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**Spain-Bilbao: Occupational safety and health (OSH) in micro and small enterprises
2014/S 067-113963**

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1) Name, addresses and contact point(s)

European Agency for Safety and Health at Work
5th floor, Miribilla Building, Calle Santiago de Compostela, 12
Contact point(s): Adrian Suarez
For the attention of: Prevention and Research Unit
48003 Bilbao (Biscay)
SPAIN
Telephone: +34 944358385
E-mail: information@osha.europa.eu
Fax: +34 944358401

Internet address(es):

General address of the contracting authority: <http://osha.europa.eu>
Electronic access to information: <http://osha.europa.eu/about/calls>

Further information can be obtained from: The above mentioned contact point(s)

Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from: The above mentioned contact point(s)

Tenders or requests to participate must be sent to: The above mentioned contact point(s)

I.2) Type of the contracting authority

European institution/agency or international organisation

I.3) Main activity

Health

Other: Safety and health at work.

I.4) Contract award on behalf of other contracting authorities

The contracting authority is purchasing on behalf of other contracting authorities: no

Section II: Object of the contract

II.1) Description

II.1.1) Title attributed to the contract by the contracting authority:

Occupational safety and health (OSH) in micro and small enterprises.

II.1.2) Type of contract and location of works, place of delivery or of performance

Services

Service category No 8: Research and development services

Main site or location of works, place of delivery or of performance: Contractor's premises.

NUTS code

II.1.3) Information about a public contract, a framework agreement or a dynamic purchasing system (DPS)

The notice involves the establishment of a framework agreement

II.1.4) Information on framework agreement

Framework agreement with a single operator

Duration of the framework agreement

Duration in months: 40

Estimated total value of purchases for the entire duration of the framework agreement

Estimated value excluding VAT: 1 420 000 EUR

II.1.5) Short description of the contract or purchase(s)

This call for tender invites bids for the provision of a range of services in respect of occupational safety and health (OSH) in the context of micro and small enterprises. The aims are to help inform policy development in improvement of health and safety in micro and small enterprises, provide conclusions on what constitutes good strategies and practices currently, and provide examples of good strategies and practices, including any innovative strategies and practices. The tasks, as described in the tender specifications, cover:

— work package 1: OSH in micro and small enterprises (the state of play): desk research will be used to review various issues such as: available OSH data related to micro and small enterprises, management of OSH in micro and small enterprises including the context and features that have an influence on the management of OSH, current strategies for influencing behaviour or for promoting OSH actions within micro and small enterprises, and available resources for workplaces — including tool kits, guides, training tools and other instruments,

— work package 2: qualitative in-depth interviews to determine OSH attitudes and behaviours in micro and small enterprises: qualitative in-depth face-to-face interviews will be undertaken in a minimum of 8 countries to gain a better understanding of the problems and concerns associated with OSH at the workplace level and will help to build up a more complete picture of the way in which OSH is managed in micro and small enterprises,

— work package 3: investigation of how OSH policies, strategies, programmes, and support in relation to the management of OSH in micro and small enterprises function in practice: an investigation will be made of policies, strategies, programmes/actions in relation to OSH in micro and small enterprises in a minimum of 8 countries. For these countries, in-depth descriptions and analyses will be made which will include discussion activities with intermediaries and relevant OSH experts. A further part of the work is to investigate practical support offered to workplaces by intermediaries, activities taking place in workplaces, and the experiences and needs of workplaces. This will involve collecting, describing and evaluating examples of programmes/interventions to assist workplaces in OSH areas related to micro and small enterprises. The contractor will also investigate the views of those who have been involved in actions, drawing on the views of employers and workers and their representatives, as well as social partners and intermediaries. The work aims to highlight what works well, what needs to be done or prioritised and to identify the main drivers and obstacles to effective implementation of policy initiatives in this area,

— work package 4: final analysis and support to wrap-up seminar: a final report will be produced from an analysis of the findings from all the other tasks, presenting the most important findings and drawing out the relevant conclusions. Based on these findings and conclusions, policy and practice options will be set out and proposals for policy and action aimed at different levels and types of audience will be made. The contractor will also provide support to a high-level meeting and to a wrap-up conference, assisting with drafting the agenda, locating speakers and drafting reports of the meetings.

II.1.6) Common procurement vocabulary (CPV)

73100000, 73110000, 79311000, 79311200

II.1.7) Information about Government Procurement Agreement (GPA)

The contract is covered by the Government Procurement Agreement (GPA): no

II.1.8) **Lots**

This contract is divided into lots: no

II.1.9) **Information about variants**

Variants will be accepted: no

II.2) **Quantity or scope of the contract**

II.2.1) **Total quantity or scope:**

The tasks, as described in the tender specifications, cover 4 work packages, each of which will comprise a specific contract. Maximum prices are indicated for each of the work packages as follows: WP1 150 000 EUR, WP2 500 000 EUR, WP3 700 000 EUR and WP4 70 000 EUR. Qualitative research will be undertaken in at least 8 countries selected from the 28 Member States of the EU and 2 EEA countries covered in Esener-2. Interviews will be held in a minimum of 20 establishments in each of the selected countries. Tenderers must explain in their offer their choice of (minimum 8) countries to be included in the interview survey in terms of the extent to which they represent the broad types of national context found across Europe for micro and small enterprises.

