



EUROPEAN COMMISSION
DIRECTORATE-GENERAL ENERGY AND TRANSPORT

Brussels, 20th May 2009

INVITATION TO TENDER No. TREN/ G3/316-1/2-2008

(Open procedure)

Dear Sir/Madam,

1. The European Commission invites tenders for a service contract regarding the following project:
"Support to Galileo Standardisation"

This invitation to tender follows the publication of:

- the contract notice in OJEU S 2009/S 96-137211 of 20 May 2009
2. If you are interested in this contract, you must submit a tender in **triplicate**, in one of the official languages of the European Union.

Tenders must be:

- (a) **either sent by registered mail or by private courier**

The tender must be sent by registered mail or by private courier, dispatched not later than 22.07.2009 (the postmark or the receipt issued by the courier service serving as proof of the dispatch) to the following address:

By registered mail

European Commission
Directorate-General Energy and Transport
DM 28 - 0/110 - Archives
B-1049 Brussels
Belgium

By private courier

European Commission
Directorate-General Energy and Transport - DM 28 - 0/110
Avenue du Bourget, 1
B-1049 Brussels (Evere)
Belgium

(b) **or delivered by hand**

Tenders must be delivered by hand at the **Central Mail of the European Commission** by 22.07.2009 **not later than 4 p.m.** (Brussels time), at the following address:

European Commission
Directorate-General Energy and Transport – DM 28 0/110
Avenue du Bourget, 1
B-1140 Brussels (Evere)
Belgium

In this case, a receipt must be obtained as proof of submission, signed and dated by the official in the Commission's central mail department who took delivery. The department is open from 08.00 to 17.00 Monday to Thursday, and from 8.00 to 16.00 on Fridays. It is closed on Saturdays, Sundays and Commission holidays.

3. Tenders must be placed inside two sealed envelopes, one inside the other. **The inner envelope should be marked:**

Call for tenders No. TREN G3/316-1/2-2008
not to be opened by the internal mail department
DM 28 0/110 – Archives

If self-adhesive envelopes are used, they must be sealed with adhesive tape and the sender must sign across this tape.

The non-compliance with these formal conditions will entail the rejection of the bids at the opening session.

4. Tenders will be opened at 14h00 on 03/08/2009, at 28 Rue De Mot (Directorate-General Energy and Transport, mail department, ground floor, office 110 1040-Brussels).
This opening session will be public. Each tenderer may be represented by not more than one person. At the end of the opening session, the Chairman of the opening committee will indicate the name of the tenderers and the decision concerning the admissibility of each offer received. The prices mentioned in the bids will not be communicated.
5. The specification, listing all the documents that must be produced in order to tender, including supporting evidence of economic, financial, technical and professional capacity and the draft contract are attached.
6. Tenders must be signed by the tenderer or his duly authorised representative and perfectly legible so that there can be no doubt as to words and figures.
7. Validity period of the tender: six months as from the final date for submission of tenders mentioned under point 2 above.
8. Submission of a tender implies acceptance of all the terms and conditions set out in this invitation to tender, in the specification, in the draft contract and, where applicable, waiver of the tenderer's own general or specific terms and conditions. The terms and conditions are

binding on the tenderer to whom the contract is awarded during the performance of the contract.

9. Contacts between the awarding authority and tenderers are prohibited throughout the procedure except in exceptional circumstances and under the following conditions only:

Before the closing date for submission of tenders

- At the request of the tenderer, the awarding authority may provide additional information solely for the purpose of clarifying the nature of the contract.

Requests for additional information must be sent in writing not later than six calendar days before the closing date for submission of tenders to the following address:

Mr Eric CHATRE
European Commission
DM 28 - 04/022
B-1049 Brussels
Belgium

Fax + 32 2 299 83 32

E-mail: TREN-G5-CALL-FOR-TENDERS@ec.europa.eu

- The Commission may, on its own initiative, inform interested parties of any error, inaccuracy, omission or any other material shortcoming in the text of the tender documents.

Further information will be sent simultaneously to all tenderers who have requested the specification in writing, where this is appropriate. Tenderers who have downloaded the documents from the Directorate-General Energy and Transport website (DG TREN) are invited to consult this site regularly until the deadline for submission.

After the opening of tenders

If a tender requires clarification, or if there is a need to correct material errors which have occurred in the drafting of the tender, the Commission may take the initiative and contact the tenderer(s). Such contact shall not lead to the conditions of the tender being altered in any way.

10. This invitation to tender is in no way binding on the Commission. A commitment will come about only when a contract with the successful tenderer has been signed.

Until a contract is signed, the awarding authority may decide not to award a contract or to cancel the tendering procedure, without the candidates or tenderers being entitled to claim any compensation. Where appropriate, the decision will be substantiated and brought to the attention of the tenderers.

11. Tenderers will be informed of whether their tenders have been accepted or rejected.

12. The follow-up of your response to the invitation to tender will require the recording and further processing of personal data (i.e. name, address, CV, etc.). This data will be processed in accordance with the requirements of Regulation (CE) 45/2001 on the protection of individuals with regard to the processing of personal data by Community institutions and bodies and on the free movement of such data. Unless if otherwise stated, replies to questions

and personal data requested are necessary for the purpose of assessing your tender (according to the specifications of the invitation to tender) and will only be processed within DG TREN as data controller, for this purpose. You may, upon request, have your personal data sent to you and rectify any inaccurate or incomplete particulars. Should you have any queries concerning the processing of your personal data, please address them to the entity acting as data controller within DG TREN. As regards the processing of your personal data, you have the right to bring the matter before the European Data Protection Supervisor at any time.

13. You are informed that for the purposes of safeguarding the financial interest of the Communities, your personal data may be transferred to internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel and/or to the European Anti-Fraud Office (OLAF).

Data of economic operators which are in one of the situations referred to in Articles 93, 94, 96(1)(b) and 96(2)(a) of the Financial Regulation may be included in a central database and communicated to the designated persons of the Commission, other institutions, agencies, authorities and bodies mentioned in Article 95(1) and (2) of the Financial Regulation. This refers as well to the persons with powers of representation, decision making or control over the said economic operators. Any party entered into the database has the right to be informed of the data concerning it, up on request to the accounting officer of the Commission.

Yours faithfully,

(Signed)

Fotis Karamitsos
Director

TENDER SPECIFICATIONS
ATTACHED TO THE INVITATION TO TENDER

Invitation to tender No. TREN/ G3/316-1/2-2008
For the provision "Support to Galileo Standardisation"

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I. SPECIFICATIONS

I.1. Introduction

Galileo and EGNOS will provide services over wide geographical areas and for a broad range of user communities and applications. Therefore, the introduction of these technologies in different user communities that require positioning services need harmonised specifications in order to bring significant benefits to the users. Standardisation is a powerful tool that applies equally to the regulatory process involved in safety of life applications, as it does to Galileo's commercial success for mass-market and specialised application. Standardisation activities can also foster the introduction of the European GNSS technologies as Galileo and EGNOS, taking advantage of their unique features. It is considered that there is a public benefit for the European community through promoting standardisation activities related to the use of GNSS in the different application communities.

The Standardisation effort for EGNOS and Galileo has started a number of years ago but is a lengthy process that is time and effort consuming due to the tailoring needed to support each user community and to the usually very formal development process that involves multiple bodies during the drafting and approval stages. The standard development has also to be phased with the system design activities as well as specific research programmes that both feed the standard-making bodies with the technical material necessary to consolidate and validate the norms being developed.

In the past, standardisation activities in the different user communities have been promoted through FP6 and FP7 projects, as well as through other initiatives. In particular, in FP7 1st call, a specific tender for standardisation was aimed at covering mainly the aviation, maritime and LBS communities, with also some support to road and rail communities.

The intent of this tender is to continue the progress in standardisation and to address and support standardisation activities in specific fields where the work is less advanced and detailed actions will help to move forwards. The main objectives are to strengthen the standardisation work in the frame of the SBAS dual frequency introduction, to complement Location Based Services standardisation and to complete and amplify the existing work in the rail and road sector, as well as multimodal transport. The work should be based on the current on-going space industry standardisation activities in CEN, CENELEC and ETSI and also on the outcomes of the FP7 project called STANDARDS.

I.2. Purpose of the contract

The aim of this contract is to carry on the standardisation process for EGNOS and Galileo in key application areas. It is expected to cover specific aspects of aviation (SBAS L5) and LBS communities (TETRA, WIMAX, DVB), and perform some relevant progress in the rail, road and multimodal transport domains, supporting the appropriate standardisation bodies and presenting relevant technical contributions to GNSS performance standards and standardisation of specific aspects in the operating chain for the target communities.

This contract includes the execution of the following tasks:

Task 1: Management

Task 2: SBAS L5 Standardisation

Task 3: Location Based Services Standardisation

Task 4: Road Standardisation

Task 5: Standardisation of safety related applications in railways

Task 6: Performance standards for non-safety applications

The activities associated with these tasks are described in detail in the following sections.

For Standardisation activities, the main outcomes expected from this contract are:

- Set of advanced technical studies on SBAS dual frequency services, data content and performance requirements for functional civil aviation receivers.
- Consolidated definition of advanced SBAS data structure and data content
- An advanced draft of Dual Frequency SBAS MOPS and an advanced SARPs proposal
- Report on introduction of Galileo in TETRA LIP standard
- Synchronisation standard for DVB-Handhelds
- Draft Standards for assisted-GNSS through DVB and hybridisation of Galileo and DVB for improved location
- Draft standards for road sector including European Electronic Toll Service, Traffic and Travel Information, Traffic control, emergency services, fleet management etc.
- Report on the standardisation of innovative features of EGNOS and Galileo in the road sector
- Definition of standard environment for rail applications
- Draft standards in the frame of the ERTMS Users Group
- High level draft of Minimum performance standards for non-safety applications sufficiently modular in order to expand the scope to further applications.

