

CALL FOR TENDERS FOR EXTERNAL SUBCONTRACTING

The SDA asbl (Social Development Agency), which manages among others the European project of Information Point on the Commission Budget line « Information, Consultation and Participation (04030303 Budget heading) is launching a call for tenders for two experts: an ICT database manager and a Web graphist responding to the following description:

- **ICT Database Manager:** In the framework of the “Infopoint project”, the SDA runs a database on the contents of the EWC (European Works Councils) Agreements. To-date, about 800 EWC agreements have been registered in this database. The Infopoint project, which has the financial support of the European Commission, and which exists for several years now, consists in collecting EWC agreements with the companies concerned, with their European Works Councils, or with the European Industry Federations of their industrial branch, competent at European level, and in analysing the contents of such agreements, integrating the data in the corresponding fields of the database. In order to keep this database constantly updated, SDA needs for its Infopoint project a ICT or computer expert or a person familiar with the management of databases (in this case MS-Access) to enter the contents of the agreements, make statistical queries and update the fields in relation with the agreements collected.
- The work for 2007 will extend over a time span of several months till mid-November 2007, with a wage equivalent to 15 full working days.

- **Web Graphist:** The SDA runs several European projects either on its own account or on behalf of partners which have mandated it to this effect. Such projects generally produce upon conclusion written or electronic contributions which the SDA wants to publish on the SDA Website. Therefore, the SDA is looking for a web graphist or a person familiar with the web publication of various types of electronic documents and their state-of-the-art presentation. These so-called "products" issued from projects are made available to the people who surf on the current SDA website. This requires imagination and creativity to make the SDA website attractive.
- In 2007, this activity will cover several months, till mid-November 2007, representing a total wage equivalent to a full-time job of 15 working days.

According to the needs, The SDA asbl will establish one or several contracts with one or several external experts in the corresponding fields, indicating :

1. the field(s) required for such expertise ;
2. the elements of calculation of the wages and terms of payment ;
3. if necessary other technical factors required for the adequate enforcement of these contracts of services.

The experts must be in a position to deliver quality services and be familiar with the trade union, political, economic and social terminology.

The tender will be awarded to the lowest and best bidder, which means that the bid with the best quality / price ratio will be retained, taking into account the specific criteria of the object of the tender. In this process, SDA asbl pledges to abide by the principles of transparency and equal treatment to avoid any conflict of interest.

The bid validity period shall be 25 days after the deadline for bid submissions: 21/03/2007, date of publication of this call for tenders on the website of SDA asbl (Social Development Agency):: <http://www.sda-asbl.org>

For confidentiality reasons, the tenders of interested external experts must be placed inside two sealed envelopes. The inside envelope, addressed to the department indicated in the invitation to tender, should be marked: "Invitation to tender - Not to be opened by the internal mail department". If self-adhesive envelopes are used, they must be sealed with adhesive tape and the sender must sign across the tape.

A small commission composed of three persons representing SDA's organisational bodies shall be established. One or several members of this commission will initial the documents confirming the date and the hour of sending of each bid.. The members of the commission will sign the report of the tenders received which identifies those in conformity with the requirements and will give the reasons for the rejection of those who do not conform to the submission requirements.

An evaluation committee composed of three persons representing the SDA organisational bodies will then evaluate the conform tenders. A report of evaluation and classification of the participation requests will be established with the date and signatures of all the members of the evaluation committee. This report shall include:

1. the name and address of the adjudicatory authority, the object and the value of the market or of the framework contract;
2. the name of the rejected bidders and the reasons for their rejection;
3. the name of the successful bidders for further examination and justification of this choice;
4. the name of the candidates proposed and the justification of such a choice in regard to the selection and / or award criteria.

The adjudicatory authority will then take a decision.

All candidates should send their bid by registered mail or hand it over directly to Mr Ludo VEKEMANS, SDA asbl, Bd du roi Albert II n° 5 – B- 1210 Brussels.

If the bids are sent by registered mail, the date of registration shall be taken as the postmark date.

Bids submitted by electronic mail only will be disregarded.

Concerning bids submitted by private mail operators and bids handed over directly, a receipt signed and delivered by the internal mail department, with the date of the last day of submission or a previous date will be considered as a valid receipt (the deadline as regard the hour is always 4 p.m.).