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Directorate A - Energy policy
The Director

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Contract notice in OJEU 2013/S 249-433934

CALL FOR TENDERS N° A1/463/2014

A study on energy costs and subsidies in the European Union

TENDER SPECIFICATIONS

4

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1. INFORMATION ON TENDERING

1.1. Participation

Open procedure

Participation in this tender procedure is open on equal terms to all natural and legal persons coming within the scope of the Treaties and to all natural and legal persons in a third country which has a special agreement with the Union in the field of public procurement on the conditions laid down in that agreement. Where the Multilateral Agreement on Government Procurement¹ concluded within the WTO applies, the participation to the call for tender is also open to nationals of the countries that have ratified this Agreement, on the conditions it lays down.

1.2. Joint tenders

A joint tender is a situation where a tender is submitted by a group of economic operators (consortium). Joint tenders may include subcontractors in addition to the joint tenderers.

In case of joint tender, all economic operators in a joint tender assume joint and several liability towards the Contracting Authority for the performance of the contract as a whole.

These economic operators shall designate one of them to act as leader with full authority to bind the grouping or the consortium and each of its members. It shall be responsible for the receipt and processing of payments for members of the grouping, for managing the service administration and for coordination. The composition and constitution of the grouping or consortium, and the allocation of the scope of tasks amongst the members, shall not be altered without the prior written consent of the Commission.

The tenderers should indicate in their offer whether the partnership takes the form of:

a) a new or existing legal entity which will sign the contract with the Commission in case of award

or

b) a group of partners not constituting a new legal entity, who via a power of attorney, signed by an authorised representative of each partner (except the lead partner), designate one of the partners as lead partner, and mandate him as lead contractor to sign the contract with the Commission in case of award.

1.3. Subcontracting

Subcontracting is permitted in the tender but the contractor will retain full liability towards the Contracting Authority for performance of the contract as a whole.

¹ See http://www.wto.org/english/tratop E/gproc e/gp_gpa_e.htm

Tenderers must give an indication of the part of the services and proportion of the contract that they intend to subcontract.

Tenderers are required to identify subcontractors whose share of the contract is above 20%.

During contract execution, the change of any subcontractor identified in the tender will be subject to prior written approval of the Contracting Authority.

1.4. Content of the tender

The tenders must be presented as follows:

Part A: Identification of the tenderer (see section 1.6)

Part B: Evidence for exclusion criteria (see section 2.2)

Part C: Evidence for selection criteria (see section 2.3)

Part D: Technical offer (see section 2.5)

Part E: Financial offer (see section 2.6)

Part F: Power of attorney (for consortia only)

1.5. Identification of the tenderer: legal capacity and status

- The tenderer's identification form in **Annex 1** shall be filled in and signed by:
 - The tenderer (including any member of a consortium or grouping)
 - subcontractor(s) whose share of the work represent more than 20% of the contract.
- In order to prove their legal capacity and their status, all tenderers (including any member of a consortium of grouping) must provide a signed **Legal Entity Form with its supporting evidence**. The form is available on:
http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm

Tenderers that are already registered in the Contracting Authority's accounting system (i.e. they have already been direct contractors) must provide the form but are not obliged to provide the supporting evidence.

- If it has not been included with the Legal Entity Form, tenderers must provide the following information
 - For legal persons, a legible copy of the notice of appointment of the **persons authorised to represent the tenderer** in dealings with third parties and in legal proceedings, or a copy of the publication of such appointment if the legislation which applies to the legal entity concerned requires such publication. Any delegation of this authorisation to another representative not indicated in the official appointment must be evidenced.
 - For natural persons, where applicable, a proof of registration on a professional or trade register or any other official document showing the registration number.

- The tenderer (only the leader in case of joint tender) must provide a **Financial Identification Form and supporting** documents. The form is available on: http://ec.europa.eu/budget/contracts_grants/info_contracts/index_en.cfm

2. EVALUATION AND AWARD

2.1. Evaluation steps

The evaluation is based on the information provided in the submitted tender. It takes place in three steps:

- (1) Verification of non-exclusion of tenderers on the basis of the exclusion criteria
- (2) Selection of tenderers on the basis of selection criteria
- (3) Evaluation of tenders on the basis of the award criteria (technical and financial evaluation)

Only tenders meeting the requirements of one step will pass on to the next step.

2.2. Exclusion criteria

All tenderers shall provide a declaration on their honour (see Annex 2), duly signed and dated by an authorised representative, stating that they are not in one of the situations of exclusion listed in the Annex 2.

The declaration on honour is also required for identified subcontractors whose intended share of the contract is above 20%.

The successful tenderer shall provide the documents mentioned as supporting evidence in Annex 2 before signature of the contract and within a deadline given by the contracting authority. This requirement applies to all members of the consortium in case of joint tender. In case of doubt on this declaration on the honour, the contracting authority may also request the evidence for subcontractors whose intended share of the contract is above 20%.

2.3. Selection criteria

Tenderers must prove their economic, financial, technical and professional capacity to carry out the work subject to this call for tender.

The tenderer may rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. It must in that case prove to the Contracting Authority that it will have at its disposal the resources necessary for performance of the contract, for example by producing an undertaking on the part of those entities to place those resources at its disposal.

2.3.1. Economic and financial capacity criteria and evidence

In order to prove their economic and financial capacity, the tenderer (in case of a joint tender the combined capacity of all tenderers and identified subcontractors) must comply with the following criteria:

The annual turnover of each of the last two financial years above € 300.000

The following evidence must be provided:

Copy of the profit & loss account for the last two years for which accounts have been closed.

If, for some exceptional reason which the Contracting Authority considers justified, a tenderer is unable to provide one or other of the above documents, he or she may prove his or her economic and financial capacity by any other document which the Contracting Authority considers appropriate. In any case, the Contracting Authority must at least be notified of the exceptional reason and its justification in the tender. The Commission reserves the right to request any other document enabling it to verify the tenderer's economic and financial capacity.

2.3.2. Technical and professional capacity criteria and evidence

a. Criteria relating to tenderers

Tenderers (in case of a joint tender the combined capacity of all tenderers and identified subcontractors) must comply with the following criteria:

- The tenderer must prove experience in the field of Energy Economics covering all the following areas: assessment of energy costs, external costs, subsidies and Energy Market Regulation; at least 1 project must have been delivered in this field in the last three years with a minimum value for of € 300.000
- The tenderer must prove experience of working in English with at least 3 projects delivered in the last three years.
- The tenderer must prove experience in drafting reports in English.
- The tenderer must prove experience of working with at least 14 EU countries: the work must have involved (at least) 3 projects having been delivered in the last three years: the combination of these projects must show the necessary geographical coverage (14 EU countries).
- The tenderer must prove recent (having been obtained within last three years) experience in survey techniques, data collection, statistical analyses, analyses of energy costs and drafting reports.

b. Criteria relating to the team delivering the service:

The team delivering the service must include, as a minimum, the following profiles:

Project Manager: At least 10 years' experience in project management, including overseeing project delivery, quality control of delivered service, client orientation and conflict resolution experience in project of a similar size, in terms of both volume and duration, and of geographical coverage involving at least 7 countries (), with experience in management of team of at least 20 people.

Language quality check: at least half of the members of the team must have proficiency level language skills in English as guaranteed by a certificate or past relevant experience (within three last years).

Experts in energy economics (at least 2 or 3 per member state): Relevant higher education degree and / or 5 years' professional experience in the field of energy economics.

c. Evidence:

The following evidence must be provided to fulfil the above criteria:

- List of relevant services provided in the past three years, with sums, dates and recipients, public or private. The most important services shall be accompanied by certificates of satisfactory execution, specifying that they have been carried out in a professional manner and have been fully completed;
- The educational and professional qualifications of the persons who will provide the service for this tender (CVs) including the management staff. Each CV provided should indicate the intended function in the delivery of the service.

2.4. Award criteria

The tender will be awarded according to the best-value-for -money procedure. The quality of the tender will be evaluated based on the following criteria. The maximum total quality score is 100 points.

- **Quality of the proposed methodology (60 points - – minimum threshold 60%)**

- Sub-criterion 1.1 the suitability and strength of the proposal: 15 points

This criterion assesses the suitability, strength and added-value of the proposal as measured against the requirements of the specification in terms of the technical content, completeness, originality of ideas (where appropriate) and proposed effort.

- Sub-criterion 1.2: Understanding of requirements: 15 points:

This criterion serves to assess whether the tenderer has understood all of the issues and background involved, as well as the nature of the work to be undertaken and the content of the final deliverables.

- Sub-criterion 1.3: Completeness of the proposal: 15 points

Completeness of the methodological review and assessment proposed for Task 1 as described in point 3.4.1 of the technical specifications

- Sub-criterion 1.4: Credibility of data: 15 points

Credibility of the data collection process and method proposed in accordance with tasks 2-6 in point 3.4.1.

- **Organisation of the work (30 points – minimum threshold 60%)**

This criterion will assess how the roles and responsibilities of the proposed team and of the economic operators (in case of joint tenders, including subcontractors if applicable) are distributed for each task. It also assesses the global allocation of time and resources to the project and to each task or deliverable, and whether this allocation is adequate for the work. The tender must provide details on the allocation of time and resources and the rationale behind the choice of this allocation.

- **Quality control measures (10 points – minimum threshold 60%)**

This criterion will assess the quality control system applied to the service foreseen in this tender specification concerning the quality of the deliverables, the language quality check, and continuity of the service in case of absence of the member of the team. The quality system must be detailed in the tender and specific to the tasks at hand; a generic quality system will result in a low score.

Tenders must score above 60% for each criterion and above 70% in total. Tenders that do not reach the minimum quality thresholds will be rejected and will not be ranked.

After evaluation of the quality of the tender, the tenders are ranked using the formula below to determine the tender offering best value for money.