Estimated value excluding VAT: 1 420 000 EUR

II.2.2) **Information about options**

Options: no

II.2.3) **Information about renewals**

This contract is subject to renewal: no

II.3) **Duration of the contract or time limit for completion**

Duration in months: 40 (from the award of the contract)

Section III: Legal, economic, financial and technical information

III.1) **Conditions relating to the contract**

III.1.1) **Deposits and guarantees required:**

III.1.2) **Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them:**

See draft contract annexed to the tender specifications.

III.1.3) **Legal form to be taken by the group of economic operators to whom the contract is to be awarded:**

III.1.4) **Other particular conditions**

The performance of the contract is subject to particular conditions: no

III.2) **Conditions for participation**

III.2.1) **Personal situation of economic operators, including requirements relating to enrolment on professional or trade registers**

Information and formalities necessary for evaluating if the requirements are met: Signed and dated declaration of honour that the tenderer is not in any of the situations leading to exclusion from participation in the contract, as required by Article 29 of Directive 92/50/EEC.

III.2.2) **Economic and financial ability**

Information and formalities necessary for evaluating if the requirements are met: Minimum requirements regarding economic and financial standing are set out in the tender specifications (Section 4.3), including a minimum annual turnover of 1 000 000 EUR.

III.2.3) **Technical capacity**

Information and formalities necessary for evaluating if the requirements are met:
Minimum requirements regarding technical and professional capacity are set out in the tender specifications (Section 4.3).

III.2.4) **Information about reserved contracts**

III.3) **Conditions specific to services contracts**

III.3.1) **Information about a particular profession**

Execution of the service is reserved to a particular profession: no

III.3.2) **Staff responsible for the execution of the service**

Legal persons should indicate the names and professional qualifications of the staff responsible for the execution of the service: yes

Section IV: Procedure

IV.1) **Type of procedure**

IV.1.1) **Type of procedure**

Open

IV.1.2) **Limitations on the number of operators who will be invited to tender or to participate**

IV.1.3) **Reduction of the number of operators during the negotiation or dialogue**

IV.2) **Award criteria**

IV.2.1) **Award criteria**

The most economically advantageous tender in terms of the criteria stated in the specifications, in the invitation to tender or to negotiate or in the descriptive document

IV.2.2) **Information about electronic auction**

An electronic auction will be used: no

IV.3) **Administrative information**

IV.3.1) **File reference number attributed by the contracting authority:**

EUOSHA-PRU/2014/P-02.

IV.3.2) **Previous publication(s) concerning the same contract**

no

IV.3.3) **Conditions for obtaining specifications and additional documents or descriptive document**

Time limit for receipt of requests for documents or for accessing documents: 20.6.2014

Payable documents: no

IV.3.4) **Time limit for receipt of tenders or requests to participate**

27.6.2014 - 17:00

IV.3.5) **Date of dispatch of invitations to tender or to participate to selected candidates**

IV.3.6) **Language(s) in which tenders or requests to participate may be drawn up**

Any EU official language

Other: For practical reasons, English is the preferred language.

IV.3.7) **Minimum time frame during which the tenderer must maintain the tender**

Duration in months: 6 (from the date stated for receipt of tender)

IV.3.8) **Conditions for opening of tenders**

Date: 7.7.2014

Place:

Agency premises at Calle Santiago de Compostela, 12, Miribilla Building, 5th floor, 48003 Bilbao (Biscay), SPAIN.

Persons authorised to be present at the opening of tenders: yes

Additional information about authorised persons and opening procedure: Tenderers' representatives wishing to be present as observers at the opening must advise EU-OSHA in advance.

Section VI: Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: no

VI.2) Information about European Union funds

The contract is related to a project and/or programme financed by European Union funds: no

VI.3) Additional information

Tender documents and details of any communication with tenderers is available at: <http://osha.europa.eu/about/calls>

VI.4) Procedures for appeal

VI.4.1) Body responsible for appeal procedures

The European Commission
rue de la Loi 200
1049 Brussels
BELGIUM

Telephone: +32 22991111

Internet address: <http://ec.europa.eu/>

Fax: +32 22988551

Body responsible for mediation procedures

The European Ombudsman
1 avenue du Président Robert Schuman, PO Box 403
67001 Strasbourg Cedex
FRANCE

E-mail: euro-ombudsman@europarl.europa.eu

Telephone: +33 388172313

Internet address: <http://www.ombudsman.europa.eu>

Fax: +33 388179062

VI.4.2) Lodging of appeals

Precise information on deadline(s) for lodging appeals: Within 2 months of the notification to the plaintiff, or, in absence thereof, of the day on which it came to the knowledge. A complaint to the European Ombudsman does not have as an effect either to suspend this period or to open a new period for lodging appeals.

VI.4.3) Service from which information about the lodging of appeals may be obtained

VI.5) Date of dispatch of this notice:

25.3.2014