



EUROPEAN COMMISSION
DIRECTORATE-GENERAL
ENVIRONMENT
Directorate B – Circular Economy & Green Growth
Unit B1 - Sustainable Production, Products & Consumption

CALL FOR TENDERS

ENV.B.1/SER/2017/00XXMV

SERVICE CONTRACT FOR THE

Development of life cycle costing (LCC) tools for use in green public
procurement (GPP)

TENDER SPECIFICATIONS

TABLE OF CONTENTS

1.	INFORMATION ON TENDERING.....	4
1.1.	Participation.....	4
1.2.	Contractual conditions.....	4
1.3.	Compliance with applicable law.....	4
1.4.	Joint tenders.....	4
1.5.	Subcontracting.....	4
1.6.	Structure and content of the tender.....	5
1.7.	Identification of the tenderer.....	5
2.	EVALUATION AND AWARD.....	6
2.1.	Evaluation steps.....	6
2.2.	Verification of non-exclusion.....	6
2.3.	Selection criteria.....	7
2.4.	Compliance with the minimum requirements.....	10
2.5.	Award criteria.....	10
2.6.	Financial offer.....	12
3.	TECHNICAL SPECIFICATIONS.....	12
3.1.	Policy background.....	12
3.2.	Objectives.....	13
3.3.	Content/Description of Tasks.....	13
3.4.	Meetings.....	16
3.5.	Deliverables.....	16
3.6.	Duration of the tasks.....	19
3.7.	Place of performance.....	19
	ANNEX 1 - ADMINISTRATIVE INFORMATION FORM.....	20

ANNEX 2 – QUESTIONNAIRE FOR JOINT BIDS AND SUBCONTRACTING	21
ANNEX 3 – FINANCIAL OFFER TEMPLATE.....	23
ANNEX 4 - LEGAL ENTITY AND FINANCIAL IDENTIFICATION FORMS	24
ANNEX 5 - DECLARATION ON HONOUR ON EXCLUSION CRITERIA AND SELECTION CRITERIA.....	25
I – SITUATION OF EXCLUSION CONCERNING THE PERSON.....	25
II – SITUATIONS OF EXCLUSION CONCERNING NATURAL PERSONS WITH POWER OF REPRESENTATION, DECISION-MAKING OR CONTROL OVER THE LEGAL PERSON	27
III – SITUATIONS OF EXCLUSION CONCERNING NATURAL OR LEGAL PERSONS ASSUMING UNLIMITED LIABILITY FOR THE DEBTS OF THE LEGAL PERSON.....	27
IV – GROUNDS FOR REJECTION FROM THIS PROCEDURE	28
V – REMEDIAL MEASURES	28
VI – EVIDENCE UPON REQUEST.....	28
VII – SELECTION CRITERIA	29
VII – EVIDENCE FOR SELECTION.....	29
ANNEX 6 - ACKNOWLEDGEMENT OF RECEIPT	30

1. INFORMATION ON TENDERING

1.1. Participation

Participation in this tender procedure is restricted to the invited candidates only.

1.2. Contractual conditions

The tenderer should bear in mind the provisions of the draft contract which specifies the rights and obligations of the contractor, particularly those on payments, performance of the contract, confidentiality, and checks and audits.

1.3. Compliance with applicable law

The tender must comply with applicable environmental, social and labour law obligations established by Union law, national legislation, collective agreements or the international environmental, social and labour conventions listed in Annex X to Directive 2014/24/EU¹.

1.4. Joint tenders

A joint tender is a situation where a tender is submitted by a group of economic operators (natural or legal persons). Joint tenders may include subcontractors in addition to the members of the group.

In case of joint tender, all members of the group assume joint and several liability towards the Contracting Authority for the performance of the contract as a whole, i.e. both financial and operational liability. Nevertheless, tenderers must designate one of the economic operators as a single point of contact (the leader) for the Contracting Authority for administrative and financial aspects as well as operational management of the contract.

After the award, the Contracting Authority will sign the contract either with all members of the group, or with the leader on behalf of all members of the group, authorised by the other members via powers of attorney.

1.5. Subcontracting

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

Tenderers are required to identify all subcontractors and provide an indication of the proportion of subcontracting. See Annex 2, questionnaire for joint bids and subcontracting.

¹ Directive 2014/24/EU of the European Parliament and of the Council of 26 February 2014 on public procurement and repealing Directive 2004/18/EC (OJ L 94, 28.3.2014, p. 65).

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

1.6. Structure and content of the tender

The tenders must be presented as follows:

Part A: Identification of the tenderer (see section 1.7)

Part B: Non-exclusion (see section 2.2)

Part C: Selection (see section 2.3)

Part D: Technical offer (see section 3)

Part E: Financial offer (see section 2.6)

1.7. Identification of the tenderer

The tender must include a cover letter signed by an authorised representative presenting the name of the tenderer (including all entities in case of joint tender) and identified subcontractors if applicable, and the name of the single contact point (leader) in relation to this procedure. Coherence must be ensured between the information in the cover letter and in Annex 1.

In case of joint tender, the cover letter must be signed either by an authorised representative for each member, or by the leader authorised by the other members with powers of attorney. The signed powers of attorney must be included in the tender as well. Subcontractors that are identified in the tender must provide a letter of intent signed by an authorised representative stating their willingness to provide the service presented in the tender and in line with the present tender specifications.

