following schedule:

Date	Place	Subject of meetings
23/11/2018	BvS 1011	Check and evaluation of the following points: <ul style="list-style-type: none"> <li>• Access to the market;</li> <li>• Legal entity (including evidence);</li> <li>• Financial identification;</li> <li>• Evidence of the legal and regulatory capacity;</li> <li>• Declaration on honour on exclusion and selection criteria;</li> <li>• Conformity of the technical offer with the minimum requirements of the technical specifications;</li> <li>• Quality of the technical offer.</li> </ul>
04/12/2018	BvS 1050	Evaluation of the evidence of the economic and financial capacity and of the technical and professional capacity
14/12/2018	BvS 1011	Evaluation of the evidence of the technical and professional capacity of the tenderer and of the expert
18/12/2018	BvS 0535	Evaluation of the evidence of the technical and professional capacity of the tenderer
18/01/2019	BvS 1011	Evaluation of the evidence of the technical and professional capacity of the tenderer Evaluation of the conformity of the technical offer with the minimum requirements Evaluation of the quality of the technical offer
24/01/2019	BvS 1011	Evaluation of the quality of the technical offer Evaluation of the financial offer Proposal of attribution

### **4. ACCESS TO MARKET**

The evaluation committee examined whether the tenderer has access to the market of the European Union pursuant to **Articles 176 and 177 of the Financial Regulation**.

The results of the verification are as follows:

No	Name	Place of establishment	Access to market	Comments
1	VJ SOFT Ltd.	Sofia, Bulgaria	yes	-

**5. VERIFICATION OF EXCLUSION CRITERIA (DECLARATION)**

The declaration on honour, dated and signed, stating that the tenderer is not in one of the exclusion or rejection situations referred to in **Articles 136 and 141 of the Financial Regulation**, was verified.

The Early Detection and Exclusion System was checked on 25/01/2019.

The results of the verification of exclusion criteria are as follows:

No	Name	Declaration received in due form	Further request (date)	Accepted, rejected or excluded	Comments
1	VJ SOFT Ltd.	yes	23/11/2018	accepted	The declaration on honour on the exclusion criteria attached to the offer was filled in partially incorrectly. The evaluation committee decided to ask the tenderer to clarify and correct the declaration. A request for clarifications and corrections was sent on 23/11/2018. The deadline for receipt of the corrected declaration was set on 30/11/2018. The tenderer was informed that he could be rejected if those documents were not sent by the deadline indicated. The tenderer provided the corrected declaration in due time.

**6. VERIFICATION OF SELECTION CRITERIA (DECLARATION)**

The declaration on honour, signed and dated, stating that the tenderer fulfils the selection criteria was verified.

As requested in the procurement documents (for the legal and regulatory capacity) and during the evaluation (for the economic and financial capacity and for the technical and professional capacity), for reasons of precaution, the tenderer was asked to provide the following documents for the purpose of verification of selection criteria:

(Evidence of the economic and financial capacity)

**- No F1**

Concerning the minimum total turnover in the last two financial years of 150.000,00 EUR in the field of IT-based financial analysis, a copy of a balance sheet for the last two years for which accounts have been closed was requested.

(Evidence of the technical and professional capacity)

**- No A1**

Concerning the experience in at least three of the fields IT-based statistical financial analysis, projection systems, financial flows, econometrical analysis, behavioural analysis, drafting reports (incl. technical specifications) and recommendations, references for at least three projects delivered in these fields in the last two years were requested.



**- No A2**

Concerning the capacity to work in two EU official languages (one of these must be English), references for three projects delivered in the last three years showing the necessary language coverage in English were requested.

**- No B1**

Concerning the Project Manager with at least three years' experience in project management, including overseeing project delivery, quality control of delivered service, client orientation and conflict resolution experience in project of a similar size and coverage, a CV was requested.

**- No B2**

Concerning the expert(s) in charge of drafting a report (at least one qualified expert in at least three of the fields IT based statistical financial analysis (including knowledge of Business Objects), projection systems, financial flows, econometrical analysis, behavioural analysis, drafting reports (incl. technical specifications and recommendations) who has or have at least three years of relevant professional experience in these fields (with higher education degree) or at least five years of relevant professional experience in these fields (without higher education degree), CV(s) was/were requested.

