



Updates Release Note

Framework Contract “Services for EU’s External Action 2023”

FWC SEA 2023

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1 General information

The purpose of the present note is to present the users of Framework Contract SEA 2023 with the main changes in the most recent updates of the Guidelines and templates available on both the Commission Intranet and on Internet.

Updates:

- **Guidelines version 1.2** updated on 20/03/2024 to reflect the forthcoming and already live updates of the contractual documents.
- **FAQs** update is in the making.

2 Contractual documents

2.1 At Framework Contract level

Forthcoming **Global (i.e., for all lots) addendum 1** to the Framework Contract:

- In the **Special Conditions** (under Article 2), to avoid having to process an addendum each time there is a change in contact detail from a contractor or from the contracting authority.
- In the **Global Terms of Reference**,
 - to address some inconsistencies (e.g., in relation to the way expertise requirements are handled in global price contracts under SEA 2023);
 - to clarify some procedures (e.g., on how to modify the quality support team, or on how to deal with offers exceeding the maximum number of pages allowed).

The consolidated version of these documents will be published on the SEA Webpage once the Global Addendum procedure will be finalised.

2.2 At Specific Contract level

This section is presenting the most recent **updates of the templates** available for the preparation, tendering, and implementation of specific contracts.

2.2.1 Specific terms of reference

Translations in FR, ES added (PT to follow soon)

Fee-based:

- New optional **section 8 for Annexes** under Part A.

Global price:

- New optional **section 8 for Annexes** under Part A.

- Updated section 6 under Part B related to the **expertise requirements**, to reflect that the **default option 1** for global price contracts should be **no definition of experts**, with **option 2** being restricted to the definition of requirements for the **team** of experts (as a whole).

2.2.2 Specific contract Organisation & Methodology

Translations in FR, ES added (PT to follow soon)

- Updated **yellow guidance** to **allow the Specific contract manager to update the requirements** under each of the 4 sections of the organisation & methodology (in case the O&M is updated, it should be uploaded as supporting document with the Request for specific contract in OPSYS).
- Updated **yellow guidance** to **allow the Specific contract manager to modify the maximum number of pages** allowed for the organisation & methodology. Updated the **guidance** in case the **maximum number of pages is exceeded**.

2.2.3 Evaluation Grid

Translations in FR, ES added (PT to follow soon)

Fee-based:

- Added sub criteria and indicative distribution of points.

Global price:

- Updated the **yellow guidance** to reflect that there shall be no individual assessment of the experts, but only an assessment of the team (as a whole) if minimum requirements for the team have been requested under Part B of the specific Terms of Reference.

2.2.4 Financial offer

Translations in FR, ES added (PT to follow soon)

2.2.5 Experts CV (fee-based only)

Translations in FR, ES added (PT to follow soon)

2.2.6 Statement of Exclusivity and Availability (fee-based only)

Translations in FR, ES added (PT to follow soon)

- **Removed** paragraph related to the possible exclusion of the expert from other tender procedures and contracts funded by the EU in case of unavailability at the expected start date, as this was contradicting the right of the expert to participate in more than one tendering procedure at the same time.

- Added new text on the absence of inclusion of the expert in the **list of EU restrictive measures** (www.sanctionsmap.eu).

2.2.7 Expenditure verification Terms of Reference / Expenditure verification Table of transaction errors

Translations in FR, ES, PT added.

- SEA 2023 Intranet now warns the user that **these templates are coming directly from the PRAG** and that updated versions shall be retrieved from there (Annexes B8K1 and B8K2).

2.2.8 Specific Contract Performance Assessment

No update to the template.

2.2.9 Template Security Screening, MoU Security Verifications and Security Consent Form

The three documents grouped together with more explanations on their intended use by contractors on SEA 2023 Intranet page.

2.2.10 Evaluation Report

No update to the template.

2.2.11 Appointment of the opening and evaluation committee

New template added.

2.3 Specific Lot Guidance

New placeholder under section 2.3 of SEA 2023 Intranet page.

Specific Guidance will shortly become available for users of lots 15 and 16.