
A. Application conditions

Award procedure Violence Prevention Network gmbH

„Framework Agreement icommit Experts' Committee“

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1. General

These application conditions specify the conduct of the award procedure and guide you through the process. The following section lists the documents to be taken into account when preparing the offer.

1.1 Designation of the entity inviting applications and of the entity awarding the contract

Contracting Authority (CA) / Awarding Authority:

Violence Prevention Network gGmbH

Alt Reinickendorf 25

13407 Berlin

Phone: +49 30 407 55 122

E-mail: icommit@violence-prevention-network.de

Contact person:

Ariane Wolf

1.2 Type of procedure

A negotiated award pursuant to § 12 UVgO *Unterschwelvenvergabeordnung* (regulation on sub-threshold procurement) shall take place with the special feature that all interested applicants may submit an application and the suitability of the applicants shall be examined in the course of the examination of all applications.

The award procedure is carried out by the contracting authority in order to comply with regulations of the funder outlined in the funding details of the contract. The award procedure does not create any obligations for the contracting organisation or rights for the applicants participating in the award procedure.

1.3 Communication

Questions regarding the award procedure can be submitted via the above-mentioned e-mail address. If possible, questions should be submitted by **12.05.2022** so that they can be answered in time before the submission deadline of the award procedure.

Any applicant information with explanations or amendments to the tender documents will be made available electronically by the contracting authority to all applicants via the websites: multiagencycooperation.eu, violence-prevention-network.com.

A separate notification by the contracting authority shall not be made. Applicants are required to stay informed on the above-mentioned websites until the conclusion of the award procedure concerning possible changes/information on the award procedure.

2. Subject of performance

The subject of performance is the establishment of an Experts' Committee for Violence Prevention Network's latest EU-funded project on multi-stakeholder collaboration in the field of P/CVE named icommit. Selected experts will be invited to support and advise on the regionally diverse acquisition of local P/CVE stakeholders and ensure regular exchange with and mentoring of participating city-level teams throughout the project.

2.1 Type and scope of the service

The subject of the award procedure is the conclusion of a framework agreement with up to 8 experts for a total amount of up to € 46,800 (gross). Further details are set out in the 'Award Procedure Framework Agreement – Experts' Committee' and the Fee Contract.

2.2 Division into lots

Subdivision into lots is not foreseen.

3. Performance period

The performance period begins with the award of the contract and ends on **30.06.2023**.

4. Terms of contract / terms of payment

The tender documents contain contractual conditions within the meaning of § 21 UVgO (Part D). The terms of payment, among other things, are regulated there and in the specifications.

Part B of the Contract Regulations for Services (*Vergabe- und Vertragsordnung für Leistungen, Teil B - VOL/B*) in the version of 23.03.2003 is included in the contract. General terms and conditions or other deviating contractual conditions of the applicant shall not apply.

5. Procurement and contract documents

The award and contract documents are structured as follows:

	Document name	Submitted with the tender
A.	Application conditions	No
B.	Award Procedure Framework Agreement – Experts' Committee	No
C.	Application Form with: C. 1 Suitability assessment based on a MS Form questionnaire (with different questions for each	Yes, digitally via the Application Form.

	<p>of the two clusters), to demonstrate the experience to perform the contract:</p> <ul style="list-style-type: none"> - Minimum of 5 years of professional experience in P/CVE - working in/ supporting local multi-agency settings in the field of P/CVE - Experience with EU projects focusing on multi-agency work in P/CVE - Experience in training development for-stakeholders in P/CVE - Experience in P/CVE case work - fluency in English 	
D.	Curriculum Vitae	Yes, digitally via the upload function provided in the Application Form (inaccessible data storage) or by post to the address of the Contracting Authority.
E.	Consent Form Terms and Conditions and confirmation of the accuracy of the information provided	Yes, digitally via the upload function provided in the Application Form (inaccessible data storage) or by post to the address of the Contracting Authority.
F.	Fee contract	No

The documents and evidence to be submitted in accordance with the table must be submitted with the tender.