List of Acronyms

| | |
|---------|---|
| CEN | Comité Européen de Normalisation (European Committee for Standardisation) |
| CENELEC | Comité Européen de Normalisation Electrotechnique (European Committee for Electrotechnical Standardisation) |
| DVB | Digital Video Broadcasting |
| EC | European Commission |
| EETS | European Electronic Toll Service |
| EFC | Electronic Fee Collection |
| EGNOS | European Global Navigation Overlay Service |
| EMRF | European Maritime Radionavigation Forum |
| ERTMS | European Rail Traffic Management System |
| ETSI | European Telecommunication Standards Institute |
| EUROCAE | European Organisation for Civil Aviation Equipment |
| FP6 | 6 th Framework Programme |
| FP7 | 7 th Framework Programme |
| GKMF | Galileo Knowledge Management Facility |
| GLONASS | Global'naya Navigatsionnaya Sputnikovaya Sistema |
| GNSS | Global Navigation Satellite Systems |
| GNSSP | Global Navigation Satellite Systems Panel |

| | |
|-------|---|
| GPS | Global Positioning System |
| GPRS | General Packet Radio Services |
| GSA | European GNSS Supervisory Authority |
| GSM | Global System for Mobile communications |
| ICAO | International Civil Aviation Organisation |
| IEEE | Institute of Electrical and Electronics Engineers |
| INS | Inertial Navigation Systems |
| ISO | International Organisation for Standardisation |
| LBS | Location Based Services |
| LIP | Location Information Protocol |
| MOPS | Minimum Operational Performance Standard |
| NSP | Navigation Systems Panel |
| OMA | Open Mobile Alliance |
| RTCA | Radio Technical Commission for Aeronautics |
| SARPs | Standards and Recommended Practices |
| SBAS | Satellite Based Augmentation System |
| SIS | Signal In Space |
| SoL | Safety of Life Service (of Galileo) |
| TETRA | TErrestrial Trunked RADIO |
| WBS | Work Breakdown Structure |
| WG | Working Group |
| 3GPP | Third Generation Partnership Project |

Tasks

TASK 1 – MANAGEMENT

Description

The task consists in providing the overall management for the contract. The main activities to be performed throughout the whole duration of the contract are:

- Contractual management
- Organisation and coordination of internal communication flow
- Documentation management
- Tracking project status
- Establish and maintain travel plan
- Review and verification of deliverables
- Organisation of progress meetings (calling notice, agenda, chairing and reporting)
- Identify needs for interfaces with external entities
- Ensure coordination between the different activities as necessary

Throughout the duration of the contract, the contractor will be requested to provide various reports and attend various meetings as referred to under points 1.3&1.5 below.

TASK 2 – SBAS L5 Standardisation

Description

The activities to be performed shall address the evolution of international standards for the Satellite Based Augmentation Systems (SBAS). The current SBAS standards, adopted at international level by the International Civil Aviation Organisation (ICAO), consider the use of SBAS to augment GPS and GLONASS services through the broadcast of correction data for a single frequency service. In the future, a number of evolutions can be considered for SBAS:

- Augmentation to dual frequency services
- Augmentation to other constellations
- Broadcast on alternative frequencies
- Broadcast from alternative means (non geostationary)
- Provision of new innovative features for aviation or non-aviation applications

Some initial standardisation work has been initiated in this direction as part of FP7 1st call (necessary information will be provided at the kick off meeting) in the frame of the STANDARDS project. The objective of this task is to complement and amplify the scope of work in order to cover all necessary aspects of future SBAS systems standardisation.

The activities to be performed shall include:

- Conduct technical studies on the definition of RF characteristics of the future SBAS signals with the possibility to maximise interoperability with Galileo. Use of the E5 band shall be considered.
- Conduct technical studies on the SBAS navigation message data content. This work shall include both L1 data message (while securing backward compatibility for legacy receivers but potentially exploiting the new features in new receivers) and the new E5 data messages. The work shall :

- Circumvent whenever possible the limitations identified in the current standard (e.g. multiple alarms, cumbersome linkage scheme between different kinds of correction data, inefficient use of bandwidth...)
- Support dual frequency services while securing fall-back solutions to single frequency services to increase robustness
- Increase robustness to ionospheres' disturbances (especially upon loss of one frequency)
- Have a growth capability for additional GNSS constellations
- Maximise combined use with RAIM techniques
- Maximise combined use with Galileo integrity service
- Optimise combined use with regional systems

The outcome of this work will be a set of technical notes on the different topics and a proposal for a consolidated definition of the future SBAS system.

- Conduct technical work on the definition of civil aviation receiver functional and performance requirements for the new SBAS signals. This work shall result in technical contributions to a new SBAS MOPS. It is likely that the development of such advanced SBAS MOPS will be coordinated between RTCA and EUROCAE. The work shall:
 - Provide proposal for performance related requirements of the new SBAS receiver standard
 - Provide functional requirements for the new SBAS receiver standard
 - Provide RF robustness requirements for new SBAS receiver standard
 - Describe, in some detail, the data processing mechanism (e.g. protocol for the use of new parameters broadcast by the SBAS signals)

- Secure adequate interfacing (mainly functional) requirements to facilitate combination with Galileo part of the receiver standard developed by EUROCAE WG62.
- Support to EC for the preparation and attendance of key technical meetings for the standardisation of SBAS. Such meetings may include participation to standardisation committees in Europe or in the United States as well as dedicated meetings organised under the leadership of the European Commission with other stakeholders. The contractor shall foresee to attend at least 6 such meetings in Europe and 4 international meetings.
- Support to EC for standardisation of SBAS in ICAO NSP after completion of STANDARDS project. Under this task, the contract shall support the preparation of ICAO NSP meeting through the preparation of working papers and SARPS proposal for advanced SBAS. Support for 2 meetings shall be foreseen.

Deliverables related to Task 2

| Ref | Title | Delivery |
|------------|---|--|
| D2001 | RF definition of advanced SBAS Signals | T0+12 months |
| D2100 | Set of Technical Notes addressing all items in 2 nd bullet point above | Staggered delivery from T0+3 months to T0+12 months |
| D2002 | Consolidated definition of advanced SBAS data structure and data content | T0+18 months |
| D2200 | Set of Technical Notes addressing all items in 3 rd bullet point above | Staggered delivery from T0+6 months to T0+18 months |
| D2003 | Draft advanced SBAS MOPS | Version 1: T0+22 months Final version: T0+24 months |
| D2300 | Working papers for ICAO meetings (2 to 3 papers for each meetings) | T0+14 months T0+20 months |
| D2004 | Advanced SBAS SARP's proposal | T0+14 months T0+20 months |

Participation to relevant standardisation committees – The contractor should plan participation to the relevant standardisation committees and attend the related meetings. The proposal should provide estimation of the planned meetings and reflect this in the travel costs.

Participation to the following meetings has to be provided:

- ICAO GNSSP Technical Working Group (2 meetings outside of Europe)
- EUROCAE WG 62 (4 meetings over the contract duration)
- RTCA SC 159 (2 meetings over the contract duration)
- Other meetings organised by EC (2 meetings in Europe, 2 international meetings)
- Technical coordination meetings (4 meetings over the contract duration).

For all standardisation meetings attended by the contractor, a meeting preparation package will be prepared and submitted for approval including:

- Agenda for the meeting
- Main objectives for attendance

- Input working documents (working papers, presentations...).

For all standardisation meetings attended by the contractor, a short report will be prepared within a week including:

- Main objectives for the meeting
- Discussions and analysis of each topic in the agenda item
- Conclusions and action items
- Corresponding action plan and additional recommendation if appropriate.

TASK 3 – Location Based Services Standardisation

Description

In the mobile telecommunication domain, positioning techniques based on satellite navigation have been subject to standardisation in several industrial groups. A number of activities have been conducted in this area over the years in order to secure the compatibility of such standards with the use of EGNOS and Galileo. The work for 2nd and 3rd generation systems is currently being finalised in the frame of an FP7 project called STANDARDS. Similarly, preliminary activities are conducted in this same project to investigate standardisation of Galileo positioning techniques for new generations of telecommunication networks. The objective of the present tender is to complement and broaden the scope of work in this area. The tasks to perform shall include:

- Introduction of Galileo (and possibly EGNOS) positioning in Assisted-GNSS standard under development for the professional sector. The work should first focus on analysing the different telecommunication means used by key professional communities. The activity should then introduce the possibility to use EGNOS and Galileo-based positioning in the different corresponding standards. In particular, work shall be carried out in the frame of ETSI on the Location Information Protocol (LIP) used for TETRA communication.
- Analysis of synergies between GNSS (in particular Galileo and EGNOS) and Digital Video Broadcasting (DVB) services (Handhelds and Satellite service to Handhelds). The work should investigate how GNSS and in particular Galileo specific features can be best use to support the synchronisation function required by DVB services. Other tasks shall investigate how DVB signals can be used to carry assistance data for Galileo and EGNOS positioning. Finally, studies shall be conducted to derive ways to hybridise GNSS and DVB systems in an optimised way in order to improve indoor positioning services. Draft standards shall be developed for the different aspects listed above.
- Analysis of synergies between GNSS and WIMAX technology. The work should investigate how GNSS and in particular Galileo specific features may benefit for the synchronisation function of WIMAX stations. Work should also be conducted to secure the inclusion of EGNOS and Galileo in the standards adopted for location services over WIMAX.

Deliverables related to Task 3

| Ref | Title | Delivery |
|------------|--|--|
| D3001 | Report on telecommunication systems used by the professional sector | T0+6 months |
| D3002 | Intermediate report on introduction of Galileo in TETRA LIP standard | T0+12 months |
| D3003 | Final report on introduction of Galileo in TETRA LIP standard. This shall include the updated standard itself. | Version 1: T0+22 months Final Version: T0+24 months |
| D3004 | Report on Synergies between Galileo and DVB | T0+12 months |
| D3005 | Synchronisation standard for DVB-Handhelds | T0+18 months |
| D3006 | Draft Standards for assisted-GNSS through DVB | Version 1: T0+22 months Final Version: T0+24 months |
| D3007 | Draft Standards for hybridisation of GNSS and DVB for improved location services | Version 1: T0+22 months Final Version: T0+24 months |
| D3008 | Intermediate report on synergies between GNSS and WIMAX | T0+12 months |
| D3009 | Final report on synergies between GNSS and WIMAX | Version 1: T0+22 months Final Version: T0+24 months |

Participation to relevant standardisation committees – The contractor should plan participation to the relevant standardisation committees and attend the related meetings. The proposal should provide estimation of the planned meetings and reflect this in the travel costs.

Participation to the following meetings has to be provided:

- ETSI TETRA Working Groups as appropriate (the contractor shall estimate the number of meetings to be supported to reach the objectives described in the previous section).
- Attendance to DVB related standardisation meetings as required
- IEEE and OMA meetings as required to follow the standardisation of location services for WIMAX.

TASK 4 – Road Standardisation

Description

In the framework of road tolling, in 2004 the EC issued a Directive (2004/52/CE) providing a framework for the interoperability of Electronic Fee Collection (EFC) systems in Europe, specifying that GNSS/GPRS will be a future objective for all these systems. This Directive aims at a unique European Electronic Toll Service (EETS), with the main principle to provide users with one single on-board unit and one single contract for road usage fees available for all tolled networks in Europe.

Currently the EFC standardisation work is led by CEN TC278 WG1 which works jointly with ISO TC204 WG5. The two groups have prepared a draft standard for GNSS and cellular network-based road charging systems (CEN ISO/TS 17575), which defines the structure and the possible contents for the transaction of information over a Cellular Network (CN) interface between an On-Board Equipment (OBE) and a Central Equipment (CE) for GNSS based applications. This standard is essential for the implementation of the European Electronic Toll Service (EETS), which is at the heart of Directive 2004/52/EC and will provide the main technical requirement for the achievement of interoperability.