A weight of 60/40 is given to the quality/price. The contract will be awarded to the tender who offers the best ratio quality/price X 10.000

2.5. Technical offer

The technical offer must cover all aspects and tasks required in the technical specification and provide all the information needed to apply the award criteria. Offers deviating from the requirements or not covering all requirements may be excluded on the basis of non-conformity with the tender specifications and will not be evaluated.

2.6. Financial offer

1. The price for the tender must be quoted in euro. Tenderers from countries outside the euro zone have to quote their prices in euro. The price quoted may not be revised in line with exchange rate movements. It is for the tenderer to assume the risks or the benefits deriving from any variation.
2. Prices must be quoted free of all duties, taxes and other charges, including VAT, as the European Union is exempt from such charges under Articles 3 and 4 of the Protocol on the privileges and immunities of the European Union. The amount of VAT may be shown separately.
3. The quoted price must be a fixed amount which includes all charges (including travel and subsistence). Travel and subsistence expenses are not refundable separately.

4. Maximum price, including all costs is 1.000.000€. Offers exceeding this amount will be rejected and not ranked.
5. The indicative amount of man-days is 700

3. TECHNICAL SPECIFICATIONS

3.1 INTRODUCTION

The production and system costs of different types of energy can be difficult to assess and are not easy to compare. In competitive markets, prices can be taken to reflect costs. However, the energy sector is marked by often low levels of competition, an extensively regulated asset base, externalities and other market failures and significant public intervention through regulation and subsidies. Observed prices are therefore rarely an accurate reflection of costs. Where the price signal is impaired the efficiency of producers is hidden and the size and nature of subsidies and cross-subsidisation between different types of power generation is not transparent. The complex interplay of direct, indirect, financial, or regulatory support measures adds to the lack of clarity.

In combination, this state of play is bound to generate significant inefficiencies and higher costs than necessary. The lack of clarity about production and system costs distorts incentives and can have significant impacts on the functioning of the energy sector itself with wider implications for the economy at large. It is a significant obstacle to an efficient and competitive European energy sector and to advancing the European internal energy market for electricity.

Only a clear understanding of costs and externalities as well as past and existing subsidies will allow the formulation of sound and concrete future policy guidance based on the principles formulated in the Commission's Communication Delivering the internal electricity market and making the most of public intervention². However, such a comprehensive analysis of costs and subsidies across the main power generation technologies is currently not available.

Recently, international organisations, such as the IEA and OECD carried out analysis on energy subsidies, including for fossil fuels. The OECD NEA published in 2012 a first study on the System Effects in Low-Carbon Electricity Systems³. The IEA has devoted a chapter to fossil fuel subsidies in its 2010 World Energy Outlook, estimating the amount of global fossil fuel subsidies (mainly oil and natural gas) to several hundred billion euros. The 2013 World Energy Outlook provides additional information on subsidies.

In September 2009 the declaration⁴ followed the Pittsburgh summit of G-20 countries called for a gradual phasing out of fossil fuel subsidies over the medium term, arguing that this move would put an end to wasteful fuel consumption and would help mitigate the

² See C(2013) 7243 final.

http://ec.europa.eu/energy/gas_electricity/doc/com_2013_public_intervention_en.pdf

³ <http://www.oecd-nea.org/ndd/pubs/2012/7056-system-effects.pdf>

⁴ <http://www.mea.gov.in/Images/pdf/pittsburgh.pdf>

impact of climate change through decreasing greenhouse gas emissions. This is also EU policy.

OECD published a study called 'Inventory of estimated budgetary support and tax expenditures for fossil fuels in 2012'⁵ (updated in 2013) and was complemented in 2013 by the Commission to cover those Member States that are not OECD countries. Directorate General Environment of the European Commission (EC) launched a contract on preparing a comprehensive database on fossil fuel subsidies and the treatment of taxation differences at EU-28 level.

The published studies provide valuable, though only partial information on energy costs and subsidies in many domains. Given the limitations, (either the geographical coverage is not fully complete on EU-28, or the scope of the studies is limited to specific energy sources, or having limited or non-existent information on historical costs and subsidies) a new study needs to be prepared, in order to have a *complete picture on energy costs and subsidies*, based on uniform methodology.

European Commission needs a comprehensive analysis for all EU countries and at EU level on production, system and consumption type costs and subsidies for all kinds of energy products and carriers. The Directorate-General Energy of the European Commission therefore proposes to put out to tender a study to gather data on the costs and subsidies to the energy sector, for conclusion by summer 2014.

The European Commission Directorate General ECFIN has also launched a study contract on an updated full description of subsidies (fossil-fuel plants, nuclear subsidies, renewables) and generation capacity payments in five EU Member States (Czech Republic, Germany, Italy, Poland and Spain) and contact with the suppliers of this study should be established to ensure coherence. Similarly, the European Environment Agency (EEA) is completing a study that survey's energy costs and undertakes case studies of certain countries and this should also be examined and incorporated into the study planning.

An Indicative List of Relevant Material is provided here after:

- Inventory of Estimated Budgetary Support and Tax Expenditures for Fossil Fuels 2013 (<http://www.oecd.org/site/tadffss/>)
- Budgetary support and tax expenditures for fossil fuels - An inventory for six non-OECD EU countries:
http://ec.europa.eu/environment/enveco/taxation/pdf/fossil_fuels.pdf
- OECD – NEA study: System Effects in Low-Carbon Electricity Systems (<http://www.oecd-nea.org/ndd/pubs/2012/7056-system-effects.pdf>)

All other data shall be gathered by the contractor

⁵ http://www.oecd-ilibrary.org/environment/inventory-of-estimated-budgetary-support-and-tax-expenditures-for-fossil-fuels-2013_9789264187610-en

3.2 GENERAL OBJECTIVE

The aim of the study is to provide the European Commission with a complete and consistent set of data on energy (electricity and heating) generation and system costs and the historical and current state of externalities and subsidies in each Member State of the EU and for the EU overall. The transport sector is not included in the scope of the study.

3.3 RATIONALE AND AIMS OF THE STUDY

Specific objectives

- The study requires an assessment of methodologies and definitions of costs and subsidies to determine an objective framework for deriving production, system, consumption, direct, indirect, financial, regulatory and external costs and subsidies, concluding on a workable methodological framework.
- The study is to provide energy cost data covering capital and operating costs of different generation technologies, all external costs (internalised or not), and energy transmission and distribution networks cost, as well as system costs (impact of one element of the production on the other elements of the production).
- The study is to provide historical and current data on all existing forms of subsidies and other regulatory measures in all EU Member States on both the production, system and consumption side of energy products and carriers, focussing on those measures that directly impact energy costs and wholesale energy market prices.
- The study should also provide indications on where distortions resulting from excessive or incoherent regulation/subsidies are most likely or pronounced.

3.4 DESCRIPTION OF TASKS

3.4.1 Evaluations performed in or commissioned by the European Commission shall comply with the evaluation standards in force⁶.

1. Based on current literature and practices of organisations active in energy market analysis (IEA, OECD, EEA, FP7/JRC, IRENA, WEC, EIU, BNEF and relevant national institutes), an appropriate **methodology and framework** for calculating energy costs and subsidies should be elaborated in agreement with DG ENER, covering:
 - Costs and subsidies on *production and consumption side, transmission and distribution network and storage*,
 - *Direct and indirect* (including legacy costs⁷, external costs and the analysis of their internalisation), *system costs, financial and regulatory costs* (e.g.: third party liability regimes).

⁶ C.f. Annex to Communication SEC(2007)213 to the Commission - February 2007
http://ec.europa.eu/dgs/secretariat_general/evaluation/docs/standards_c_2002_5267_final_en.pdf.

- *The source of financing* (allowing to determine where subsidies come into play and from how they are financed): either *directly financed* by all taxpayers in the *form of taxes* or *indirectly* by the *final energy consumers*. Subsidies can be financed by *Member States* or from the *budget of the EU*.
 - *Energy taxation matters* should only be included, if tax rebates or exemptions are applicable and in practice functioning as hidden subsidies.
2. Existing estimates of energy costs and data must be provided.

Applying the agreed methodology prepared in task 1:

3. **Energy cost and subsidy data** must
4. be gathered or calculated covering the following energy sources and products: coal, oil, natural gas, unconventional gas, nuclear energy, renewable energy sources, including hydropower, solar PV and solar-thermal, on and offshore wind power, biomass for electricity and heating, geothermal and heat pumps. Other energy sources or further disaggregation of sources should be elaborated as appropriate.
 5. **Energy network assets cost data** (transmission, distribution, storage) must also be collected, covering capital and operating costs. Assessment of subsidies or cross-subsidies, resulting from network tariff structures (e.g.: deep or shallow charging) should also be undertaken.
 6. The full range of disaggregated **external costs data** must be provided, together with estimates of the *legal and regulatory costs* of different technologies (e.g. the liability costs of nuclear power).
 7. As energy efficiency measures directly impact energy markets, **energy efficiency subsidies** must be identified, covering energy efficiency measures related to production, transmission/distribution and consumption. Research and development (R&D) related subsidies, in the case of having direct impact on current energy markets, should also be incorporated in the analysis.

3.4.2 Horizontal requirements

1. The data must **cover all of the 28 Member States** of the European Union, and include *historical and the most recently available data* (preferably annual data of 2012 or 2013). For each Member State detailed legal and financial information and a detailed presentation of the specific subsidies in force should be provided.
2. The data for *current and historical subsidies* of generation sources (e.g.: nuclear, fossil fuel, hydroelectricity storage) or cost of infrastructure (e.g.: power cables) having an impact on current energy markets, also needs to be identified and separately collected. The scope and time period covered will be agreed with the Commission.
3. Data on subsidies for the whole energy chain must be given for each year.