5.1 Evidence and declarations on grounds for exclusion pursuant to § 31 UVgO

Pursuant to § 31 UVgO in conjunction with § 122 Section 1 GWB, public contracts shall only be awarded to competent and capable applicants who have not been excluded pursuant to § 123 or § 124 GWB.

5.2 Technical and professional capacity

For proof of technical and professional capability, please submit the following evidence:

- Curriculum Vitae

6. Ambiguities, clarification

The applicants must ascertain the completeness of the documents submitted for the offer. If the documents are incomplete or contain ambiguities in the opinion of the applicant, the applicant must inform the contracting authority before submitting the tender (see 1.3). Questions regarding the application documents as well as suggestions for changes to the specifications of the tender documents should be submitted by **12.05.2022**, if possible, so that they can be answered in good time before the submission deadline.

7. Offers

7.1 General

The application must be received before the submission deadline.

The applicant must include all required documents in the application (see table under No. 5 of the Conditions of Application).

§ 41 UVgO applies to the subsequent request for documents. Since the additional request is at the discretion of the awarding authority and is not permitted without restriction for all documents, it is in the applicant's own interest to submit complete documents.

The tender should be submitted using the MS form link and attachments provided by the contracting authority.

When filling in the Application Form (MS Form), the ‘Consent Form Terms and Conditions and confirmation of the accuracy of the information provided’ must be uploaded or submitted by post, indicating the name of the applicant in legible form (preferably in block letters) in the space provided and signed by that person.

All documents must be submitted to the Application Form in digital form or by post to the address of the Contracting Authority.

The submission of applications by e-mail is not permitted. This will lead to the exclusion of the application.

7.2 Offer deadline

The offer must be submitted by:

22 May 2022

7.3 Language

The application documents shall be handed in in English.

7.4 Amendments to the application documents

Changes and additions to the contents of the application documents are not permitted. Deviations of the tender from the tender documents will result in the exclusion of the application in accordance with § 42 UVgO.

8. Notes on the submission of documents

German law applies for this tender. Applicants from other member states of the EU must each comply with comparable standards in accordance with the legislation of the country in which they are living.

9. Liability insurance

The applicant is recommended to be covered by their own professional indemnity insurance with adequate coverage during the term of the contract in accordance with the fee contract.

10. Binding period

The applicant is bound by their application until the expiry of the binding period. The binding period ends on:

05.06.2022

11. Award criteria and tender evaluation

11.1 Exclusion of applications from the evaluation

Applications within the meaning of § 42 (1) UVgO shall be excluded from the evaluation.

11.2 Evaluation criteria

The award criteria are weighted as follows:

For Cluster I:

1. Networking, mentoring & acquisition capacities concerning local level multi-agency teams (MS Forms Template and CV)
40% (maximum score: 40 points)
2. Expertise in developing and implementing multi-agency approaches on a local level (MS Forms Template and CV)
30% (maximum score: 30 points)
3. Experience in training development for multi-stakeholder teams/ in P/CVE contexts (MS Forms Template and CV)
30% (maximum score: 30 points)

For Cluster II:

1. Experience in P/CVE case analysis and case work (MS Forms and CV)
65% (maximum score: 65 points)

2. Network of civil society organisations (MS Forms and CV)
35% (maximum score: 35 points)

The framework agreement will be concluded with the tenderers whose tenders have the highest total score (sum of 1.,2. and 3. for Cluster I and sum of 1. and 2. for Cluster II). The framework agreement will be concluded with up to 8 applicants.

12.Costs

No costs will be reimbursed for processing the offer.

13.Restrictive agreements

Agreements restricting competition lead to the exclusion of the application.

14.Data protection within the framework of the award procedure

The applicant agrees that the personal data provided by them will be processed and stored for the award procedure and that unsuccessful applicants may be informed of the name of the successful applicant.

If personal data is disclosed by the applicant in the context of the award procedure, the information obligation pursuant to Article 13 of the GDPR must be observed. The applicant shall forward the information to be provided pursuant to Article 13 of the GDPR to the data subjects of the entity inviting them to submit an application.