In parallel, other standardisation activities are ongoing where the use of GNSS based applications is envisaged but are less advanced. In particular, in Traffic and Travel Information field, where GNSS in conjunction with a communication link plays an essential role, standards are currently under development in the frame of the CEN TC 278 WG 4 activities or through cooperation between CEN and ISO TC 204. In the scope of these activities, the progress on GNSS (including Galileo and EGNOS innovative features) could be beneficial and could bring advantages in comparison with other technologies.

In addition, the use of GNSS in other fields, such as Traffic control, emergency services, fleet management etc. are subject of standardisation that is ongoing or under investigation.

The objective of this task is to analyse, complement and progress on satellite navigation solutions in the scope of the CEN TC 278 work in order to cover all necessary aspects of future GNSS applications standardisation. In addition, the standardisation of the innovative features of EGNOS and Galileo (e.g. integrity, authentication, dual frequency) should be investigated and recommendations for introduction and application provided.

The activities to be performed shall include:

- Analyse the existing draft standards in the frame of the CEN TC 278 and ISO TC204, together with the proposed standardisation roadmap from the FP7 project STANDARDS in light of the CEN TC 278 activities. Provide recommendations for progressing on GNSS solutions in the areas where they are less available and could bring added value.
- Participate to work in CEN TC 278 on behalf of EC on technical matters related to GNSS use in the European Electronic Toll system, Traffic and traveller information, eSafety and other topics and represent EC in key technical meetings for the standardisation.
- Review the draft standards from GNSS point of view and provide comments to the relevant bodies
- Participate to the drafting of the current standards on GNSS related issues, under the control of EC.
- Conduct technical studies to define the required performances for each Galileo added value service and testing activities for relevant road applications.
- Identify specific areas of the operating chain that may require standardisation and perform the required relevant technical definition activities to support it. For example, related to GNSS user terminal interfaces, data formats, etc.
- Conduct technical studies (with special emphasis on Galileo features such as integrity, authentication and dual frequency) on other aspects like:
 - Standardisation of hybrid positioning techniques using GNSS plus other positioning means such as odometers, INS, etc.
 - Defining and modelling the road user environment and the way it affects the GNSS signal performances.

Deliverables related to Task 4

| Ref | Title | Delivery |
|------------|--|--|
| D4001 | Analysis report and recommendations on the existing GNSS standardisation activities of CEN TC 278 and ISO TC 204 | T0+4 months |
| D4002 | Reports on the activities in CEN TC 278 | T0+12 months T0+24 months |
| D4003 | Draft standards in the frame of the CEN TC 278 groups | Version 1: T0+22 months Final Version: T0+24 months |
| D4004 | Technical note on GNSS performances and associated testing activities for road communities. | Version 1: T0+12 months Final Version: T0+24 months |
| D4005 | Technical note on specific GNSS standardisation recommendations in the road application chain | Version 1: T0+12 months Final Version: T0+24 months |
| D4006 | Technical note on standardisation aspects related to hybridisation and environment modelling. | Version 1: T0+12 months Final Version: T0+24 months |

Participation to relevant standardisation committees – The contractor should plan participation to the relevant standardisation committees and attend the related meetings. The proposal should provide estimation of the planned meetings and reflect this in the travel costs.

Participation to the following meetings has to be provided:

- CEN TC 278

For all standardisation meetings attended by the contractor, a short report will be prepared within a week including:

- Main objectives for the meeting
- Discussions and analysis of each topic in the agenda item
- Conclusions and action items
- Corresponding action plan and additional recommendation if appropriate.

TASK 5 – Standardisation of Safety related applications in railways

Description

The European Rail Traffic Management System (ERTMS) is an EU-backed initiative to enhance cross-border interoperability and signalling procurement by creating a single Europe-wide standard for railway signalling. The two main components of ERTMS are the European Train Control System (ETCS), a standard for on-board train control, and GSM-R, the GSM mobile communications standard for railway usage.

The deployment of ERTMS will enable the creation of a seamless European railway system and increase interoperability. The introduction of satellite navigation within the ERTMS/ETCS will help mainly to improve the safety-related train control functions, performance on high-density lines and reduce costs on low-density and regional lines. This will represent a fundamental contribution to the management layer of the ERTMS in terms of capacity gains and trackside installation savings. As regards signalling (cf. ETCS), the simple fact of knowing for sure, and in real time, the exact position of each train will enable considerable savings to be made. At present, this function is fulfilled by using highly expensive trackside equipment.

In addition the introduction of the satellite navigation solutions, in particular, the introduction of Galileo with its new features such as integrity and dual frequency, within the ERTMS/ETCS will contribute to improve safety related applications and will have an important impact on operations and profitability. The improved safety integrity of the system is a key feature that will enable many of these applications.

The main objective of this task is to improve the common understanding of Galileo used for safety related applications in railways and provide technical support to standardisation of safety applications in ERTMS.

The activities to be performed shall include:

- Analyse the safety related applications and contribute to the common understanding of the use of EGNOS and Galileo in railways sector (e.g. analysis of interoperability issues, performance improvements, information needs, data exchange, interfaces with GNSS user terminal etc.)
- Analyse the existing standard specifications in ERTMS together with the proposed standardisation roadmap from the FP7 project STANDARDS in light of these activities and provide specific recommendations for better and easier introduction of the EGNOS/Galileo solutions in ERTMS.
- Support ERTMS Users Group and all other concerned bodies on technical matters related to EGNOS/Galileo use in the Rail Traffic Management systems and attend key technical meetings for the standardisation.
- Conduct technical studies to define the required GNSS performances and testing activities for relevant rail communities, especially related to safety-of-life applications.
- Identify specific areas of the operating chain that may require standardisation and perform the required relevant technical definition activities to support it. For example, related to GNSS user terminal interfaces with ERTMS, data formats, etc.
- Conduct technical studies (with special emphasis on Galileo features) on other aspects such as definition and modelling of the rail user environment and how it affects the GNSS signal performances.

Deliverables related to Task 5

| Ref | Title | Delivery |
|------------|--|------------------------------|
| D5001 | Analysis of ERTMS safety related applications | T0+4 months |
| D5002 | Analysis and recommendations for ERTMS standards | T0+8 months |
| D5003 | Report on the activities in ERTMS Users Group | T0+12 months T0+24 months |
| D5004 | Technical note on standardisation | Version 1: |

| | | |
|-------|--|--|
| | aspects related to environment modelling. | T0+12 months Final Version: T0+24 months |
| D5005 | Technical note on specific GNSS standardisation recommendations in the rail application chain. | Version 1: T0+12 months Final Version: T0+24 months |
| D5006 | Technical note on GNSS performances and associated testing activities for rail communities. | Version 1: T0+12 months Final Version: T0+24 months |
| D5007 | Draft standards in the frame of the ERTMS Users Group | Version 1: T0+22 months Final Version: T0+24 months |

Participation to relevant standardisation committees – The contractor should plan participation to the relevant standardisation committees and attend the related meetings. The proposal should provide estimation of the planned meetings and reflect this in the travel costs.

Participation to the following meetings has to be provided:

- ERTMS Users Group meetings

For all standardisation meetings attended by the contractor, a short report will be prepared within a week including:

- Main objectives for the meeting
- Discussions and analysis of each topic in the agenda item
- Conclusions and action items
- Corresponding action plan and additional recommendation if appropriate.

TASK 6 – Performance standards for non-safety applications

Description

Today the demand of Navigation and Positioning applications in the sectors of the personal mobility is constantly increasing. This includes in particular road sector with vehicles equipped with satellite navigation receivers and rail sector considering the use of GNSS for non-safety applications such as fleet management and passenger information. In addition, the multimodal transport services, a combination of different types of transport, are increasing and are demanding safe and efficient movement of goods.

With the emerging need of localisation means, the technology-related standards are growing and the important number of standards may lead to non-coherent set of standardised technologies with a disparate level of performances. In order to work in the direction of an effective standardisation, common views shared by different applications should be found and the different kind of equipment should benefit from efficient standardisation. These standards should be applicable to specific sector applications as well as to multimodal applications used in several sectors at the same time.

Despite the major effort made in standardisation today, the lack of performance specifications for the different transport sectors, as well for multimodal transport, is critical when using GNSS applications. Currently, the main standardisation tasks are not enough oriented to performance

specifications and it is indispensable to address the minimum performance standards for the receivers covering their use for different types of applications.

In order to achieve efficient standardisation in this field, it is required to harmonise the performance requirements and group them into functional groups by addressing as large set of applications as possible. It is essential that these activities are coordinated with the activities carried out in the frame of international standardisation bodies, such as ISO, ETSI, CEN, etc in order to work in the same direction.

The main objective of this task is to pave the road to efficient minimum performance standardisation activities for non-safety applications in the transport sector as well as for multimodal transportation, by providing the basis for the standardisation of the minimum performances of the location systems used in the different sectors. The work should address a large spectrum of applications and equipment, different levels of performance, operational and functional classes of receivers in order to provide a wide overview of the applications and requirements.

The work should include the definition of technical performance standards containing the necessary specifications of service performance, key functional requirements, test procedures, verification and proof of evidence of the performance that the users of the GNSS technologies expect to obtain.

The activities to be performed shall include:

- Analyse and synthesise the proposed roadmaps FP7 project called STANDARDS for road and rail sector and identify non-safety applications in the road, rail and multimodal transport sectors that will benefit from performance standardisation.
- Analyse the possibility to build GNSS technological standards groups in charge of GNSS based location technologies, Receiver operations and protocols. This task should be performed through a wide consultation of different European Standardisation Committees.
- Identify the needs for hybridisation techniques and algorithms for localisation and the applications that will benefit from them
- Prepare a technical contribution to minimum performance standards for non-safety applications by identifying the required performance for the identified applications, providing a classification of the equipment, signal and data processing, algorithms etc. Typically, this should result in minimum performance standards for 3 to 4 different classes of receivers covering a broad spectrum of multimodal transportation applications. These standards should be sufficiently modular in order to expand the scope to further classes of equipment as new needs arise (e.g. evolution, SoL etc.)
- Provide an implementation plan for the minimum performance standardisation.
- Support the relevant standardisation bodies on technical matters related to GNSS performance and attend key technical meetings.
- For the multimodal transport, conduct technical studies on:
 - Identifying specific areas of the operating chain that may require standardisation and perform the required relevant technical definition activities.
 - Defining and modelling the multimodal transport environment and how it affects the GNSS signal performances.
 - Preliminary standardisation recommendations for hybridisation.