⁷ Under the so-called "legacy costs" *building of nuclear power plants as well as decommissioning and waste costs* should be included. Determination of different cost elements of nuclear power and subsidies should be part of the methodological work in *Task 1*

4. Energy costs and subsidies must be expressed as total costs, measured in euros.

If a given cost or subsidy can directly be attributed to a given time period when data on energy production is available, costs and subsidies must also be expressed in euros per energy units (e.g.: €/MWh). If historical costs and subsidies are aggregated over time, inflation indexes should be used for adjusting data to common base (e.g.: measured in 2010 euros).

5. National level data must be aggregated, in order to have a complete picture at EU level, providing detailed breakdown on energy subsidies for each energy source. Historical trends could also be better captured if an aggregation on each kind of subsidy over time is provided in the Member States and at EU level.

3.5 Organization and Timetable

1. The contract will be managed by Unit A1 of DG ENER. The Commission will appoint a technical officer in charge, who will participate in the meetings with the contractor, facilitate access to information, monitor the work and validate the results of the services of the contractor. A steering group will be involved while assessing the quality of the evaluation work and reports submitted by the contractor.
2. The contractor must ensure that activities progress properly, are reported upon regularly and for that purpose designate a person responsible for permanent and regular contact with the Commission. The contractor is to provide the required reports and documents in accordance with the conditions agreed.
3. European Commission draws the attention of the potential contractor to the *intensity* of the work to be carried out during the limited time of contract, stemming from the full coverage of EU countries and all of the energy sources. The contractor shall present a plan on the involvement of human resources in the project and expertise of the manpower to be involved at the submission of the tender proposal.
4. **The indicative starting date of the study is in April 2014.** The contract shall enter into force on the date on which it is signed by all contracting parties. The period of execution of the contract is 5,5 months.
5. The following outline work plan and indicative timetable are envisaged:

Tasks	Deadline (from the entry into force of the contract)
<p>Kick-off meeting</p> <p>The project is kicked off at the meeting between the contractor and the steering group. The kick-off meeting will ensure that the contractor has a clear understanding of the terms of the contract and the objectives of the project. The contractor will be provided with all relevant available documents and be informed of useful information sources for data collection.</p>	<p>T0 + 1 week after signature of contract</p>

<p>Inception report</p> <p>The contractor submits an inception report. Within two weeks after submission the report will be discussed in a meeting with the steering group and must be approved by the Commission.</p>	<p>T0 +6 weeks after signature of the contract</p>
<p>Intermediate report</p> <p>The contractor submits an interim report. Within two weeks after submission the report will be discussed in a meeting with the steering group and must be approved by the Commission.</p>	<p>T0+12 weeks after signature of the contract</p>
<p>Draft final report</p> <p>The contractor submits the draft final report.</p>	<p>T0+16 weeks</p>
<p>Comments on the draft final report</p> <p>The Commission will provide the contractor with comments on the draft final report and suggests a meeting date for the discussion with the steering group.</p>	<p>2 weeks from the reception of the draft final report</p> <p>T0+18 weeks after signature of the contract</p>
<p>Final report</p> <p>The contractor submits the final report which reflects all the Commission's comments. It also submits the executive summaries in English and in French.</p>	<p>2 weeks from the reception of the Commission comments</p> <p>T0+20 weeks after signature of the contract</p> <p>TO+22 weeks</p>
<p>Approval of the Final Report</p> <p>The Commission approves the final report. In the event of inadequate quality of the final report, Article I.11.2 (2.) of the Special Conditions of the Framework Contract applies.</p>	<p>10 working days from the reception of the final report - September 2014 (indicative)</p>

3.6 Reporting and delivery

3.6.1 Deliverables and outputs

1. The contractor shall present a first **inception report**, containing the assessment and recommendations regarding methodology. The inception report specifying the detailed work programme and planning of the evaluation in order to complete the tasks as listed in Chapter 3. It must describe the proposed methodological, empirical approaches and working assumptions. The report will also identify any additional need for information to be collected during the evaluation and present data collection methodology and tools along with the list of contacts to be surveyed or interviewed, interview guides and survey questionnaires.
 - a. A detailed work plan including the allocation of experts per task per number or working-days should also be provided.
 - b. Inception report shall not exceed 50 pages (annexes excluded). This report should be submitted no later than **6 weeks** after the signature of the contract.
 - c. After the reception of the inception report the contracting authority may organise a workshop event to discuss the proposed methodology and to debate on how energy costs and subsidies should be taken into account in the EU, based on a uniform methodology.
2. The contractor shall present an **intermediate report**, summarising the results of tasks one and two. More specifically, it must initial data sets for the 28 MSs and at EU level. The intermediate report should also demonstrate how the existing data has been analysed and outline the preliminary conclusions drawn. It should give clear indications and detailed planning of the work to be carried out during the rest of the study period. It must include a proposal for the structure of the final report. The intermediate report shall not exceed 100 pages (annexes excluded). This report shall be submitted no later than **12 weeks** after the signature of the contract, in exchange for the interim payment.
3. In the case of both the (draft) inception and intermediate reports, the Commission has two weeks, after their submission, to make comments about the reports. The Contractor shall have one week to submit a new version of a report, thereby fully reflecting all the Commission's comments. Making the interim payment is subject to the approval by the Commission of the **inception report**.
 - a.
4. A **draft final report** will follow the structure of the final report as agreed. It will include the findings, analysis, and conclusions. It must take into account of the Commission's comments made earlier in the process. It must give the data for each 28 Member States separately; for the current and historical periods, and the aggregation and evaluation at EU level must also be included. The draft final report should include a draft executive summary. The report shall not exceed 120 pages (annexes excluded). It must be submitted no later than **16 weeks** after the signature of the contract.

5. The Commission has **two weeks** to make comments on **the draft final report**. The Contractor has two weeks, after receiving the Commission's comments, to submit the final report.
6. **The final report** will cover all tasks of the work plan and shall include sound analysis of findings and factually based conclusions. It must be delivered, after taking into account the comments of the experts of DG ENER. The final report must be accompanied by an executive summary in English no longer than 10 pages, which provides a short synthesis of the main conclusions of the evaluation, the key points of evidence underpinning them and the resulting recommendations. This report should be submitted no later than **22 weeks** after the signature of the contract, in exchange for the final payment.
7. All reports have to be submitted **in English language**, in MS Word format according to the indicative timetable as specified in Chapter 7 below. Each country report section should contain a data sheet on subsidies, which should be made available in Excel format to the contracting authority.
8. All submitted information shall be the intellectual property of the European Commission, which reserves the right to make any decision on dissemination of the data results. Access should be provided for the European Commission to the underlying datasets, analysis and methodology used in each phase of the drafting of the reports.
9. The contractor must ensure that all reports under the contract are **clear, concise and operational**. Each report (excluding the final version of the final report) should have an introductory page providing an overview and orientation of the report. It must describe what parts of the document have been carried over from previous reports or been recycled from other documents, and which represent progress of the work under the contract. It should also specify the status of any findings/conclusions/recommendations (e.g. whether these are tentative or final) and note any problems encountered during the process.
10. **The final report and the executive summary must be of publishable quality**, provided also in *Word* the Adobe portable document format (*pdf*) format and **in 5 hard copies**. All relevant evidence of the analysis process (questionnaires, results of surveys, calculations, etc.) has to be annexed to the report to allow the argument to be followed in a transparent manner. Excel sheets including formulas for any calculations carried out by the consultants to support tables or graphs in the study, should also be provided. As all evaluation reports shall be available to the public, no form of confidential data shall be contained in the final report (if relevant, such data shall be provided in a separate annex).
11. The duration of the tasks shall not exceed 5,5 months. This period is calculated in calendar days as are all the other contractual deadlines, unless clearly stated otherwise.
12. Execution of the tasks begins after the date on which the Contract enters into force.
13. In principle, the deadlines set out below cannot be extended. The Contractor is deemed solely responsible for delays occasioned by subcontractors or other third

parties (except for rare cases of *force majeure*). Adequate resources and appropriate organisation of the work including management of potential delays should be put in place in order to observe the timetable below.

3.6.2 Meetings

1. A **kick-off meeting** will take place in Brussels, at the latest 1 week following the signature of the contract, in order to settle all the details of the study to be undertaken (design and content of each reports, the calendar and deadlines, etc...)
2. A **meeting** with the Steering committee will take place in Brussels, **at the latest 6 weeks** following the signature of the contract to discuss the Inception report.
3. A **meeting** with the Steering committee will take place in Brussels, **at the latest 12 weeks** following the signature of the contract to discuss the Interim report.
4. A **meeting** with the Steering committee will take place in Brussels, **at the latest 16 weeks** following the signature of the contract to discuss the draft Final Report.
5. **The contractor will submit the final study report** to the Commission at the latest **22weeks following** the signature of the contract.

4 Content, Structure and graphic requirements of the final deliverables

4.1 Content

All studies produced for the European Commission and Executive Agencies shall conform to the corporate visual identity of the European Commission by applying the graphic rules set out in the European Commission's Visual Identity Manual, including its logo⁸.

The Commission is committed to making online information as accessible as possible to the largest possible number of users including those with visual, auditory, cognitive or physical disabilities, and those not having the latest technologies. The Commission supports the [Web Content Accessibility Guidelines 2.0](#) of the W3C.

For full details on Commission policy on accessibility for information providers, see: http://ec.europa.eu/ipg/standards/accessibility/index_en.htm

Pdf versions of studies destined for online publication should respect W3C guidelines for accessible pdf documents. See: <http://www.w3.org/WAI/>

4.1.1 Final study Report

The final study report shall include:

- an abstract of no more than 200 words and an executive summary of maximum 6 pages, both in English and French;

⁸ The Visual Identity Manual of the European Commission is available upon request. Requests should be made to the following e-mail address: comm-visual-identity@ec.europa.eu

- the following standard disclaimer:

“The information and views set out in this [report/study/article/publication...] are those of the author(s) and do not necessarily reflect the official opinion of the Commission. The Commission does not guarantee the accuracy of the data included in this study. Neither the Commission nor any person acting on the Commission’s behalf may be held responsible for the use which may be made of the information contained therein.”

