

## **CALL FOR TENDERS**

for subcontracting external expertise as part of a European Trade Union Confederation (ETUC) project:

### **ETUC NETLEX project (2013 – 02)**

#### **1. Background**

As part of the NETLEX project 2013/14, the ETUC intends to organise a training seminar for all the members of its litigation network. This training should bring our members of the network on the same level of knowledge and enable ETUC to then concretely develop a litigation strategy.

It is therefore envisaged to hold a two-day training, to take place in Brussels in March/April 2013, followed by a one-day meeting of the litigation network.

This event will involve around 35 people, including speakers, and interpretation services in English and French and Spanish. This training will focus on the following key points / would consist in presentations on legal action before the ECJ and the ECtHR, organised and animated by an external institute/expert in this field.

#### **2. Tasks to be performed by the contracting party**

The contracting party will be in charge of performing the following tasks:

- conducting and animating a one-day training course including the following issues:

first part on the CJEU:

- EU law and its impact on national law
- Structure of the European judicial system
- Various actions: preliminary ruling; direct actions, such as action for annulment and action for failure to act
- Third party intervention

Second part on the ECtHR:

- Representing an applicant before the ECtHR
- Different steps of the procedure
- Lodging a case

- Admissibility criteria
  - Third party intervention
- Producing the necessary background information for this training course.

The expert's work will be supervised by the team in charge of this dossier at ETUC by Veronica Nilsson (Confederal Secretary of the ETUC) and Wiebke Warneck (ETUC legal adviser).

#### **4. Skills required**

The contractor must prove that the (team of) expert(s) responsible for performing the above-mentioned tasks has:

- an excellent command of English and French ;
- a proven expertise and knowledge about the subject of the project, namely litigation before the CJEU and the ECtHR;
- a proven experience of delivering European-level trainings in those fields

#### **5. Timetable and reports**

The delivery of the tasks within this project is scheduled for March/April 2014.

The agenda and working documents will be presented to the ETUC, for approval, before the training seminar, to take place in March/April 2014.

#### **6. Price**

Payment conditions for the selected expert/consulting firm are regulated under the conditions of a grant contract with the European Commission. Consequently, the payment conditions are non-negotiable and do not constitute a selection criterion for the offer. The selected expert/consultancy company will be paid a fixed fee (which cannot exceed €7,200 all taxes included) for the work performed.

#### **7. Payment**

Payment will be made in two instalments:

- the first instalment of 1/3 of the total amount upon signature of the contract;
- the remainder upon receipt of the full invoice once the tasks are performed.

#### **8. Selection criteria**

The contract will be awarded to the expert with the best quality/price ratio. The following criteria will be taken into account:

- experience, CV, evidence of previous work in the area relevant to the project;
- ability to work in a team;

- ability to work in English and French;
- ability to adhere to the timetable;
- adherence to the budget;

### **9. Content and presentation of the offer**

The offer, which must be submitted in English or French, must include the following:

- an official application letter;
- a detailed CV for each of the coordinators and experts of the Consortium;
- the applicant's offer specifying how the tasks set-out in the tender will be delivered;
- a budget in euros;

### **10. Publication and terms of the call for tenders**

**This call for tenders will be published on the website of the ETUC ([www.etuc.org](http://www.etuc.org)) from 20 November 2013. All bids must be sent by 13 December 2013, to the attention of Mr Alexandre Martin, ETUC, responsible for projects and EU funding, either by e-mail ([amartin@etuc.org](mailto:amartin@etuc.org)) or by post (Bd du Roi Albert II no. 5 – B-1210 Brussels).**

A committee of three persons will be formed comprising three equal representatives of the ETUC's organisational entities. One or more members of this committee will initial the documents, confirming the date and time of each bid. The committee members will sign the report on the bids received, which will list the admissible bids and provide reasons for rejecting bids owing to their failure to comply with the stipulations of the tendering process.

This committee will then evaluate the tenders that have been deemed admissible. An evaluation report and classification of participation requests will be drawn up, dated and signed by all the members of the evaluation committee and kept for future reference.

This report will include:

1. the name and address of the contracting authority, the purpose and the value of the contract;
2. the names of any excluded candidates and the reasons for their rejection;
3. the names of candidates selected for consideration and justification for their selection;
4. the name of the suggested candidate and justification of this choice in terms of the selection or award criteria.

The contracting authority will then make its decision and will pass this on to all the candidates.