Deliverables related to Task 6

| Ref | Title | Delivery |
|------------|--|-----------------|
| D6001 | Analysis report of applications | T0+4 month |
| D6002 | Analysis report on technological needs and standards group | T0+8 months |

| | | |
|-------|--|--|
| D6003 | Report on needs for hybridisation techniques | T0+8 months |
| D6004 | High level draft of Minimum performance standards | Version 1: T0+16 months Final Version: T0+24 months |
| D6005 | Implementation plan for Minimum performance standards | Version 1: T0+12 months Final Version: T0+24 months |
| D6006 | Multimodal transport: technical note on standardisation and environment modelling. | Version 1: T0+12 months Final Version: T0+24 months |

Participation to relevant standardisation committees – The contractor should plan participation to the relevant standardisation committees and attend the related meetings. The proposal should provide estimation of the planned meetings and reflect this in the travel costs.

Participation to meetings with the relevant standardisation bodies has to be provided.

For all standardisation meetings attended by the contractor, a short report will be prepared within a week including:

- Main objectives for the meeting
- Discussions and analysis of each topic in the agenda item
- Conclusions and action items
- Corresponding action plan and additional recommendation if appropriate.

Project milestones and meetings

In addition to the regular progress meetings, the following milestone meetings will be held between the Contractor and the EC.

| Project Milestone | Review | Venue | Objective | Schedule |
|-------------------------|--------|-------|--|----------------|
| Kick-Off Meeting | KOM | EC | Authorisation of the start of project activities by GSA; Clarify and settle open points and details of the project. | T0 |
| Intermediate Review | IR | EC | By means of the Intermediate Report to assess the accomplishment of the project over the first year of activities; Steer the activities for the second half of the project. | T0 + 13 months |
| Final Acceptance Review | FAR | EC | Draw conclusions on the project outcome. Collect recommendations for future work. Approve final deliverables. Disseminate accomplishments. | T0 + 24 months |

I.3. Reports and documents to produce - Timetable to observe

Execution of the tasks begins after the date of the Kick-off meeting (T0).

A **kick-off meeting** will take place in Brussels, at the latest 15 days following the signature of the contract, in order to settle all the details of the project to be undertaken.

One month after the kick-off meeting, the Contractor will be requested to provide a Project Management Plan

| Ref | Title | Delivery |
|-------|-------------------------|----------|
| D1100 | Project Management Plan | T0 + 1 |

I.3.1. Progress Reports

Progress Reports showing progress of the work shall be submitted to the Commission every 3 months from the date of the kick-off meeting. Progress meetings will be organised on a 3-monthly basis to present the status of the work and steer the next period.

Progress reports shall reflect the progress on the different tasks including technical aspects, as well as administrative status and shall include as a minimum the following items:

- status of the work accomplished in the preceding period, currently performed work and planned work
- problems, limitations or unexpected points, if any, have arisen
- list of deliverables submitted for that period and foreseen for the next period
- risk identification
- meeting attendance

| Ref | Title | Delivery |
|-------|------------------|----------------|
| D110x | Progress Reports | Every 3 months |

The Commission shall have twenty days from receipt to approve or reject the Progress Report. Within 20 days of receiving the Commission's observations, the Contractor will submit additional information or another report.

I.3.2. Intermediate Report

Intermediate Report showing progress of the work from the beginning of the project shall be submitted to the Commission 13 months from the date of the kick-off meeting.

The Intermediate Report shall include as a minimum the following items:

- list of submitted deliverables from T0
- status of the work accomplished in the first period, currently performed work and remaining tasks to be accomplished during the second half of the project
- problems, limitations or unexpected points, if any, have arisen
- risk identification and risk management
- coordination issues
- meeting attendance from T0 and planning for the second half of the project.

| Ref | Title | Delivery |
|-------|---------------------|--------------|
| D1200 | Intermediate Report | T0+13 months |

The Commission shall have 45 days from receipt to approve or reject the report. Within 20 days of receiving the Commission's observations, the Contractor will submit additional information or a new intermediate report.

1.3.3. Final report

The contractor will submit a draft final report to the Commission at the latest 24 months from the date of the kick-off meeting.

The Final Report shall include as a minimum the following items:

- list of submitted deliverables from T0.
- meeting attendance from T0.
- status of the accomplished work.
- problems, limitations or unexpected points
- risk management
- coordination issues

| Ref | Title | Delivery |
|-------|--------------|--------------|
| D1300 | Final Report | T0+24 months |

The Commission shall have 45 days from receipt to approve or reject the draft final report, and the Contractor shall have 20 days in which to submit additional information or a new final report.

1.3.4. Report format and publication

3 copies of the reports shall be supplied in paper form and one copy in electronic form, either in MS Word or in HTML format.

The Commission may publish the results of the project. For this purpose, the tenderer must ensure that the project is not subject to any restrictions deriving from intellectual property rights of third parties. Should he intend to use data in the project, which cannot be published, this must be explicitly mentioned in the offer.

I.4. Duration of the tasks

The duration of the tasks shall not exceed 24 months. The global duration of the Contract shall not exceed 27 months. This period is calculated in calendar days.

I.5. Place of performance

The tasks will be performed on the Contractor's premises.

Meetings between the Contractor and EC shall be held in Brussels (unless stated otherwise). In addition to all identified meetings stated above, the contractor will be requested to participate in 5 additional technical coordination meetings to be held Brussels.

All cost foreseen in the performance of the project, including travel costs shall be borne by the Contractor.

I.6. Estimate of the amount of work involved

The estimated amount of work for the project is 850 man days.

II. TERMS OF CONTRACT

In drawing up his offer, the tenderer should bear in mind the provisions of the draft contract attached to this invitation to tender (Annex 5). Any limitation, amendment or denial of the terms of contract will lead to automatic exclusion from the procurement procedure.

The Commission may, before the contract is signed, either abandon the procurement procedure or cancel the award procedure without the tenderers being entitled to claim any compensation.

II.1. Terms of payment

Payments shall be made in accordance with the provisions specified in Annex 5, the draft service contract.

II.2. Financial guarantees

Guarantee on pre-financing

For any pre-financing higher than 100,000 EUR, a financial guarantee equivalent to the amount of the pre-financing will be requested.

Depending on the financial situation of the tenderer, the Commission may ask for the financial guarantee for amounts lower than 100,000 EUR.

II.3. Subcontracting

If the tenderer intends to subcontract part of the service, he shall indicate in his offer which part will be subcontracted and to what extent (% of the total contract value).

Tenderers must ensure that Article II.17 of the contract (Annex 5) can be applied to subcontractors. Once the contract has been signed, Article II.13 of the above-mentioned contract shall govern the subcontracting.

II.4. Legal form to be taken by the grouping of service providers to whom the contract is awarded (if applicable)

Groupings, irrespective of their legal form, may submit bids. Tenderers may, after forming a grouping, submit a joint bid on condition that it complies with the rules of competition. Such groupings (or consortium) must specify the company or person heading the project and must also submit a copy of the document authorising this company or person to submit a bid. If awarded, the contract will be signed by the company or the person heading the project, which will be, vis à vis the Commission, the only contracting party responsible for the performance of this contract. Tenders from a consortium of firms or groups of service providers, contractors or suppliers must specify the role, qualifications and experience of each member of the consortium or group. Each member must provide all the necessary documents for assessing the bid as a whole with regard to the exclusion criteria, selection criteria (in their entirety) and award criteria.

III. FORM AND CONTENT OF THE TENDER

III.1. General

Tenders must be written in **one of the official languages** of the European Union. However, and due to the technical nature of the project, tenderers are invited to submit their bids (or at least the technical part thereof) preferably in **English**.

Tenders must be clear and concise, with continuous page numbering, and assembled in a coherent fashion (e.g. bound or stapled, etc...). Since tenderers will be judged on the content of their written bids, they must make it clear that they are able to meet the requirements of the specifications.

III.2. Structure of the tender

All tenders must include three sections i.e. an administrative, a technical and a financial proposal.

III.2.1. Section One: administrative proposal

This section must provide the following information, set out in the standard identification forms attached to these tender specifications (Annexes 1, 2 and 3):

- Tenderers' identification (Annex 1)
 - All tenderers must provide proof of **registration**, as prescribed in their country of establishment, on one of the **professional or trade registers** or provide a declaration or certificate.
 - If the tenderer is a natural person, he/she must provide a copy of the identity card/passport or driving licence and proof that he/she is covered by a social security scheme as a self-employed person.

Each tenderer (including subcontractor(s) or any member of a consortium or grouping) must complete and sign the identification forms in Annex 1 and also provide above-mentioned documents. However, the subcontractor(s) shall not be required to fill in or provide those documents when the services represent less than 20% of the contract.

- Financial identification (Annex 2)

The **bank identification form** must be filled in and signed by an authorised representative of the tenderer and his/her banker. A standard form is attached in Annex 2 and a specific form for each Member State is available at the following Internet address:

http://ec.europa.eu/budget/execution/ftiers_en.htm

In the case of a grouping, this form must only be provided by the person heading the project.

- Legal entities (Annex 3)

The legal entity form in Annex 3 must be filled in and should be accompanied by a number of supporting documents, available on the Web site:

http://ec.europa.eu/budget/execution/legal_entities_en.htm

In the case of a grouping, this form must only be provided by the person heading the project.

The Commission reserves the right, however, to request additional evidence in relation to the bid submitted for evaluation or verification purposes within a time-limit stipulated in its request.

III.2.2. Section Two: Technical proposal

This section is of great importance in the assessment of the bids, the award of the contract and the future execution of any resulting contract.

The technical proposal must provide all the information needed for the purpose of awarding the contract.

III.2.3. Section Three: Financial proposal

All tenders must contain a financial proposal. The tenderer's attention is drawn to the following points:

- Prices must be quoted in **Euros**, including the countries which are not in the euro-area. As far as the tenderers of those countries are concerned, they cannot change the amount of the bid because of the evolution of the exchange rate. The tenderers choose the exchange rate and assume all risks or opportunities relating to the rate fluctuation.
- Prices must be fixed amounts (and include all expenses, such as travel expenses and daily allowances).
- **Prices should be quoted free of all duties, taxes and other charges, i.e. also free of VAT**, as the Communities are exempt from such charges in the EU under Articles 3 and 4 of the Protocol on the Privileges and Immunities of the European Communities of 8 April 1965 (OJ L 152 of 13 July 1967). Exemption is granted to the Commission by the governments of the Member States, either through refunds upon presentation of documentary evidence or by direct exemption. For those countries where national legislation provides an exemption by means of a reimbursement, the amount of VAT is to be shown separately. In case of doubt about the applicable VAT system, it is the tenderer's responsibility to contact his or her national authorities to clarify the way in which the European Community is exempt from VAT;
- **Prices shall be fixed** and not subject to revision during the performance of the contract;
- For each category of staff involved in the project, the tenderer must specify:
 - the total labour costs;

- **the daily rates and total number of days** (man/days) each member of staff will contribute to the project;
- other categories of costs, indicating the nature of the cost, the total amount, the unit price and the quantity.