- specific identifiers which shall be incorporated on the cover page provided by the Contracting Authority.

4.1.2. Publishable executive summary

The publishable executive summary shall be provided in both in English and French and shall include:

- the following standard disclaimer:

“The information and views set out in this [report/study/article/publication...] are those of the author(s) and do not necessarily reflect the official opinion of the Commission. The Commission does not guarantee the accuracy of the data included in this study. Neither the Commission nor any person acting on the Commission’s behalf may be held responsible for the use which may be made of the information contained therein.”

- specific identifiers which shall be incorporated on the cover page provided by the Contracting Authority.

4.2. Structure

The particular structure for the presentation of the study final report will be agreed with the Commission.

4.3. Graphic requirements

4.4 Standard WORD template

For graphic requirements please refer to the template provided in the annex 4. The cover page shall be filled in by the contractor in accordance with the instructions provided in the template. For further details you may also contact comm-visual-identity@ec.europa.eu (enclosed annex 6)..

5. ANNEXES

1. Tenderer 's Identification Form
2. Declaration related to the exclusion criteria and absence of conflict of interest
3. Power of Attorney (mandate in case of joint tender)
4. Standard Word template for studies
5. Draft Contract

6. Standard WORD template

ANNEX 1

IDENTIFICATION OF THE TENDERER

(Each service provider , including any member of a consortium or grouping and subcontractor(s) whose share of the work is more than 20% of the contract must complete and sign this identification form)

Call for tender **MOVE/ENER/A1/SRD/463/2014**

Identity	
Name of the tenderer	
Legal status of the tenderer	
Date of registration	
Country of registration	
Registration number	
VAT number	
Description of statutory social security cover (at the level of the Member State of origin) and non-statutory cover (supplementary professional indemnity insurance) ⁹	
Address	
Address of registered office of tenderer	
Where appropriate, administrative address of tenderer for the purposes of this invitation to tender	
Contact Person	
Surname:	
First name:	
Title (e.g. Dr, Mr, Ms) :	
Position (e.g. manager):	
Telephone number:	

⁹ For natural persons

Fax number: E-mail address:	
Legal Representatives	
Names and function of legal representatives and of other representatives of the tenderer who are authorised to sign contracts with third parties	
Declaration by an authorised representative of the organisation¹⁰ I, the undersigned, certify that the information given in this tender is correct and that the tender is valid.	
Surname: First name:	Signature:

¹⁰ This person must be included in the list of legal representatives; otherwise the signature on the tender will be invalidated.

ANNEX 2

Declaration of honour on exclusion criteria and absence of conflict of interest

(Complete or delete the parts in grey italics in parentheses)

[Choose options for parts in grey between square brackets]

The undersigned (*insert name of the signatory of this form*):

in [his][her] own name (*for a natural person*)

or

representing the following legal person: (*only if the economic operator is a legal person*)

full official name:

official legal form:

full official address:

VAT registration number:

➤ declares that [the above-mentioned legal person][he][she] is not in one of the following situations:

- a) is bankrupt or being wound up, is having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or is in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) has been convicted of an offence concerning professional conduct by a judgment of a competent authority of a Member State which has the force of *res judicata*;
- c) has been guilty of grave professional misconduct proven by any means which the contracting authorities can justify including by decisions of the European Investment Bank and international organisations;
- d) is not in compliance with all its obligations relating to the payment of social security contributions and the payment of taxes in accordance with the legal provisions of the country in which it is established, with those of the country of the contracting authority and those of the country where the contract is to be performed;
- e) has been the subject of a judgement which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such activity is detrimental to the Union's financial interests;
- f) is a subject of an administrative penalty for being guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in a procurement procedure or failing to supply this information, or having been declared to be in serious breach of its obligations under contracts covered by the Union's budget.

- (Only for legal persons other than Member States and local authorities, otherwise delete) declares that the natural persons with power of representation, decision-making or control¹¹ over the above-mentioned legal entity are not in the situations referred to in b) and e) above;
 - declares that [the above-mentioned legal person][he][she]:
- g) has no conflict of interest in connection with the contract; a conflict of interest could arise in particular as a result of economic interests, political or national affinity, family, emotional life or any other shared interest;
 - h) will inform the contracting authority, without delay, of any situation considered a conflict of interest or which could give rise to a conflict of interest;
 - i) has not granted and will not grant, has not sought and will not seek, has not attempted and will not attempt to obtain, and has not accepted and will not accept any advantage, financial or in kind, to or from any party whatsoever, where such advantage constitutes an illegal practice or involves corruption, either directly or indirectly, inasmuch as it is an incentive or reward relating to award of the contract;
 - j) provided accurate, sincere and complete information to the contracting authority within the context of this procurement procedure ;
- acknowledges that [the above-mentioned legal person][he][she] may be subject to administrative and financial penalties¹² if any of the declarations or information provided prove to be false.

In case of award of contract, the following evidence shall be provided upon request and within the time limit set by the contracting authority:

For situations described in (a), (b) and (e), production of a recent extract from the judicial record is required or, failing that, a recent equivalent document issued by a judicial or administrative authority in the country of origin or provenance showing that those requirements are satisfied. Where the tenderer is a legal person and the national legislation of the country in which the tenderer is established does not allow the provision of such documents for legal persons, the documents should be provided for natural persons, such as the company directors or any person with powers of representation, decision making or control in relation to the tenderer.

For the situation described in point (d) above, recent certificates or letters issued by the competent authorities of the State concerned are required. These documents must provide evidence covering all taxes and social security contributions for which the tenderer is liable, including for example, VAT, income tax (natural persons only), company tax (legal persons only) and social security contributions.

For any of the situations (a), (b), (d) or (e), where any document described in two paragraphs above is not issued in the country concerned, it may be replaced by a sworn or, failing that, a solemn statement made by the interested party before a judicial or administrative authority, a notary or a qualified professional body in his country of origin or provenance.

¹¹ This covers the company directors, members of the management or supervisory bodies, and cases where one natural person holds a majority of shares.

¹² As provided for in Article 109 of the Financial Regulation (EU, Euratom) 966/2012 and Article 145 of the Rules of Application of the Financial Regulation

If the tenderer is a legal person, information on the natural persons with power of representation, decision making or control over the legal person shall be provided only upon request by the contracting authority.

Full name

Date

Signature

ANNEX 3

POWER OF ATTORNEY

mandating one of the partners in a joint tender as lead partner and lead contractor

The undersigned:

– Signatory (Name, Function, Company, Registered address, VAT Number)

having the legal capacity required to act on behalf of his/her company,

HEREBY AGREES TO THE FOLLOWING:

- 1) To submit a tender as a partner in the group of partners constituted by Company 1, Company 2, Company N, and led by Company X, in accordance with the conditions specified in the tender specifications and the terms specified in the tender to which this power of attorney is attached.
- 2) If the European Commission awards the Contract to the group of partners constituted by Company 1, Company 2, Company N, and led by Company X on the basis of the joint tender to which this power of attorney is attached, all the partners shall be co-signatories of the Contract in accordance with the following conditions:
 - (a) All partners shall be jointly and severally liable towards the European Commission for the performance of the Contract.
 - (b) All partners shall comply with the terms and conditions of the Contract and ensure the proper delivery of their respective share of the services and/or supplies subject to the Contract.
- 1) Payments by the European Commission related to the services and/or supplies subject to the Contract shall be made through the lead partner's bank account: [Provide details on bank, address, account number].
- 2) The partners grant to the lead partner all the necessary powers to act on their behalf in the submission of the tender and conclusion of the Contract, including:
 - (a) The lead partner shall submit the tender on behalf of the group of partners.
 - (b) The lead partner shall sign any contractual documents — including the Contract, and Amendments thereto — and issue any invoices related to the Services on behalf of the group of partners.
 - (c) The lead partner shall act as a single contact point with the European Commission in the delivery of the services and/or supplies subject to the Contract. It shall co-ordinate the delivery of the services and/or supplies by the group of partners to the European Commission, and shall see to a proper administration of the Contract.

Any modification to the present power of attorney shall be subject to the European Commission's express approval. This power of attorney shall expire when all the contractual obligations of the group of partners towards the European Commission for the delivery of the services and/or supplies subject to the Contract have ceased to exist. The parties cannot terminate it before that date without the Commission's consent.

Signed in on [dd/mm/yyyy]

Place and date:

Name (in capital letters), function, company and signature:

ANNEX 4

Standard Word template for studies

<Template can be found in the Library or the Models section.>

ANNEX 5

DRAFT CONTRACT



EUROPEAN COMMISSION
DIRECTORATE-GENERAL FOR ENERGY

Directorate A - Energy policy
The Director

Brussels,
ENER A1/BJ/bl/(Ares)2013

SERVICE CONTRACT

CONTRACT NUMBER – *ENER A1-463-2014 – Energy study*

The European Union (hereinafter referred to as "the Union"), represented by the [European Commission] (hereinafter referred to as "the contracting authority"), which is represented for the purposes of the signature of this contract by Mr. Fabrizio Barbaso Director in the Directorate-General for Energy, Directorate.....¹³,

on the one part, and

[full official name]¹⁴

[official legal form]¹⁵

[statutory registration number]¹⁶

[full official address]

[VAT registration number]

[(hereinafter referred to as 'the contractor'),][represented for the purposes of the signature of this contract by [forename, surname and function,]]¹⁷

¹³ The signatory must be an authorising officer (by delegation or subdelegation) designated in accordance with Note 60008 of 22 February 2001 "Mise en place de la Charte des ordonnateurs".

¹⁴ When the designated winning bidder is known and the detailed information must be filled in, please indicate the information for all consortium partners.

¹⁵ Delete if contractor is a natural person or a body governed by public law.

¹⁶ Delete if contractor is a body governed by public law. For natural persons, indicate the number of their identity card or, failing that, of their passport or equivalent.