The documents were requested by an official letter signed by the responsible authorising officer. The Tenderer was asked on 23/11/2018 to provide the documents by 30/11/2018. The tenderer was informed that he could be rejected if those documents were not sent by the deadline indicated.

The tenderer provided all requested documents in due time.

Concerning the criteria and the evidence A1 and B2, the proofs presented were not sufficient to assess the technical and professional capacity of the tenderer.

**For A1:**

The reference list provided on technical and professional capacity (including the reference letters) did not indicate clearly enough the relevant services in the reference period with dates and clients.

The experience in at least three of the requested fields (IT-based statistical financial analysis, projection systems, financial flows, econometrical analysis, behavioural analysis, drafting reports (incl. technical specifications and recommendations)) was not proven.

**For B2:**

The relevant reference in at least three of the requested fields (IT-based statistical financial analysis (including knowledge of Business Objects), projection systems, financial flows, econometrical analysis, behavioural analysis, drafting reports (incl. technical specifications and recommendations)) could not be found in the CV provided.

Additional information was requested by an official letter signed by the responsible authorising officer. The tenderer was asked on 10/12/2018 to provide documents proving its technical and professional capacity by 14/12/2018. The tenderer was informed that he could be rejected if documents were not sent by the deadline indicated.

The tenderer provided requested documents in due time.

For **A1**:

The experience in at least three of the requested fields (IT-based statistical financial analysis, projection systems, financial flows, econometrical analysis, behavioural analysis, drafting reports (incl. technical specifications and recommendations)) was still not proven sufficiently.

For **B2**:

The capacity of the expert was found sufficient and proven.

Concerning A1, additional information was requested by an official letter signed by the responsible authorising officer. The Tenderer was asked on 18/12/2018 to provide documents proving its technical and professional capacity by 16/01/2019. The tenderer was informed that he could be rejected if documents were not sent by the deadline indicated.

The tenderer provided requested documents in due time.

The results of the verification of selection criteria are as follows:

No	Name	Declaration received in due form and documents requested	Further request (date)	Accepted, rejected or excluded	Comments
1	VJ SOFT Ltd.	yes	23/11/2018 10/12/2018 18/12/2018	accepted	The part of the declaration on honour concerning the selection criteria was correct. However, the part concerning the exclusion criteria needed to be corrected (see point 5 of the evaluation report).  The evaluation of the selection criteria was based on the declaration on honour, the evidence and the additional information provided by the tenderer.

## **7. COMPLIANCE WITH TECHNICAL SPECIFICATIONS**

Compliance of tenders with the tender specifications was checked.

The results of the compliance check are as follows:

No	Name	Compliant	Comments
1	VJ SOFT Ltd.	yes	-

**8. EVALUATION OF AWARD CRITERIA**

The tender was evaluated and ranked on the basis of the announced award criteria without modification.

Detailed evaluation comments per criterion (see annex 1)

**9. ABNORMALLY LOW TENDER**

Not applicable

**10. SCORE AND RANKING**

Detailed marks per tender:

No	Name	Criteria A	Criteria B	Total score for quality criteria	Minimum scores (30 for criteria A and 30 for criteria B)
1	VJ SOFT Ltd.	31	32	63	Minimum scores reached

The tender passed all minimum quality levels and was ranked following the formula indicated in the tender specifications:

Score for tender X	=	$\frac{\text{cheapest price}}{\text{price of tender X}}$	*	100	*	50%	+	Quality score of tender X	*	50%
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No	Name	Total score for quality criteria	Price of the tender	Final score	Ranking
1	VJ SOFT Ltd.	63	49.700,00 €	81,50	1

**11. AWARD**

Considering the results of the evaluation as described above, the evaluation committee proposes to award the contract to the following tenderers:

**Tender: VJ SOFT Ltd.**

**Price: 49.700,00 EUR**

The above-mentioned tender is compliant with the tender specifications and offers a quality level above the minimal requirements with a price which satisfies the contracting authority

Name, date and signature of the evaluation committee members:

Members of the evaluation committee Direction/Unit	Date - Signature