Bids involving more than one service provider (consortium) must specify the amounts indicated above for each provider.

IV. ASSESSMENT AND AWARD OF THE CONTRACT

The assessment will be based on each tenderer's bid.

All the information will be assessed in the light of the criteria set out in these specifications. The procedure for the award of the contract, which will concern only admissible bids, will be carried out in three successive stages.

The aim of each of these stages is:

- 1) to check on the basis of the exclusion criteria, whether tenderers can take part in the tendering procedure;
- 2) to check on the basis of the selection criteria, the technical and professional capacity and economic and financial capacity of each tenderer;
- 3) to assess on the basis of the award criteria each bid which has passed the exclusion and selection stages.

IV.1. Exclusion criteria (exclusion of tenderers)

IV.1.1. Exclusion criteria (Article 93 Financial Regulation¹)

1. To be eligible for participating in this contract award procedure, tenderers must not be in any of the following situations:
 - (a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
 - (b) they have been convicted of an offence concerning their professional conduct by a judgement which has the force of res judicata;
 - (c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
 - (d) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the

¹ Council Regulation (EC, Euratom) No 1605/2002 of 25 June 2002 on the Financial Regulation applicable to the general budget of the European Communities (OJ L 248 of 16.9.2002)

- country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- (e) they have been the subject of a judgement which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
 - (f) they are currently subject to an administrative penalty referred to in Article 96(1) of the Financial Regulation² for being guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in a contract procurement procedure or by the authorising officer as a condition of participation in a grant award procedure, for failing to supply this information or for having been declared to be in serious breach of their obligations under contracts or grants covered by the Community budget.
2. The cases referred to in point IV.1.1. e) above shall be the following:
- a) cases of fraud as referred to in Article 1 of the Convention on the protection of the European Communities' financial interests established by the Council Act of 26 July 1995 (OJ/C 316 of 27.11.1995, p. 48);
 - b) cases of corruption as referred to in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union, established by the Council Act of 26 May 1997 (OJ/C 195 of 25.6.1997, p. 1);
 - c) cases of involvement in a criminal organisation, as defined in Article 2(1) of Joint Action 98/733/JHA of the Council (OJ/L 315 of 29.12.1998, p. 1);
 - d) cases of money laundering as defined in Article 1 of Council Directive 91/308/EEC (OJ/L 166 of 28.6.1991, p.77).

IV.1.2. Other cases of exclusion (Article 94 Financial Regulation)

Contracts will not be awarded to tenderers who, during the procurement procedure:

- a) **are subject to a conflict of interest;**

Tenderers must declare:

- that they do not have any 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 affinities, family or emotional ties, or any other relevant connection or shared interest;
- that they will inform the contracting authority, without delay, of any situation constituting a conflict of interest or which could give rise to a conflict of interest;
- that they have not made and will not make any offer of any type whatsoever from which an advantage can be derived under the contract;
- that they have not granted and will not grant, have not sought and will not seek, have not attempted and will not attempt to obtain, and have not accepted and will not accept, any advantage, financial or in kind, to or from any party whatsoever,

² Council Regulation (EC, Euratom) n° 1605/2002 of 25 June 2002 on the Financial regulation applicable to the general budget of the European Communities, OJ L 248 of 16 September 2002, p. 1, amended by Council Regulation (EC, Euratom) n° 1995/2006 of 13 December 2006, OJ L 390 of 30 December 2006, p.1.

constituting an illegal practice or involving corruption, either directly or indirectly, as an incentive or reward relating to the award of the contract.

The Commission reserves the right to check the above information.

- b) **are guilty of misrepresentation** in supplying the information required by the contracting authority as a condition of participation in the procurement procedure or fail to supply this information.
- c) find themselves in one of the **situations of exclusion**, referred to in paragraph IV.1.1. above for this procurement procedure.

IV.1.3. Evidence to be provided by the tenderers

1. When submitting their bids, each tenderer (including subcontractor(s) or any member of a consortium or grouping) shall provide a declaration on their honour, duly signed and dated, stating that they are not in one of the situations mentioned above (cf. IV.1.1 and VI.1.2). For that purpose, they must complete and sign the form attached in Annex 4. Where the tenderer is a legal entity, they shall, whenever requested by the Commission, provide information on the ownership or on the management, control and power of representation of the legal entity.
2. The tenderer to whom the contract is to be awarded shall provide, within 15 calendar days after notification of the results of the procurement procedure and in any case before the signature of the contract, the following evidence, confirming the declaration referred to above:

The Commission shall accept, as satisfactory evidence that the tenderer is not in one of the situations described in point IV.1.1 (a), (b) or (e) above, a recent extract from the judicial record or, failing that, an equivalent document recently issued by a judicial or administrative authority in the country of origin or provenance showing that those requirements are satisfied.

The Commission accepts, as satisfactory evidence that the tenderer is not in the situation described in point IV.1.1 (d) above, a recent certificate issued by the competent authority of the State concerned.

Where no such document or certificate is 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.

3. Depending on the national legislation of the country in which the candidate or tenderer is established, the documents referred to in paragraph 1 and 2 above shall relate to legal and/or natural persons including, if applicable with regard to points b) and e), company directors or any person with powers of representation, decision-making or control in relation to the tenderer.
4. When the subcontracted part is above 20% of the contract value, the subcontractor(s) must also provide the above-mentioned declaration on honour. In case of doubt on this declaration on the honour, the contracting authority may also request the evidence referred to in paragraphs 2 and 3 above.
5. The Commission reserves the right to request any other document relating to the proposed tender for evaluation and verification purpose, within a delay determined in its request.

Remark:

The tenderers will be waived of the obligation to submit the documentary evidence above mentioned if such evidence has already been submitted for the purposes of another procurement procedure launched by Directorate General for Energy and Transport and provided that the documents are not more than one year old starting from their issuing date and that they are still valid. In such a case, the tenderer shall declare on his honour that the documentary evidence has already been provided in a previous procurement procedure, specifying the reference of the call for tender for which the documents have been provided, and confirm that no changes in his situation have occurred.

IV.1.4. Administrative and financial penalties

Without prejudice to the application of penalties laid down in the contract, candidates or tenderers and contractors who have been found guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the procurement procedure or have failed to supply this information or have been declared to be in serious breach of their obligations under contracts covered by the Community budget may be subject to administrative or financial penalties, in accordance with Article 96 of the Financial Regulation and Articles 134b and 133a of the Implementing Rules.³

IV.2. SELECTION CRITERIA (SELECTION OF TENDERERS)

To be eligible, the tenderers must have the economic and financial capacity as well as the technical and professional capacity to perform the tasks required in this call for tender.

IV.2.1. Economic and financial capacity – References required

Tenderers must provide proof of their financial and economic capacity by means of the following documents: the balance sheets or extracts from balance sheets for the last three financial years, and a statement of overall turnover and turnover relating to the relevant services for the last three financial years.

This rule applies to all service providers, regardless of the percentage of tasks they intend to execute, once they have chosen to submit a tender. However, if the tender includes subcontractors whose tasks represent less than 20% of the contract, those subcontractors are not obliged to provide evidence of their economic and financial capacity.

IV.2.2. Technical and professional capacity – References required

If several service providers/subcontractors are involved in the bid, each of them must have and show that they have the professional and technical capacity to perform the tasks assigned to them.

Tenderers should provide with their offer detailed curriculum vitae of each staff member responsible for carrying out the work, including his or her educational background, degrees and diplomas, professional experience, research work, publications and linguistic skills.

³ Commission Regulation (EC, Euratom) n° 2342/2002 of 23 December 2002 laying down detailed rules for the implementation of Council Regulation (EC, Euratom) No 1605/2002 on the Financial Regulation applicable to the general budget of the European Communities, OJ L 357 of 31 December 2002, p. 1, last amended by Commission Regulation (EC, Euratom) n° 478/2007 of 23 April 2007, OJ L 111 of 28 April 2007, p.1.

The CV's shall be presented, preferably, in accordance to the Commission Recommendation on a common European format for curricula vitae, published in OJ L79 of 22 March 2002, p. 66.

Tenderers must provide evidence of their technical and professional competence on the following points:

- 3 years experience in the field of the satellite navigation systems
- 3 years experience in the different fields of application (aviation, mobile telecommunications, rail and road)
- 3 years experience in standard development processes specific to each user community
- Access to the relevant regulatory and industrial standardisation fora and 3 years experience in the working procedures used by these standardisation fora.
- 3 years experience in the field of the GNSS User receiver technology
- 3 years experience in the field of the EFC systems architecture and engineering expertise, including functionality and data required for EFC based on GNSS/CN
- 3 years experience in the field of the road system architecture and engineering expertise
- 3 years experience in the field of the ERTMS system architecture and operations

IV.3. EVALUATION OF TENDERS – AWARD CRITERIA

The contract will be awarded according to the criteria given below, on the basis of the economically most advantageous tender.

Only bids that have reached a total score of a minimum of 70% of the total technical score and a minimum score of 60 % for each technical criterion will be taken into consideration for awarding the contract.

a) Technical evaluation criteria in their order of importance:

| N° | Award Criteria | Points |
|----|---|--------|
| 1 | <p>Understanding of the requirements and objectives and discussion of problem areas. (The following sub criteria globally worth 40 points)</p> <ul style="list-style-type: none"> - Quality of content of the technical proposal <ul style="list-style-type: none"> . Bidder analysis of the requirements . Understanding of the environment under which the project is conducted . Understanding of the EC's needs and preliminary analysis of solutions. Critical review of the requirements . Analysis of interface requirements between the different tasks committees - Compliance to Tenders Specifications - Completeness | 40 |
| 2 | <p>Quality and suitability of proposed work programme and adequacy of approach (The following sub criteria globally worth 30 points)</p> <ul style="list-style-type: none"> - Quality of the Work Package Descriptions - Adequacy of the allocation of the tasks within the team - Adequacy of the effort related to each activity - Confidence that the work programme is appropriate to meet the | 30 |

| | | |
|-------------------------------|--|------------|
| | requirements. - Relevance and pertinence of the proposed plan for attendance to the corresponding standardisation | |
| 3 | Adequacy of management and planning for the execution of the work (The following sub criteria globally worth 30 points) - Adequacy of reporting scheme - Adequacy of management level of effort - Quality of proposed planning - Quality of the proposed team related to the ability to fulfil the obligations of the contract. | 30 |
| Total number of points | | 100 |

b) Total price (30%)

The contract will be awarded to the tenderer which offers the best quality price score as measured by the following formula:

$$\text{score for tender X} = \frac{\text{cheapest price}}{\text{price of tender X}} * \text{price weighting (in absolute value)} + \frac{\text{total quality score (out of 100) for all award criteria of tender X}}{100} * \text{quality criteria weighting (in absolute value)}$$

70% * (Total number of points for technical evaluation) + 30% * (Total number of points for price)

IV.4. INFORMATION FOR TENDERERS

The Commission will inform tenderers of decisions reached concerning the award of the contract, including the grounds for any decision not to award a contract or to recommence the procedure.