¹⁷ In case of consortium the name of the authorised representative of the leader + company has to be indicated

[The parties identified above and hereinafter collectively referred to as ‘the contractor’ shall be jointly and severally liable vis-à-vis the contracting authority for the performance of this contract.]¹⁸

on the other part,

¹⁸ To include in case of consortium

HAVE AGREED

to the **special conditions**, the **general conditions for service contracts** and the following annexes:

Annex I – Tender specifications (reference No] of [*insert date*])

Annex II – Contractor's tender (reference No *ENER A1-Ares 3939688*)

which form an integral part of this contract (hereinafter referred to as “the contract”).

- The terms set out in the special conditions shall take precedence over those in the other parts of the contract.
- The terms set out in the general conditions shall take precedence over those in the annexes.
- The terms set out in the tender specifications (Annex I) shall take precedence over those in the tender (Annex II).

I – SPECIAL CONDITIONS

Article I.1 – Subject matter

I.1.1 The subject matter of the contract is "**The study on energy costs and subsidies in the European Union**"

I.1.2 The contractor shall execute the tasks assigned to it in accordance with the tender specifications annexed to the contract (Annex I).

Article I.2 – Entry into force and duration

I.2.1 The contract shall enter into force on the date on which it is signed by the last party.

I.2.2 Under no circumstances may performance commence before the date on which the contract enters into force.

I.2.3 The duration of the execution of the tasks shall not exceed **22 weeks**. Unless otherwise specified, all periods specified in the contract are calculated in calendar days. Execution of the tasks shall start from the date of entry into force of the contract.

The period of execution of the task may be extended only in exceptional and duly justified cases and with express written agreement of the parties. If the request for extension is made by the contractor, he must send it to the contracting authority in good time before it is due to take effect and at all events one month before the period of the execution of the tasks elapses, except in cases duly substantiated by the contractor and accepted by the contracting authority.

I.2.4 Contract renewal

Not applicable.

Article I.3 –Price

I.3.1 The total amount to be paid by the contracting authority under the contract shall be EUR [*amount in figures and in words*] covering all tasks executed.

I.3.2 Price revision

The total amount referred to in the Article I.3.1 shall be fixed and not subject to revision during the first year of performance of the contract.

I.3.3 Reimbursement of expenses

Not applicable

Article I.4 – Payment arrangements

I.4.1 Interim payment

The contractor shall submit an invoice for an interim payment of equal to 40% of the total amount referred to in Article I.3.1.

Invoices for interim payment shall be accompanied by **the Inception report**.

The contracting authority shall make the payment within **60 days** from receipt of the invoice. The contractor shall have one week to submit additional information or corrections or a new inception report or documents if required by the contracting authority.

I.4.2 Payment of the balance

The contractor shall submit an invoice for payment of the balance.

The invoice shall be accompanied **by the final report**

The contracting authority shall make the payment within **60 days** from receipt of the invoice. The contractor shall have one week to submit additional information or corrections, a new final progress report or other documents if it is required by the contracting authority.

[Where VAT is due in Belgium, the provisions of the contract constitute a request for VAT exemption No 450, Article 42, paragraph 3.3 of the VAT code (circular 2/1978), provided the contractor includes the following statement in the invoice(s): “Exonération de la TVA, Article 42, paragraphe 3.3 du code de la TVA (circulaire 2/1978)” or an equivalent statement in the Dutch or German language.]

Article I.5 – Bank account

Payments shall be made to the contractor’s bank account denominated in [euro][*insert local currency where the receiving country does not allow transactions in EUR*], identified as follows:

Name of bank:

Full address of branch:

Exact designation of account holder:

Full account number including [bank] codes:

[IBAN¹⁹ code:]

Article I.6 – Communication details and data controller

For the purpose of Article II.6, the data controller shall be the Director of the Shared Resources Directorate.

Communications shall be sent to the following addresses:

Contracting authority:

European Commission

Directorate-General Energy

[Directorate [*complete*]]

[Unit [*complete*]]

[*Postcode and city*]

Email: [*insert functional mailbox*]

Contractor:

[*Ms/Mr/Mrs*]

[*Function*]

¹⁹ BIC or SWIFT code for countries with no IBAN code.

[*Company name*]

[*Full official address*]

Email: [*complete*]

Article I.7– Applicable law and settlement of disputes

- I.7.1.** The contract shall be governed by Union law, complemented, where necessary, by the law of *Belgium*.
- I.7.2.** Any dispute between the parties in relation to the interpretation, application or validity of the contract which cannot be settled amicably shall be brought before the courts of *Brussels*.

Article I.8.- exploitation of the results of the contract

I.8.1 Modes of exploitation

In accordance with Article II.10.2 whereby the Union acquires ownership of the results as defined in the tender specifications (Annex I), these results may be used for any of the following purposes:

- (a) use for its own purposes:
 - (i) making available to the staff of the contracting authority
 - (ii) making available to the persons and entities working for the contracting authority or cooperating with it, including contractors, subcontractors whether legal or natural persons, Union institutions, agencies and bodies, Member States' institutions
 - (iii) installing, uploading, processing
 - (iv) arranging, compiling, combining, retrieving
 - (v) copying, reproducing in whole or in part and in unlimited number of copies
- (b) distribution to the public:
 - (i) publishing in hard copies
 - (ii) publishing in electronic or digital format
 - (iii) publishing on the internet as a downloadable/non-downloadable file
 - (iv) broadcasting by any kind of technique of transmission
 - (v) public presentation or display
 - (vi) communication through press information services
 - (vii) inclusion in widely accessible databases or indexes
 - (viii) otherwise in any form and by any method
- (c) modifications by the contracting authority or by a third party in the name of the contracting authority:
 - (i) shortening
 - (ii) summarizing
 - (iii) modifying of the content
 - (iv) making technical changes to the content:
 - necessary correction of technical errors
 - adding new parts
 - providing third parties with additional information concerning the result with a view of making modifications
 - (v) addition of new elements, paragraphs titles, leads, bolds, legend, table of content, summary, graphics, subtitles, sound, etc.
 - (vi) preparation in audio form, preparation as a presentation, animation, pictograms story, slide-show, public presentation etc.
 - (vii) extracting a part or dividing into parts

- (viii) use of a concept or preparation of a derivative work
 - (ix) digitisation or converting the format for storage or usage purposes
 - (x) modifying dimensions
 - (xi) translating, inserting subtitles, dubbing in different language versions:
 - all official languages of EU
- (d) the modes of exploitation listed in article II.10.4
- (e) rights to authorise, license, or sub-license in case of licensed pre-existing rights, the modes of exploitation set out in any of the points (a) to (c) to third parties.

Where the contracting authority becomes aware that the scope of modifications exceeds that envisaged in the contract the contracting authority shall consult the contractor. Where necessary, the contractor shall in turn seek the agreement of any creator or other right holder. The contractor shall reply to the contracting authority within one month and shall provide its agreement, including any suggestions of modifications, free of charge. The creator may refuse the intended modification only when it may harm his honour, reputation or distort integrity of the work.

I.8.2 Pre-existing rights and transmission of rights

All pre-existing rights shall be licensed to the Union in accordance with Article II.10.3. The contractor shall provide to the contracting authority a list of pre-existing rights and third parties' rights including its personnel, creators or other right holders as provided for in Article II.10.5.

Article I.9 – termination by either party

Either party may, unilaterally and without being required to pay compensation, terminate the contract by formally notifying the other party by giving [one month's] notice. Should the contracting authority terminate the contract, the contractor shall only be entitled to payment corresponding to part-performance of the contract before the termination date. The first paragraph of Article II.14.3 shall apply.

SIGNATURES

For the contractor,

For the contracting authority,

[*Company name/forename/surname/function*]

[*forename/surname/function*]

signature[s]: _____

signature[s]: _____

Done at [Brussels], [date]

Done at [Brussels], [date]

In duplicate in English.

II – GENERAL CONDITIONS FOR SERVICE CONTRACTS

Article II.1 – Performance of the contract

- II.1.1** The contractor shall perform the contract to the highest professional standards.
- II.1.2** The contractor shall be solely responsible for taking the necessary steps to obtain any permit or licence required for performance of the contract under the laws and regulations in force at the place where the tasks assigned to it are to be executed.
- II.1.3** Without prejudice to Article II.4 any reference made to the contractor's personnel in the contract shall relate exclusively to individuals involved in the performance of the contract.
- II.1.4** The contractor must ensure that the personnel performing the contract possesses the professional qualifications and experience required for the execution of the tasks assigned to it.
- II.1.5** The contractor shall neither represent the contracting authority nor behave in any way that would give such an impression. The contractor shall inform third parties that it does not belong to the European public service.
- II.1.6** The contractor shall be solely responsible for the personnel who executes the tasks assigned to the contractor.

The contractor shall stipulate the following employment or service relationships with its personnel:

- (a) personnel executing the tasks assigned to the contractor may not be given orders directly by the contracting authority;
 - (b) the contracting authority may not under any circumstances be considered to be the employer of the personnel referred to in point (a) and the personnel shall undertake not to invoke against the contracting authority any right arising from the contractual relationship between the contracting authority and the contractor.
- II.1.7** In the event of disruption resulting from the action of one of the contractor's personnel working on the contracting authority's premises or in the event that the expertise of a member of the contractor's personnel fails to correspond to the profile required by the contract, the contractor shall replace him without delay. The contracting authority shall have the right to make a reasoned request for the replacement of any such personnel. The replacement personnel must have the necessary qualifications and be capable of performing the contract under the same contractual conditions. The contractor shall be responsible for any delay in the execution of the tasks assigned to it resulting from the replacement of personnel.
- II.1.8** Should the execution of the tasks be directly or indirectly hampered, either partially or totally, by any unforeseen event, action or omission, the contractor shall immediately and on its own initiative record it and report it to the contracting authority. The report shall include a description of the problem and an indication of the date on which it started and of the remedial action taken by the contractor to

ensure full compliance with its obligations under this contract. In such an event the contractor shall give priority to solving the problem rather than determining liability.

- II.1.9** Should the contractor fail to perform its obligations under the contract, the contracting authority may - without prejudice to its right to terminate the contract - reduce or recover payments in proportion to the scale of the unperformed obligations. In addition, the contracting authority may claim compensation or impose liquidated damages in accordance with Article II.12.

Article II.2 – Means of communication

- II.2.1** Any communication relating to the contract or to its performance shall be made in writing and shall bear the contract number. Any communication is deemed to have been made when it is received by the receiving party unless otherwise provided for in this contract.

- II.2.2** Electronic communication shall be deemed to have been received by the parties on the day of dispatch of that communication provided it is sent to the addressees listed in Article I.6. Without prejudice to the preceding, if the sending party receives a message of non-delivery to or of absence of the addressee, it shall make every effort to ensure the actual receipt of such communication by the other party.

Electronic communication shall be confirmed by an original signed paper version of that communication if requested by any of the parties provided that this request is submitted without unjustified delay. The sender shall send the original signed paper version without unjustified delay.

- II.2.3** Mail sent using the postal services is deemed to have been received by the contracting authority on the date on which it is registered by the department responsible referred to in Article I.6.

Any formal notification shall be made by registered mail with return receipt or equivalent, or by equivalent electronic means.

Article II.3 – Liability

- II.3.1** The contractor shall be solely responsible for complying with any legal obligations incumbent on it.

- II.3.2** The contracting authority shall not be held liable for any damage caused or sustained by the contractor, including any damage caused by the contractor to third parties during or as a consequence of performance of the contract, except in the event of wilful misconduct or gross negligence on the part of the contracting authority.

- II.3.3** The contractor shall be held liable for any loss or damage sustained by the contracting authority in performance of the contract, including in the event of subcontracting, and for any claim by a third party, but only to an amount not exceeding three times the total amount of the contract. Nevertheless, if the damage or loss is caused by the gross negligence or wilful misconduct of the contractor or of its personnel or subcontractors, the contractor shall have unlimited liability for the amount of the damage or loss.

II.3.4 The contractor shall indemnify and hold the Union harmless for all damages and costs incurred due to any claim. The contractor shall provide compensation in the event of any action, claim or proceeding brought against the contracting authority by a third party as a result of damage caused by the contractor during the performance of the contract. In the event of any action brought by a third party against the contracting authority in connection with the performance of the contract, including any alleged breach of intellectual property rights, the contractor shall assist the contracting authority. Such expenditure incurred by the contractor may be borne by the contracting authority.

II.3.5 The contractor shall take out an insurance policy against risks and damage relating to the performance of the contract, if required by the relevant applicable legislation. It shall take out supplementary insurance as reasonably required by standard practice in the industry. A copy of all the relevant insurance contracts shall be sent to the contracting authority should it so request.

Article II.4 - Conflict of interest

II.4.1 The contractor shall take all the necessary measures to prevent any situation of conflict of interest. Such situation arises where the impartial and objective performance of the contract is compromised for reasons involving economic interest, political or national affinity, family or emotional ties, or any other shared interest.

II.4.2 Any situation constituting or likely to lead to a conflict of interest during the performance of the contract shall be notified to the contracting authority in writing without delay. The contractor shall immediately take all the necessary steps to rectify the situation. The contracting authority reserves the right to verify that the steps taken are appropriate and may require that additional steps be taken within a specified deadline.

II.4.3 The contractor declares that it has not granted and will not grant, has not sought and will not seek, has not attempted and will not attempt to obtain and has not accepted and will not accept, any advantage, financial or in kind, to or from any party whatsoever, when such advantage constitutes an illegal practice or involves corruption, either directly or indirectly, in so far as it serves as an incentive or reward relating to the performance of the contract.

II.4.4 The contractor shall pass on all the relevant obligations in writing to its personnel and to any natural person with the power to represent it or take decisions on its behalf and ensure that it is not placed in a situation which could give rise to conflicts of interest. The contractor shall also pass on all the relevant obligations in writing to third parties involved in the performance of the contract including subcontractors.

Article II.5 – Confidentiality

II.5.1 The contracting authority and the contractor shall treat with confidentiality any information and documents, in any form, disclosed in writing or orally in relation to the performance of the contract and identified in writing as confidential.

The contractor shall:

- (a) not use confidential information and documents for any purpose other than fulfilling its obligations under the contract without prior written agreement of the contracting authority;
- (b) ensure the protection of such confidential information and documents with the same level of protection it uses to protect its own confidential information, but in no case any less than reasonable care;
- (c) not disclose directly or indirectly confidential information and documents to third parties without prior written agreement of the contracting authority.

II.5.2 The confidentiality obligation set out in Article II.5.1 shall be binding on the contracting authority and the contractor during the performance of the contract and for five years starting from the date of the payment of the balance unless:

- (a) the disclosing party agrees to release the other party from the confidentiality obligation earlier;
- (b) the confidential information becomes public through other means than in breach of the confidentiality obligation, through disclosure by the party bound by that obligation;
- (c) the disclosure of the confidential information is required by law.

II.5.3 The contractor shall obtain from any natural person with the power to represent it or take decisions on its behalf, as well as from third parties involved in the performance of the contract, an undertaking that they will comply with the confidentiality obligation set out in Article II.5.1.

Article II.6 – Processing of personal data

II.6.1 Any personal data included in the contract shall be processed pursuant to Regulation (EC) 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Such data shall be processed by the data controller solely for the purposes of the performance, management and monitoring of the contract without prejudice to its possible transmission to the bodies charged with monitoring or inspection tasks in application of Union law.

II.6.2 The contractor shall have the right to access its personal data and the right to rectify any such data. The contractor should address any queries concerning the processing of its personal data to the data controller.

II.6.3 The contractor shall have right of recourse at any time to the European Data Protection Supervisor.

II.6.4 Where the contract requires the processing of personal data by the contractor, the contractor may act only under the supervision of the data controller, in particular with regard to the purposes of the processing, the categories of data which may be processed, the recipients of the data and the means by which the data subject may exercise his rights.

II.6.5 The contractor shall grant its personnel access to the data to the extent strictly necessary for the performance, management and monitoring of the contract.

II.6.6 The contractor undertakes to adopt appropriate technical and organisational security measures having regard to the risks inherent in the processing and to the nature of the personal data concerned in order to:

- (a) prevent any unauthorised person from gaining access to computer systems processing personal data, and especially:
 - (i) unauthorised reading, copying, alteration or removal of storage media;
 - (ii) unauthorised data input, as well as any unauthorised disclosure, alteration or erasure of stored personal data;
 - (iii) unauthorised use of data-processing systems by means of data transmission facilities;
- (b) ensure that authorised users of a data-processing system can access only the personal data to which their access right refers;
- (c) record which personal data have been communicated, when and to whom;
- (d) ensure that personal data being processed on behalf of third parties can be processed only in the manner prescribed by the contracting authority;
- (e) ensure that, during communication of personal data and transport of storage media, the data cannot be read, copied or erased without authorisation;
- (f) design its organisational structure in such a way that it meets data protection requirements.

Article II.7 – Subcontracting

II.7.1 The contractor shall not subcontract without prior written authorisation from the contracting authority nor cause the contract to be de facto performed by third parties.

II.7.2 Even where the contracting authority authorises the contractor to subcontract to third parties, it shall nevertheless remain bound by its contractual obligations and shall be solely responsible for the proper performance of this contract.

II.7.3 The contractor shall make sure that the subcontract does not affect rights and guarantees granted to the contracting authority by virtue of this contract, notably by Article II.18.

Article II.8 – Amendments

II.8.1 Any amendment to the contract shall be made in writing before fulfilment of any new contractual obligations and in any case before the date of payment of the balance.

II.8.2 The amendment may not have the purpose or the effect of making changes to the contract which might call into question the decision awarding the contract or result in unequal treatment of tenderers.

Article II.9 – Assignment

II.9.1 The contractor shall not assign the rights, including claims for payments, and obligations arising from the contract, in whole or in part, without prior written authorisation from the contracting authority.

II.9.2 In the absence of such authorisation, or in the event of failure to observe the terms thereof, the assignment of rights or obligations by the contractor shall not be enforceable against the contracting authority and shall have no effect on it.

Article II.10 – Ownership of the results - Intellectual and industrial property rights

II.10.1 Definitions

In this contract the following definitions apply:

(1) 'results' means any intended outcome of the performance of the contract which is delivered and finally accepted by the contracting authority.

(2) 'creator' means any natural person who contributed to the production of the result and includes personnel of the contracting authority or a third party.

(3) 'pre-existing rights' means any industrial and intellectual property rights, including background technology, which exist prior to the contracting authority or the contractor ordering them for the purpose of the contract execution and include rights of ownership and use by the contractor, the creator, the contracting authority and any third parties.

II.10.2 Ownership of the results

The ownership of the results shall be fully and irrevocably acquired by the Union under this contract including any rights in any of the results listed in this contract, including copyright and other intellectual or industrial property rights, and all technological solutions and information contained therein, produced in performance of the contract. The contracting authority may exploit them as stipulated in this contract. All the rights shall be acquired by the Union from the moment the results are delivered by the contractor and accepted by the contracting authority. Such delivery and acceptance are deemed to constitute an effective assignment of rights from the contractor to the Union.

The payment of the price as set out in the order forms or specific contracts is deemed to include any fees payable to the contractor in relation to the acquisition of ownership of rights by the Union including all forms of use of the results.

The acquisition of ownership of rights by the Union under this contract covers all territories worldwide.

Any intermediary sub-result, raw data, intermediary analysis made available by the contractor cannot be used by the contracting authority without the written consent of the contractor, unless the contract explicitly provides for it to be treated as a self-contained result.

II.10.3 Licensing of pre-existing rights

The Union shall not acquire ownership of the pre-existing rights.