Upon written request, the Commission will inform the rejected tenderers of the reasons for their rejection and the tenderers having submitted an admissible tender of the characteristics and relative advantages of the selected tender and the name of the successful tenderer.

However, certain information may be withheld where its release would impede law enforcement or otherwise be contrary to the public interest, or would prejudice the legitimate commercial interests of economic operators, public or private, or might prejudice fair competition between them.

V. ANNEXES

1. Identification of the Tenderer
2. Financial Identification
3. Legal Entity Form
4. Declaration by the Tenderer (relating to the exclusion criteria)
5. Draft Service Contract

ANNEX 1

IDENTIFICATION OF THE TENDERER

(Each service provider, including subcontractor(s) or any member of a consortium or grouping, must complete and sign this identification form)

Call for tender TREN/G3/316-1/2-2008

| 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) ⁴ | |
| 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: Fax number: E-mail address: | |
| Legal Representatives | |

⁴ For natural persons

| | |
|---|------------|
| 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 organisation⁵ I, the undersigned, certify that the information given in this tender is correct and that the tender is valid. | |
| Surname: First name: | Signature: |

⁵ This person must be included in the list of legal representatives; otherwise the signature on the tender will be invalidated.

ANNEX 2

(to be completed by the tenderer and his or her financial institution)

The tenderer's attention is drawn to the fact that this document is a model and that a specific form for each Member State is available at the following Internet address:

http://ec.europa.eu/budget/execution/ftiers_en.htm

ANNEX 3

Legal entity form

Complete the legal entity form, which should be accompanied by a number of supporting documents, available on the Web site:

http://ec.europa.eu/budget/execution/legal_entities_en.htm

Please note that we can only accept either original documents or certified copies, which must be less than 6 months old.

In the case of a grouping, this form must only be provided by the person heading the project.

ANNEX 4

DECLARATION BY THE TENDERER

Each service provider, including subcontractor(s) or any member of a consortium or grouping, must sign this declaration

1. In accordance with Article 93 of the Financial Regulation⁶, I declare on my honour that I am not in any of the following situations which would exclude me from participating in this procurement procedure:
 - a) I am not bankrupt, being wound up or having my affairs administered by the courts, I have not entered into an arrangement with creditors, I have not suspended business activities, I am not the subject of proceedings concerning any such matters, and I am not in any similar situation arising from a similar procedure provided for in legislation or regulations;
 - b) I have not been convicted of an offence concerning my professional conduct by a judgment which has the force of res judicata;
 - c) I have not been found guilty of grave professional misconduct proven by any means which the contracting authority can justify;
 - d) I have not failed to fulfil 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 I am established or with those of the country or the contracting authority or those of the country where the contract is to be performed;
 - e) I have not been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
 - f) I am currently not subject to an administrative penalty referred to in Article 96(1) of the Financial Regulation for being guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in a contract procurement procedure or by the authorising officer as a condition of participation in a grant award procedure, for failing to supply this information or for having been declared to be in serious breach of their obligations under contracts or grants covered by the Community budget.
2. In addition, the undersigned declares on his or her honour:
 - a) that on the date of submission of the tender, the company or organisation I do represent and the staff proposed for this tender are not subject to a conflict of interests in the context of this invitation to tender; I undertake to inform the Commission without delay of any change to this situation after the date of submission of the tender.
 - b) that the information provided to the Commission within the context of this invitation to tender is accurate, sincere and complete.

Done at on.....

Name

Title

Signature:

⁶ Council Regulation (EC, Euratom) n° 1605/2002 of 25 June 2002 on the Financial regulation applicable to the general budget of the European Communities, OJ L 248 of 16 September 2002, p. 1, amended by Council Regulation (EC, Euratom) n° 1995/2006 of 13 December 2006, OJ L 390 of 30 December 2006, p.1.

ANNEX 5



EUROPEAN COMMISSION
Directorate-General for Energy and Transport
Directorate G - Maritime transport, Galileo & Intelligent transport
Unit G3

DRAFT SERVICE CONTRACT

CONTRACT NUMBER – []

The European Community (hereinafter referred to as "the Community"), represented by the Commission of the European Communities (hereinafter referred to as "the Commission"), which is represented for the purposes of the signature of this contract by Mr Fotis Karamitsos, Director in the Directorate-General for Energy and Transport, Directorate G - Maritime transport, Galileo & Intelligent transport

of the one part,

and

and

[official name in full]

[official legal form]

[statutory registration number]

[official address in full]

[VAT registration number]

(hereinafter referred to as "the Contractor"), represented for the purposes of the signature of this contract by [name in full and function,]

of the other part,

HAVE AGREED

the **Special Conditions** and the **General Conditions** below and the following Annexes:

Annex I – Tender Specifications (Invitation to Tender No [] of []) and Monitoring

Annex II – Contractor's Tender (No [] of [])

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).

Subject to the above, the several instruments forming part of the Contract are to be taken as mutually explanatory. Ambiguities or discrepancies within or between such parts shall be explained or rectified by a written instruction issued by the Commission, subject to the rights of the Contractor under Article I.7 should he dispute any such instruction.

I – SPECIAL CONDITIONS

ARTICLE I.1 - SUBJECT

- I.1.1.** The subject of the Contract is for the provision of support to the standardisation process for EGNOS and Galileo in key application areas. It is expected to cover specific aspects of aviation (SBAS L5) and LBS communities (TETRA, WIMAX, DVB), and perform some relevant progress in the rail, road and multimodal transport domains, supporting the appropriate standardisation bodies and presenting relevant technical contributions to GNSS performance standards and standardisation of specific aspects in the operating chain for the target communities.
- I.1.2.** The Contractor shall execute the tasks assigned to him in accordance with the Tender Specifications annexed to the Contract (Annex I).

ARTICLE I.2 - DURATION

- I.2.1.** The Contract shall enter into force on the date on which it is signed by the last contracting party.
- I.2.2.** Execution of the tasks may under no circumstances begin before the date on which the Contract enters into force.
- I.2.3.** The duration of the tasks shall not exceed 24 months. The global duration of the Contract shall not exceed 27 months. This period and all other periods specified in the Contract are calculated in calendar days. Execution of the tasks shall start from the date of kick-off meeting. The period of execution of the tasks may be extended only with the express written agreement of the parties before such period elapses.

ARTICLE I.3 – CONTRACT PRICE

- I.3.1.** The maximum total amount to be paid by the Commission under the Contract shall be EUR [] covering all tasks executed.

ARTICLE I.4 – PAYMENT PERIODS AND FORMALITIES

Payments under the Contract shall be made in accordance with Article II.4. Payments shall be executed only if the Contractor has fulfilled all his contractual obligations by the date on which the invoice is submitted. Payment requests may not be made if payments for previous periods have not been executed as a result of default or negligence on the part of the Contractor.

- I.4.1.** Pre-financing:

Following signature of the Contract by the last contracting party, within 30 days of:

- the receipt by the Commission of a duly constituted financial guarantee equal to at least EUR. []

a pre-financing payment of EUR [] equal to 40 % of the total amount referred to in Article I.3.1. shall be made.

I.4.2 Interim payment:

Requests for interim payment by the Contractor shall be admissible if accompanied by:

- The Intermediate Report to be submitted at T0+13 in accordance with the instructions laid down in Annex I.
- the relevant invoice(s)

provided the report has been approved by the Commission.

The Commission shall have forty-five days from receipt to approve or reject the report, and the Contractor shall have 20 days in which to submit additional information or a new report.

Within 30 days of the date on which the report is approved by the Commission, an interim payment corresponding to [] equal to 30 % of the total amount referred to in Article I.3.1 shall be made.

I.4.3. Payment of the balance:

The request for payment of the balance of the Contractor shall be admissible if accompanied by

- the final technical report in accordance with the instructions laid down in Annex I
- the relevant invoices

provided the report has been approved by the Commission.

The Commission shall have forty-five from receipt to approve or reject the report, and the Contractor shall have 20 days in which to submit additional information or a new report.]

Within 30 days of the date on which the report is approved by the Commission, payment of the balance corresponding to EUR [] equal to 30 % of the total amount referred to in Article I.3.1 shall be made.

For Contractors established in Belgium, the provisions of the Contract constitute a request for VAT exemption No 450, provided the Contractor includes the following statement in his invoice(s): “Exonération de la TVA, article 42, paragraphe 3.3 du code de la TVA” or an equivalent statement in the Dutch or German language.

For Contractors established in Italy, the provisions of the Contract constitute a request for VAT exemption, provided the Contractor includes the following statement in his invoice(s): “Operazione non imponibile ai sensi dell’articolo 72, comma 3) paragrafo 3 del D.P.R. n. 633 del 26/10/1972 come modificato da ultimo dal D.L. n. 323 del 20/06/1996 convertito in Legge n. 425 dell’8/8/1996”.

ARTICLE I.5 – BANK ACCOUNT

Payments shall be made to the Contractor’s bank account denominated in euro, identified as follows:

Name of bank:
Address of branch in full:
Exact designation of account holder:
Full account number including codes:
IBAN code:

ARTICLE I.6 – GENERAL ADMINISTRATIVE PROVISIONS

Any communication relating to the Contract shall be made in writing and shall bear the Contract number. Ordinary mail shall be deemed to have been received by the Commission on the date on which it is registered by the department responsible indicated below. Communications shall be sent to the following addresses:

Commission:

European Commission
Directorate-General for energy and transports
Directorate G - Maritime transport, Galileo & Intelligent transport
Unit G5 - EU satellite navigation programmes: Infrastructure Deployment and Exploitation
B-1049 Bruxelles

Contractor:

Mr/Mrs/Ms
[Function]
[Company name]
[Official address in full]

ARTICLE I.7– APPLICABLE LAW AND SETTLEMENT OF DISPUTES

I.7.1. The Contract shall be governed by Community law complemented, where necessary, by the national substantive law of Belgium.

I.7.2. Any dispute between the parties resulting from the interpretation or application of the Contract which cannot be settled amicably shall be brought before the courts of Belgium.

ARTICLE I.8 – DATA PROTECTION

Any personal data included in the Contract shall be processed pursuant to Regulation (EC) No 45/2001 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. It shall be processed solely for the purposes of the performance, management and follow-up of the Contract by the entity acting as data controller within DG TREN without prejudice to possible transmission to internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel and/or to the European Anti-Fraud Office (OLAF) for the purposes of safeguarding the financial interests of the Community. The Contractor shall have the right of access to his personal data and the right to rectify any such data that is inaccurate or incomplete. Should the Contractor have any queries concerning the processing of his personal data, he shall address them to the entity acting as data controller within DG TREN. The Contractor shall have right of recourse at any time to the European Data Protection Supervisor.