The contractor shall license the pre-existing rights on a royalty-free, non-exclusive and irrevocable basis to the Union which may use the pre-existing right as foreseen in

Article I.8.1 or in order forms or specific contracts. All the pre-existing rights shall be licensed to the Union from the moment the results were delivered and accepted by the contracting authority.

The licensing of pre-existing rights to the Union under this contract covers all territories worldwide and is valid for the whole duration of intellectual property rights protection.

II.10.4 Modes of exploitation

The Union shall acquire ownership of each of the results produced as an outcome of this contract which may be used for any of the following purposes:

- (a) giving access upon individual requests without the right to reproduce or exploit, as provided for by Regulation 1049/2001 of the European Parliament and of the Council of 30 May 2001 regarding public access to European Parliament, Council and Commission documents;
- (b) storage of the original and copies made in accordance with this contract;
- (c) archiving in line with the document management rules applicable to the contracting authority.

II.10.5 Identification and evidence of granting of pre-existing rights and rights of third parties

When delivering the results, the contractor shall warrant that they are free of rights or claims from creators and third parties including in relation to pre-existing rights, for any use envisaged by the contracting authority. This does not concern the moral rights of natural persons.

The contractor shall establish to that effect a list of all pre-existing rights and rights of creators and third parties on the results of this contract or parts thereof. This list shall be provided no later than the date of delivery of the final results.

In the result the contractor shall clearly point out all quotations of existing textual works. The complete reference should include as appropriate: name of the author, title of the work, date and place of publication, date of creation, address of publication on internet, number, volume and other information which allows the origin to be easily identified.

Upon request by the contracting authority, the contractor shall provide evidence of ownership or rights to use all the listed pre-existing rights and rights of third parties except for the rights owned by the Union.

This evidence may refer, inter alia, to rights to: parts of other documents, images, graphs, tables, data, software, technical inventions, know-how etc. (delivered in paper, electronic or other form), IT development tools, routines, subroutines and/or other programs ("background technology"), concepts, designs, installations or pieces of art, data, source or background materials or any other parts of external origin.

The evidence shall include, as appropriate:

- (a) the name and version number of a software product;
- (b) the full identification of the work and its author, developer, creator, translator, data entry person, graphic designer, publisher, editor, photographer, producer;
- (c) a copy of the licence to use the product or of the agreement granting the relevant rights to the contractor or a reference to this licence;

- (d) a copy of the agreement or extract from the employment contract granting the relevant rights to the contractor where parts of the results were created by its personnel;
- (e) the text of the disclaimer notice if any.

Provision of evidence does not release the contractor from its responsibilities in case it is found that it does not hold the necessary rights, regardless of when and by whom this fact was revealed.

The contractor also warrants that it possesses the relevant rights or powers to execute the transfer and that it has paid or has verified payment of all due fees including fees due to collecting societies, related to the final results.

II.10.6 Creators

By delivering the results the contractor warrants that the creators undertake not to oppose that their names be recalled when the results are presented to the public and confirms that the results can be divulged. Names of authors shall be recalled on request in the manner communicated by the contractor to the contracting authority.

The contractor shall obtain the consent of creators regarding the granting of the relevant rights and be ready to provide documentary evidence upon request.

II.10.7 Persons appearing in photographs or films

If natural, recognisable persons appear in a result or their voice is recorded the contractor shall submit a statement of these persons (or of the persons exercising parental authority in case of minors) where they give their permission for the described use of their image or voice on request by the contracting authority. This does not apply to persons whose permission is not required in line with the law of the country where photographs were taken, films shot or audio records made.

II.10.8 Copyright for pre-existing rights

When the contractor retains pre-existing rights on parts of the results, reference shall be inserted to that effect when the result is used as set out in Article I.8.1 with the following disclaimer: © - year – European Union. All rights reserved. Certain parts are licensed under conditions to the EU.

II.10.9 Visibility of Union funding and disclaimer

When making use of the results, the contractor shall declare that they have been produced within a contract with the Union and that the opinions expressed are those of the contractor only and do not represent the contracting authority's official position. The contracting authority may waive this obligation in writing.

Article II.11 – Force majeure

II.11.1 'Force majeure' means any unforeseeable and exceptional situation or event beyond the parties' control which prevents either of them from fulfilling any of their obligations under the contract, which was not attributable to error or negligence on their part or on the part of subcontractors and which proves to be inevitable in spite of exercising due diligence. Any default of a service, defect in equipment or material or delays in making them available, unless they stem directly from a

relevant case of force majeure, as well as labour disputes, strikes or financial difficulties, cannot be invoked as force majeure.

II.11.2 A party faced with force majeure shall formally notify the other party without delay, stating the nature, likely duration and foreseeable effects.

II.11.3 The party faced with force majeure shall not be held in breach of its contractual obligations if it has been prevented from fulfilling them by force majeure. Where the contractor is unable to fulfil its contractual obligations owing to force majeure, it shall have the right to remuneration only for the tasks actually executed.

II.11.4 The parties shall take all the necessary measures to limit any damage due to force majeure.

Article II.12 – Liquidated damages

The contracting authority may impose liquidated damages should the contractor fail to complete its contractual obligations, also with regard to the required quality level, according to the tender specifications.

Should the contractor fail to perform its contractual obligations within the time-limits set by the contract, then, without prejudice to the contractor's actual or potential liability or to the contracting authority's right to terminate the contract, the contracting authority may impose liquidated damages for each and every calendar day of delay according to the following formula:

$$0.3 \times (V/d)$$

V is the amount specified in Article I.3.1;

d is the duration specified in Article I.2.3 expressed in calendar days.

The contractor may submit arguments against this decision within 30 days of receipt of the formal notification. In the absence of a reaction on its part or of written withdrawal by the contracting authority within 30 days of the receipt of such arguments, the decision imposing the liquidated damages shall become enforceable.

The parties expressly acknowledge and agree that any sums payable under this article are in the nature of liquidated damages and not penalties, and represent a reasonable estimate of fair compensation for the losses incurred due to failure to fulfil obligations which may be reasonably anticipated.

Article II.13 – Suspension of the performance of the contract

II.13.1 Suspension by the contractor

The contractor may suspend the performance of the contract or any part thereof if a case of force majeure makes such performance impossible or excessively difficult. The contractor shall inform the contracting authority about the suspension without delay, giving all the necessary reasons and details and the envisaged date for resuming the performance of the contract.

Once the circumstances allow resuming performance, the contractor shall inform the contracting authority immediately, unless the contracting authority has already terminated the contract.

II.13.2 Suspension by the contracting authority

The contracting authority may suspend the performance of the contract or any part thereof:

- (a) if the contract award procedure or the performance of the contract prove to have been subject to substantial errors, irregularities or fraud;
- (b) in order to verify whether presumed substantial errors, irregularities or fraud have actually occurred.

Suspension shall take effect on the day the contractor receives formal notification, or at a later date provided in the notification. The contracting authority shall give notice as soon as possible to the contractor to resume the service suspended or inform the contractor that it is proceeding with the termination of the contract. The contractor shall not be entitled to claim compensation on account of suspension of the contract or of part thereof.

Article II.14 – Termination of the contract

II.14.1 Grounds for termination

The contracting authority may terminate the contract in the following circumstances:

- (a) if a change to the contractor's legal, financial, technical or organisational or ownership situation is likely to affect the performance of the contract substantially or calls into question the decision to award the contract;
- (b) if execution of the tasks has not actually commenced within three months of the date foreseen, and the new date proposed, if any, is considered unacceptable by the contracting authority, taking into account Article II.8.2;
- (c) if the contractor does not perform the contract as established in the tender specifications or fails to fulfil another substantial contractual obligation;
- (d) in the event of force majeure notified in accordance with Article II.11 or if the performance of the contract has been suspended by the contractor as a result of force majeure, notified in accordance with Article II.13, where either resuming performance is impossible or the modifications to the contract might call into question the decision awarding the contract or result in unequal treatment of tenderers;
- (e) if the contractor is declared bankrupt, is being wound up, is having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or is in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- (f) if the contractor or any natural person with the power to represent it or take decisions on its behalf has been found guilty of professional misconduct proven by any means;
- (g) if the contractor is not in compliance with its obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which it is established or with those of the country of the applicable law of this contract or those of the country where the contract is to be performed;
- (h) if the contracting authority has evidence that the contractor or natural persons with the power to represent it or take decisions on its behalf have committed fraud,

corruption, or are involved in a criminal organisation, money laundering or any other illegal activity detrimental to the Union's financial interests;

- (i) if the contracting authority has evidence that the contractor or natural persons with the power to represent it or take decisions on its behalf have committed substantial errors, irregularities or fraud in the award procedure or the performance of the contract, including in the event of submission of false information;
- (j) if the contractor is unable, through its own fault, to obtain any permit or licence required for performance of the contract.

II.14.2 Procedure for termination

When the contracting authority intends to terminate the contract it shall formally notify the contractor of its intention specifying the grounds thereof. The contracting authority shall invite the contractor to make any observations and, in the case of point (c) of Article II.14.1, to inform the contracting authority about the measures taken to continue the fulfilment of its contractual obligations, within 30 days from receipt of the notification.

If the contracting authority does not confirm acceptance of these observations by giving written approval within 30 days of receipt, the termination procedure shall proceed. In any case of termination the contracting authority shall formally notify the contractor about its decision to terminate the contract. In the cases referred to in points (a), (b), (c), (e), (g) and (j) of Article II.14.1 the formal notification shall specify the date on which the termination takes effect. In the cases referred to in points (d), (f), (h), and (i) of Article II.14.1 the termination shall take effect on the day following the date on which notification of termination is received by the contractor.

II.14.3 Effects of termination

In the event of termination, the contractor shall waive any claim for consequential damages, including any loss of anticipated profits for uncompleted work. On receipt of the notification of termination, the contractor shall take all the appropriate measures to minimise costs, prevent damages, and cancel or reduce its commitments. The contractor shall have 60 days from the date of termination to draw up the documents required by the special conditions for the tasks already executed on the date of termination and produce an invoice if necessary. The contracting authority may recover any amounts paid under the contract.