II – GENERAL CONDITIONS

ARTICLE II.1 – PERFORMANCE OF THE CONTRACT

- II.1.1.** The Contractor shall perform the Contract to the highest professional standards. The Contractor shall have sole responsibility for complying with any legal obligations incumbent on him, notably those resulting from employment, tax and social legislation.
- II.1.2.** The Contractor shall have sole responsibility 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 him are to be executed.
- II.1.3.** Without prejudice to Article II.3 any reference made to the Contractor's staff in the Contract shall relate exclusively to individuals involved in the performance of the Contract.
- II.1.4.** The Contractor must ensure that any staff performing the Contract have the professional qualifications and experience required for the execution of the tasks assigned to him.
- II.1.5.** The Contractor shall neither represent the Commission nor behave in any way that would give such an impression. The Contractor shall inform third parties that he does not belong to the European public service.
- II.1.6.** The Contractor shall have sole responsibility for the staff who execute the tasks assigned to him.

The Contractor shall make provision for the following employment or service relationships with his staff:

- staff executing the tasks assigned to the Contractor may not be given orders direct by the Commission;
- the Commission may not under any circumstances be considered to be the staff's employer and the said staff shall undertake not to invoke in respect of the Commission any right arising from the contractual relationship between the Commission and the Contractor.

- II.1.7.** In the event of disruption resulting from the action of a member of the Contractor's staff working on Commission premises or in the event of the expertise of a member of the Contractor's staff failing to correspond to the profile required by the Contract, the Contractor shall replace him without delay. The Commission shall have the right to request the replacement of any such member of staff, stating its reasons for so doing. Replacement staff 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 him resulting from the replacement of staff in accordance with this Article.
- II.1.8.** Should any unforeseen event, action or omission directly or indirectly hamper execution of the tasks, either partially or totally, the Contractor shall immediately and on his own initiative record it and report it to the Commission. 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 his obligations under the Contract. In such event the Contractor shall give priority to solving the problem rather than determining liability.
- II.1.9.** Should the Contractor fail to perform his obligations under the Contract in accordance with the provisions laid down therein, the Commission may - without prejudice to its right to terminate the Contract - reduce or recover payments in proportion to the scale of the failure. In addition, the Commission may impose penalties or liquidated damages provided for in Article II.16.

ARTICLE II.2 – LIABILITY

- II.2.1.** The Commission shall not be liable for damage sustained by the Contractor in performance of the Contract except in the event of wilful misconduct or gross negligence on the part of the Commission.
- II.2.2.** The Contractor shall be liable for any loss or damage caused by himself in performance of the Contract, including in the event of subcontracting under Article II.13. The Commission shall not be liable for any act or default on the part of the Contractor in performance of the Contract.
- II.2.3.** The Contractor shall provide compensation in the event of any action, claim or proceeding brought against the Commission by a third party as a result of damage caused by the Contractor in performance of the Contract.
- II.2.4.** In the event of any action brought by a third party against the Commission in connection with performance of the Contract, the Contractor shall assist the Commission. Expenditure incurred by the Contractor to this end may be borne by the Commission.
- II.2.5.** The Contractor shall take out insurance against risks and damage relating to performance of the Contract if required by the relevant applicable legislation. He 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 Commission should it so request.

ARTICLE II.3 - CONFLICT OF INTERESTS

II.3.1. The Contractor shall take all necessary measures to prevent any situation that could compromise the impartial and objective performance of the Contract. Such conflict of interests could arise in particular as a result of economic interest, political or national affinity, family or emotional ties, or any other relevant connection or shared interest. Any conflict of interests which could arise during performance of the Contract must be notified to the Commission in writing without delay. In the event of such conflict, the Contractor shall immediately take all necessary steps to resolve it.

The Commission reserves the right to verify that such measures are adequate and may require additional measures to be taken, if necessary, within a time limit which it shall set. The Contractor shall ensure that his staff, board and directors are not placed in a situation which could give rise to conflict of interests. Without prejudice to Article II.1 the Contractor shall replace, immediately and without compensation from the Commission, any member of his staff exposed to such a situation.

II.3.2. The Contractor shall abstain from any contact likely to compromise his independence.

II.3.3. The Contractor declares:

- that he has not made and will not make any offer of any type whatsoever from which an advantage can be derived under the Contract,
- that he 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 performance of the Contract.

II.3.4. The Contractor shall pass on all the relevant obligations in writing to his staff, board, and directors as well as to third parties involved in performance of the Contract. A copy of the instructions given and the undertakings made in this respect shall be sent to the Commission should it so request.

ARTICLE II.4 – PAYMENTS

II.4.1. Pre-financing :

Where required by Article I.4.1, the Contractor shall provide a financial guarantee in the form of a bank guarantee or equivalent supplied by a bank or an authorised financial institution (guarantor) equal to the amount indicated in the same Article to cover pre-financing under the Contract. Such guarantee may be replaced by a joint and several guarantee by a third party.

The guarantor shall pay to the Commission at its request an amount corresponding to payments made by it to the Contractor which have not yet been covered by equivalent work on his part.

The guarantor shall stand as first-call guarantor and shall not require the Commission to have recourse against the principal debtor (the Contractor).

The guarantee shall specify that it enters into force at the latest on the date on which the Contractor receives the pre-financing. The Commission shall release the guarantor from its obligations as soon as the Contractor has demonstrated that any pre-financing has been covered by equivalent work. The guarantee shall be retained until the pre-financing has been deducted

from interim payments or payment of the balance to the Contractor. It shall be released the following month. The cost of providing such guarantee shall be borne by the Contractor.

II.4.2. Interim payment:

At the end of each of the periods indicated in Annex I the Contractor shall submit to the Commission a formal request for payment accompanied by those of the following documents which are provided for in the Special Conditions:

- an interim technical report in accordance with the instructions laid down in Annex I;
- the relevant invoices indicating the reference number of the Contract to which they refer;
- statements of reimbursable expenses in accordance with Article II.7.

If the report is a condition for payment, on receipt the Commission shall have the period of time indicated in the Special Conditions in which:

- to approve it, with or without comments or reservations, or suspend such period and request additional information; or
- to reject it and request a new report.

If the Commission does not react within this period, the report shall be deemed to have been approved. Approval of the report does not imply recognition either of its regularity or of the authenticity, completeness or correctness of the declarations or information enclosed.

Where the Commission requests a new report because the one previously submitted has been rejected, this shall be submitted within the period of time indicated in the Special Conditions. The new report shall likewise be subject to the above provisions.

II.4.3. Payment of the balance:

Within sixty days of completion of the tasks referred to in Annex I the Contractor shall submit to the Commission a formal request for payment accompanied by those of the following documents which are provided for in the Special Conditions:

- a final technical report in accordance with the instructions laid down in Annex I;
- the relevant invoices indicating the reference number of the Contract to which they refer;
- statements of reimbursable expenses in accordance with Article II.7.

If the report is a condition for payment, on receipt the Commission shall have the period of time indicated in the Special Conditions in which:

- to approve it, with or without comments or reservations, or suspend such period and request additional information; or
- to reject it and request a new report.

If the Commission does not react within this period, the report shall be deemed to have been approved. Approval of the report does not imply recognition either of its regularity or of the authenticity, completeness or correctness of the declarations and information enclosed.

Where the Commission requests a new report because the one previously submitted has been rejected, this shall be submitted within the period of time indicated in the Special Conditions. The new report shall likewise be subject to the above provisions.

ARTICLE II.5 – GENERAL PROVISIONS CONCERNING PAYMENTS

- II.5.1.** Payments shall be deemed to have been made on the date on which the Commission's account is debited.
- II.5.2.** The payment periods referred to in Article I.4 may be suspended by the Commission at any time if it informs the Contractor that his payment request is not admissible, either because the amount is not due or because the necessary supporting documents have not been properly produced. In case of doubt on the eligibility of the expenditure indicated in the payment request, the Commission may suspend the time limit for payment for the purpose of further verification, including an on-the-spot check, in order to ascertain, prior to payment, that the expenditure is eligible.

The Commission shall notify the Contractor accordingly by registered letter with acknowledgment of receipt or equivalent. Suspension shall take effect from the date of dispatch of the letter. The remainder of the period referred to in Article I.4 shall begin to run again once the suspension has been lifted.

- II.5.3.** In the event of late payment the Contractor shall be entitled to interest, provided the calculated interest exceeds EUR 200. In case interest does not exceed EUR 200, the Contractor may claim interest within two months of receiving the payment. Interest shall be calculated at the rate applied by the European Central Bank to its most recent main refinancing operations ("*the reference rate*") plus seven percentage points ("*the margin*"). The reference rate in force on the first day of the month in which the payment is due shall apply. Such interest rate is published in the C series of the Official Journal of the European Union. Interest shall be payable for the period elapsing from the calendar day following expiry of the time limit for payment up to the day of payment. Suspension of payment by the Commission may not be deemed to constitute late payment.

ARTICLE II.6 – RECOVERY

- II.6.1.** If total payments made exceed the amount actually due under the Contract or if recovery is justified in accordance with the terms of the Contract, the Contractor shall reimburse the appropriate amount in euro on receipt of the debit note, in the manner and within the time limits set by the Commission.
- II.6.2.** In the event of failure to pay by the deadline specified in the request for reimbursement, the sum due shall bear interest at the rate indicated in Article II.5.3. Interest shall be payable from the calendar day following the due date up to the calendar day on which the debt is repaid in full.
- II.6.3.** The Commission may, after informing the Contractor, recover amounts established as certain, of a fixed amount and due by offsetting, in cases where the Contractor also has a claim on the Communities that is certain, of a fixed amount and due. The Commission may also claim against the guarantee, where provided for.

ARTICLE II.7 - REIMBURSEMENTS

- II.7.1.** Where provided by the Special Conditions or by Annex I, the Commission shall reimburse the expenses which are directly connected with execution of the tasks on production of original supporting documents, including receipts and used tickets.
- II.7.2.** Travel and subsistence expenses shall be reimbursed, where appropriate, on the basis of the shortest itinerary.

II.7.3. 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;
- d) travel outside Community territory shall be reimbursed under the general conditions stated above provided the Commission has given its prior written agreement.

II.7.4. Subsistence expenses shall be reimbursed on the basis of a daily allowance as follows:

- a) for journeys of less than 200 km (return trip) no subsistence allowance shall be payable;
- b) daily subsistence allowance shall be payable only on receipt of a supporting document proving that the person concerned was present at the place of destination;
- c) daily subsistence allowance shall take the form of a flat-rate payment to cover all subsistence expenses, including accommodation, meals, local transport, insurance and sundries;
- d) daily subsistence allowance, where applicable, shall be reimbursed at the rate specified in Article I.3.3.