The contracting authority may claim compensation for any damage suffered in the event of termination.

On termination the contracting authority may engage any other contractor to execute or complete the services. The contracting authority shall be entitled to claim from the contractor all extra costs incurred in this regard, without prejudice to any other rights or guarantees it may have under the contract.

Article II.15 – Reporting and payments

II.15.1 Date of payment

Payments shall be deemed to be effected on the date when they are debited to the contracting authority's account.

II.15.2 Currency

The contract shall be in euros.

Payments shall be executed in euros or in the local currency as provided for in Article I.5.

Conversion between the euro and another currency shall be made according to the daily euro exchange rate published in the *Official Journal of the European Union* or, failing that, at the monthly accounting exchange rate established by the European Commission and published on its website, applicable on the day on which the payment order is issued by the contracting authority.

II.15.3 Costs of transfer

The costs of the transfer shall be borne in the following way:

- (a) costs of dispatch charged by the bank of the contracting authority shall be borne by the contracting authority,
- (b) cost of receipt charged by the bank of the contractor shall be borne by the contractor,
- (c) costs for repeated transfer caused by one of the parties shall be borne by the party causing repetition of the transfer.

II.15.4 Invoices and Value Added Tax

Invoices shall contain the contractor's identification, the amount, the currency and the date, as well as the contract reference.

Invoices shall indicate the place of taxation of the contractor for value added tax (VAT) purposes and shall specify separately the amounts not including VAT and the amounts including VAT.

The contracting authority is, as a rule, exempt from all taxes and duties, including VAT, pursuant to the provisions of Articles 3 and 4 of the Protocol on the Privileges and Immunities of the European Union.

The contractor shall accordingly complete the necessary formalities with the relevant authorities to ensure that the supplies and services required for performance of the contract are exempt from taxes and duties, including VAT exemption.

II.15.5 Pre-financing and performance guarantees

Pre-financing guarantees shall remain in force until the pre-financing is cleared against interim payments or payment of the balance and, in case the latter takes the form of a debit note, three months after the debit note is notified to the contractor. The contracting authority shall release the guarantee within the following month.

Performance guarantees shall cover performance of the service in accordance with the terms set out in the tender specifications until its final acceptance by the contracting authority. The amount of a performance guarantee shall not exceed the total price of the contract. The guarantee shall provide that it remains in force until final acceptance. The contracting authority shall release the guarantee within a month following the date of final acceptance.

Where, in accordance with Article I.4, a financial guarantee is required for the payment of pre-financing, or as performance guarantee, it shall fulfill the following conditions:

- (a) the financial guarantee is provided by a bank or an approved financial institution or, at the request of the contractor and agreement by the contracting authority, by a third party;
- (b) the guarantor stands as first-call guarantor and does not require the contracting authority to have recourse against the principal debtor (the contractor).

The cost of providing such guarantee shall be borne by the contractor.

II.15.6 Interim payments and payment of the balance

The contractor shall submit an invoice for interim payment upon delivery of intermediary results, accompanied by a progress report or any other documents, as provided for in Article I.4 or in the tender specifications.

The contractor shall submit an invoice for payment of the balance within 60 days following the end of the period referred to in Article I.2.3, accompanied by a final progress report or any other documents provided for in for in Article I.4 or in the tender specifications.

Upon receipt, the contracting authority shall pay the amount due as interim or final payment within the periods specified in Article I.4, provided the invoice and documents have been approved and without prejudice to Article II.15.7. Approval of the invoice and documents shall not imply recognition of the regularity or of the authenticity, completeness and correctness of the declarations and information they contain.

Payment of the balance may take the form of recovery.

II.15.7 Suspension of the time allowed for payment

The contracting authority may suspend the payment periods specified in Article I.4 at any time by notifying the contractor that its invoice cannot be processed, either because it does not comply with the provisions of the contract, or because the appropriate documents have not been produced.

The contracting authority shall inform the contractor in writing as soon as possible of any such suspension, giving the reasons for it.

Suspension shall take effect on the date the notification is sent by the contracting authority. The remaining payment period shall start to run again from the date on which the requested information or revised documents are received or the necessary further verification, including on-the-spot checks, is carried out. Where the suspension period exceeds two months, the contractor may request the contracting authority to justify the continued suspension.

Where the payment periods have been suspended following rejection of a document referred to in the first paragraph and the new document produced is also rejected, the contracting authority reserves the right to terminate the contract in accordance with Article II.14.1(c).

II.15.8. Interest on late payment

On expiry of the payment periods specified in Article I.4, and without prejudice to Article II.15.7, the contractor is entitled to interest on late payment at the rate applied by the European Central Bank for its main refinancing operations in Euros (the reference rate), plus eight points. The reference rate shall be the rate in force on the first day of the month in which the payment period ends, as published in the C series of the *Official Journal of the European Union*.

The suspension of the payment periods in accordance with Article II.15.7 may not be considered as a late payment.

Interest on late payment shall cover the period running from the day following the due date for payment up to and including the date of actual payment as defined in Article II.15.1.

However, when the calculated interest is lower than or equal to EUR 200, it shall be paid to the contractor only upon request submitted within two months of receiving late payment.

Article II.16 - Reimbursements

II.16.1 Where provided by the special conditions or by the tender specifications, the contracting authority shall reimburse the expenses which are directly connected with execution of the tasks on production of original supporting documents, including receipts and used tickets, or failing that, on production of copies or scanned originals, or on the basis of flat rates.

II.16.2 Travel and subsistence expenses shall be reimbursed, where appropriate, on the basis of the shortest itinerary and the minimum number of nights necessary for overnight stay at the destination.

II.16.3 Travel expenses shall be reimbursed as follows:

- (a) travel by air shall be reimbursed up to the maximum cost of an economy class ticket at the time of the reservation;
- (b) travel by boat or rail shall be reimbursed up to the maximum cost of a first class ticket;
- (c) travel by car shall be reimbursed at the rate of one first class rail ticket for the same journey and on the same day;

In addition, travel outside Union territory shall be reimbursed provided the contracting authority has given its prior written consent.

II.16.4 Subsistence expenses shall be reimbursed on the basis of a daily subsistence allowance as follows:

- (a) for journeys of less than 200 km for a return trip, no subsistence allowance shall be payable;
- (b) daily subsistence allowance shall be payable only on receipt of supporting documents proving that the person concerned was present at the destination;
- (c) daily subsistence allowance shall take the form of a flat-rate payment to cover all subsistence expenses, including meals, local transport which includes transport to and from the airport or station, insurance and sundries;
- (d) daily subsistence allowance shall be reimbursed at the flat rates specified in Article I.3;
- e) accommodation shall be reimbursed on receipt of supporting documents proving the necessary overnight stay at the destination, up to the flat-rate ceilings specified in Article I.3.

II.16.5 The cost of shipment of equipment or unaccompanied luggage shall be reimbursed provided the contracting authority has given prior written authorisation.

II.16.6 Conversion between the euro and another currency shall be made as specified in Article II.15.2.

Article II.17 – Recovery

II.17.1 If an amount is to be recovered under the terms of the contract, the contractor shall repay the contracting authority the amount in question according to the terms and by the date specified in the debit note.

II.17.2 If the obligation to pay the amount due is not honoured by the date set by the contracting authority in the debit note, the amount due shall bear interest at the rate indicated in Article II.15.8. Interest on late payments shall cover the period from the day following the due date for payment, up to and including the date when the contracting authority receives full payment of the amount owed.

Any partial payment shall first be entered against charges and interest on late payment and then against the principal amount.

II.17.3 If payment has not been made by the due date, the contracting authority may, after informing the contractor in writing, recover the amounts due by offsetting them against any amounts owed to the contractor by the Union or by the European Atomic Energy Community or by calling in the financial guarantee, where provided for in Article I.4.

Article II.18 – Checks and audits

II.18.1 The contracting authority and the European Anti-Fraud Office may check or have an audit on the performance of the contract. It may be carried out either directly by its own staff or by any other outside body authorised to do so on its behalf.

Such checks and audits may be initiated during the performance of the contract and during a period of five years which starts running from the date of the payment of the balance.

The audit procedure shall be deemed to be initiated on the date of receipt of the relevant letter sent by the contracting authority. Audits shall be carried out on a confidential basis.

II.18.2 The contractor shall keep all original documents stored on any appropriate medium, including digitised originals when they are authorised by national law and under the conditions laid down therein, for a period of five years which starts running from the date of payment of the balance.

II.18.3 The contractor shall allow the contracting authority's staff and outside personnel authorised by the contracting authority the appropriate right of access to sites and premises where the contract is performed and to all the information, including information in electronic format, needed in order to conduct such checks and audits. The contractor shall ensure that the information is readily available at the moment of the check or audit and, if so requested, that information be handed over in an appropriate form.

II.18.4 On the basis of the findings made during the audit, a provisional report shall be drawn up. It shall be sent to the contractor, which shall have 30 days following the

date of receipt to submit observations. The final report shall be sent to the contractor within 60 days following the expiry of that deadline.

On the basis of the final audit findings, the contracting authority may recover all or part of the payments made and may take any other measure which it considers necessary.

II.18.5 By virtue of Council Regulation (Euratom, EC) No 2185/96 of 11 November 1996 concerning on-the-spot checks and inspection carried out by the Commission in order to protect the European Communities' financial interests against fraud and other irregularities and Regulation (EC) No 1073/1999 of the European Parliament and the Council of 25 May 1999 concerning investigation conducted by the European Anti-Fraud Office (OLAF), the OLAF may also carry out on-the-spot checks and inspections in accordance with the procedures laid down by Union law for the protection of the financial interests of the Union against fraud and other irregularities. Where appropriate, the findings may lead to recovery by the contracting authority.

II.18.6 The Court of Auditors shall have the same rights as the contracting authority, notably right of access, for the purpose of checks and audits.