II.7.5. The cost of shipment of equipment or unaccompanied luggage shall be reimbursed provided the Commission has given prior written authorisation.

ARTICLE II.8 – OWNERSHIP OF THE RESULTS - INTELLECTUAL AND INDUSTRIAL PROPERTY

Any results or rights thereon, including copyright and other intellectual or industrial property rights, obtained in performance of the Contract, shall be owned solely by the Community, which may use, publish, assign or transfer them as it sees fit, without geographical or other limitation, except where industrial or intellectual property rights exist prior to the Contract being entered into.

ARTICLE II.9 – CONFIDENTIALITY

II.9.1. The Contractor undertakes to treat in the strictest confidence and not make use of or divulge to third parties any information or documents which are linked to performance of the Contract. The Contractor shall continue to be bound by this undertaking after completion of the tasks.

II.9.2. The Contractor shall obtain from each member of his staff, board and directors an undertaking that they will respect the confidentiality of any information which is linked, directly or indirectly, to execution of the tasks and that they will not divulge to third parties

or use for their own benefit or that of any third party any document or information not available publicly, even after completion of the tasks.

ARTICLE II.10 - USE, DISTRIBUTION AND PUBLICATION OF INFORMATION

- II.10.1.** The Contractor shall authorise the Commission to process, use, distribute and publish, for whatever purpose, by whatever means and on whatever medium, any data contained in or relating to the Contract, in particular the identity of the Contractor, the subject matter, the duration, the amount paid and the reports. Where personal data is concerned, Article I.8 shall apply.
- II.10.2.** Unless otherwise provided by the Special Conditions, the Commission shall not be required to distribute or publish documents or information supplied in performance of the Contract. If it decides not to publish the documents or information supplied, the Contractor may not have them distributed or published elsewhere without prior written authorisation from the Commission.
- II.10.3.** Any distribution or publication of information relating to the Contract by the Contractor shall require prior written authorisation from the Commission and shall mention the amount paid by the Community. It shall state that the opinions expressed are those of the Contractor only and do not represent the Commission's official position.
- II.10.4.** The use of information obtained by the Contractor in the course of the Contract for purposes other than its performance shall be forbidden, unless the Commission has specifically given prior written authorisation to the contrary.

ARTICLE II. 11 – TAXATION

- II.11.1.** The Contractor shall have sole responsibility for compliance with the tax laws which apply to him. Failure to comply shall make the relevant invoices invalid.
- II.11.2.** The Contractor recognises that the Commission is, as a rule, exempt from all taxes and duties, including value added tax (VAT), pursuant to the provisions of Articles 3 and 4 of the Protocol on the Privileges and Immunities of the European Communities.
- II.11.3.** The Contractor shall accordingly complete the necessary formalities with the relevant authorities to ensure that the goods and services required for performance of the Contract are exempt from taxes and duties, including VAT.
- II.11.4.** Invoices presented by the Contractor shall indicate his place of taxation for VAT purposes and shall specify separately the amounts not including VAT and the amounts including VAT.

ARTICLE II.12 – FORCE MAJEURE

- II.12.1.** Force majeure shall mean any unforeseeable and exceptional situation or event beyond the control of the contracting parties which prevents either of them from performing any of their obligations under the Contract, was not due to error or negligence on their part or on the part of a subcontractor, and could not have been avoided by the exercise of due

diligence. Defects in equipment or material or delays in making it available, labour disputes, strikes or financial problems cannot be invoked as force majeure unless they stem directly from a relevant case of force majeure.

- II.12.2.** Without prejudice to the provisions of Article II.1.8, if either contracting party is faced with force majeure, it shall notify the other party without delay by registered letter with acknowledgment of receipt or equivalent, stating the nature, likely duration and foreseeable effects.
- II.12.3.** Neither contracting party shall be held in breach of its contractual obligations if it has been prevented from performing them by force majeure. Where the Contractor is unable to perform his contractual obligations owing to force majeure, he shall have the right to remuneration only for tasks actually executed.
- II.12.4.** The contracting parties shall take the necessary measures to reduce damage to a minimum.

ARTICLE II.13 – SUBCONTRACTING

- II.13.1.** The Contractor shall not subcontract without prior written authorisation from the Commission nor cause the Contract to be performed in fact by third parties.
- II.13.2.** Even where the Commission authorises the Contractor to subcontract to third parties, he shall none the less remain bound by his obligations to the Commission under the Contract and shall bear exclusive liability for proper performance of the Contract.
- II.13.3.** The Contractor shall make sure that the subcontract does not affect rights and guarantees to which the Commission is entitled by virtue of the Contract, notably Article II.17.

ARTICLE II.14 – ASSIGNMENT

- II.14.1.** The Contractor shall not assign the rights and obligations arising from the Contract, in whole or in part, without prior written authorisation from the Commission.
- II.14.2.** In the absence of the authorisation referred to in 1 above, or in the event of failure to observe the terms thereof, assignment by the Contractor shall not be enforceable against and shall have no effect on the Commission.

ARTICLE II.15 – TERMINATION BY THE COMMISSION

- II.15.1.** The Commission may terminate the Contract in the following circumstances:
- (a) where the Contractor is being wound up, is having his 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) where the Contractor has been convicted of an offence concerning his professional conduct by a judgment which has the force of *res judicata*;

- (c) where the Contractor has been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- (d) where the Contractor has not fulfilled 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 he is established or with those of the country applicable to the Contract or those of the country where the Contract is to be performed;
- (e) where the Commission seriously suspects the Contractor of fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- (f) where the Contractor is in breach of his obligations under Article II.3;
- (g) where the Contractor was guilty of misrepresentation in supplying the information required by the Commission as a condition of participation in the Contract procedure or failed to supply this information;
- (h) where a change in the Contractor's legal, financial, technical or organisational situation could, in the Commission's opinion, have a significant effect on the performance of the Contract;
- (i) where execution of the tasks has not actually commenced within three months⁷ of the date foreseen, and the new date proposed, if any, is considered unacceptable by the Commission;
- (j) where the Contractor is unable, through his own fault, to obtain any permit or licence required for performance of the Contract;
- (k) where the Contractor, after receiving formal notice in writing to comply, specifying the nature of the alleged failure, and after being given the opportunity to remedy the failure within a reasonable period following receipt of the formal notice, remains in serious breach of his contractual obligations.

II.15.2. In case of force majeure, notified in accordance with Article II.12, either contracting party may terminate the Contract, where performance thereof cannot be ensured for a period corresponding to at least to one fifth of the period laid down in Article I.2.3.

II.15.3. Prior to termination under point e), h) or k), the Contractor shall be given the opportunity to submit his observations.

Termination shall take effect on the date on which a registered letter with acknowledgment of receipt terminating the Contract is received by the Contractor, or on any other date indicated in the letter of termination.

II.15.4. Consequences of termination:

In the event of the Commission terminating the Contract in accordance with this Article and without prejudice to any other measures provided for in the Contract, the Contractor shall waive any claim for consequential damages, including any loss of anticipated profits for uncompleted work. On receipt of the letter terminating the Contract, the Contractor shall take all appropriate measures to minimise costs, prevent damage, and cancel or

reduce his commitments. He shall draw up the documents required by the Special Conditions for the tasks executed up to the date on which termination takes effect, within a period not exceeding sixty days from that date.

The Commission may claim compensation for any damage suffered and recover any sums paid to the Contractor under the Contract.

On termination the Commission may engage any other contractor to complete the services. The Commission shall be entitled to claim from the Contractor all extra costs incurred in making well and completing the services, without prejudice to any other rights or guarantees it has under the Contract.

ARTICLE II.16 – LIQUIDATED DAMAGES

Should the Contractor fail to perform his obligations under the Contract within the time limits set by the Contract, then, without prejudice to the Contractor's actual or potential liability incurred in relation to the Contract or to the Commission's right to terminate the Contract, the Commission may decide to impose liquidated damages of 0.2% of the amount specified in Article I.3.1 per calendar day of delay. The Contractor may submit arguments against this decision within thirty days of notification by registered letter with acknowledgement of receipt or equivalent. In the absence of reaction on his part or of written withdrawal by the Commission within thirty days of the receipt of such arguments, the decision imposing the liquidated damages shall become enforceable. These liquidated damages shall not be imposed where there is provision for interest for late completion. The Commission and the Contractor 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 that may be reasonably anticipated from such failure to perform obligations.

ARTICLE II.17 – CHECKS AND AUDITS

- II.17.1.** Pursuant to Article 142 of the Financial Regulation applicable to the general budget of the European Communities, the European Court of Auditors shall be empowered to audit the documents held by the natural or legal persons receiving payments from the budget of the European Communities from signature of the Contract up to five years after payment of the balance.
- II.17.2.** The Commission or an outside body of its choice shall have the same rights as the European Court of Auditors for the purpose of checks and audits limited to compliance with contractual obligations from signature of the Contract up to five years after payment of the balance.
- II.17.3.** In addition, the European Anti Fraud Office may carry out on-the-spot checks and inspections in accordance with Council Regulation (Euratom, EC) No 2185/96 and Parliament and Council Regulation (EC) No 1073/1999 from signature of the Contract up to five years after payment of the balance.

ARTICLE II.18 – AMENDMENTS

Any amendment to the Contract shall be the subject of a written agreement concluded by the contracting parties. An oral agreement shall not be binding on the contracting parties.

ARTICLE II.19 – SUSPENSION OF THE CONTRACT

Without prejudice to the Commission's right to terminate the Contract, the Commission may at any time and for any reason suspend execution of the tasks under the Contract or any part thereof. Suspension shall take effect on the day the Contractor receives notification by registered letter with acknowledgment of receipt or equivalent, or at a later date where the notification so provides. The Commission may at any time following suspension give notice to the Contractor to resume the work suspended. The Contractor shall not be entitled to claim compensation on account of suspension of the Contract or of part thereof.

SIGNATURES

For the Contractor,
[*Company name*/forename/surname/function]

For the Commission,
[forename/surname/function]

signature[s]: _____

signature[s]:_____

Done at [Brussels], [date]

Done at [Brussels], [date]

In duplicate in English.

ANNEX I

Tender Specifications and Monitoring

The purpose of this Annex is to enable the Commission to conduct, throughout the duration of the Contract, an accurate appraisal of whether the Contractor is executing the tasks assigned to him in accordance with the provisions of the Contract.

So that the Commission can regularly identify the progress made in execution of the tasks in accordance with the Tender Specifications, appropriate monitoring, assessment, and supervisory procedures shall be set up. For these purposes, this Annex shall include all necessary details, in particular, where relevant, the following:

- (i) schedule of interim and final reports – terms for approval, structure and content (where provision is made for such reports and a specific annex is not necessary);*
- (ii) schedule of audits to be carried out in accordance with Article II.17 of the Contract.*

All details on Monitoring and Reporting are to be indicated and included in the Tender Specifications.