The tenderer (and each member of the group in case of joint tender) must declare whether it is a Small or Medium Size Enterprise in accordance with [Commission Recommendation 2003/361/EC](#). This information is used for statistical purposes only.

All tenderers (including all members of the group in case of joint tender) must provide a signed Legal Entity Form with its supporting evidence. The form is available on: http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm

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

The tenderer (or the leader in case of joint tender) must provide a Financial Identification Form with its supporting documents. Only one form per tender should be submitted. No form

is needed for subcontractors and other members of the group in case of joint tender. The form is available on: http://ec.europa.eu/budget/contracts_grants/info_contracts/index_en.cfm

2. EVALUATION AND AWARD

2.1.Evaluation steps

The evaluation is based solely on the information provided in the submitted tender. It involves the following:

- Verification of non-exclusion of tenderers on the basis of the exclusion criteria
- Selection of tenderers on the basis of selection criteria
- Verification of compliance with the minimum requirements set out in these tender specifications
- Evaluation of tenders on the basis of the award criteria

The contracting authority may reject abnormally low tenders, in particular if it established that the tenderer or a subcontractor does not comply with applicable obligations in the fields of environmental, social and labour law.

The Contracting Authority will assess these criteria in no particular order. The successful tenderer must pass all criteria to be awarded the contract.

2.2.Verification of non-exclusion

All tenderers must provide a declaration on honour (see Annex 5), signed and dated by an authorised representative, stating that they are not in one of the situations of exclusion listed in that declaration on honour.

In case of joint tender, each member of the group must provide a declaration on honour signed by an authorised representative.

In case of subcontracting, subcontractors whose capacity is necessary to fulfil the selection criteria must provide a declaration on honour signed by an authorised representative.

The Contracting Authority reserves the right to verify whether the successful tenderer is in one of the situations of exclusion by requiring, at any point during the procedure, the supporting documents listed in the declaration on honour.

The obligation to submit supporting evidence does not apply to international organisations.

A tenderer (or a member of the group in case of joint tender, or a subcontractor) is not required to submit the documentary evidence if it has already been submitted for another procurement procedure and provided the documents were issued not more than one year before the date of their request by the contracting authority and are still valid at that date. In such cases, the tenderer must declare on its honour that the documentary evidence has already been provided in a previous procurement procedure, indicate the reference of the procedure and confirm that there has been no change in its situation.

A tenderer (or a member of the group in case of joint tender, or a subcontractor) is not required to submit a specific document if the contracting authority can access the document in question on a national database free of charge.

2.3.Selection criteria

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

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

2.3.1. Declaration and evidence

The tenderers (and each member of the group in case of joint tender) and subcontractors whose capacity is necessary to fulfil the selection criteria must provide the declaration on honour (see Annex 5), signed and dated by an authorised representative, stating that they fulfil the selection criteria applicable to them individually. In case of joint tender or subcontracting, the criteria applicable to the tenderer as a whole will be verified by combining the various declarations for a consolidated assessment.

This declaration is part of the declaration used for exclusion criteria (see section 2.2) so only one declaration covering both aspects should be provided by each concerned entity.

The Contracting Authority will evaluate selection criteria on the basis of the declaration on honour and evidence submitted for the legal and regulatory, financial and economic and technical and professional capacity of the tenderers.

A tenderer (or a member of the group in case of joint tender, or a subcontractor) is not required to submit the documentary evidence if it has already been submitted for another procurement procedure and provided the documents were issued not more than one year before the date of their request by the contracting authority and are still valid at that date. In such cases, the tenderer must declare on its honour that the documentary evidence has already been provided in a previous procurement procedure, indicate the reference of the procedure and confirm that there has been no change in its situation.

A tenderer (or a member of the group in case of joint tender, or a subcontractor) is not required to submit a specific document if the contracting authority can access the document in question on a national database free of charge.

2.3.2. Legal and regulatory capacity criteria and evidence

Tenderers must prove that they are allowed to pursue the professional activity necessary to carry out the work subject to this call for tenders. The tenderer (including each member of the group in case of joint tender) must provide the following information in its tender if it has not been provided with the Legal Entity Form:

- For legal persons, a legible copy of the notice of appointment of the persons authorised to represent the tenderer in dealings with third parties and in legal proceedings, or a copy of the publication of such appointment if the legislation applicable to the legal person requires such publication. Any delegation of this authorisation to another representative not indicated in the official appointment must be evidenced.
- For natural persons, if required under applicable law, a proof of registration on a professional or trade register or any other official document showing the registration number.

2.3.3 Economic and financial capacity criteria and evidence

The tenderer must have the necessary economic and financial capacity to perform this contract until its end. The tenderer must comply with the following selection criteria:

Annual turnover of the last two financial years above EUR 80,000 (eighty thousand euros); this criterion applies to the tenderer as a whole, i.e. the combined capacity of all members of a group and identified subcontractors in case of a joint tender.

On request from the contracting authority, the tenderer should be able to provide the following evidence at short notice:

- Copy of the profit and loss accounts for the last two years for which accounts have been closed from each concerned legal entity;
- Failing that, appropriate statements from banks;
- If applicable, evidence of professional risk indemnity insurance.

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

2.3.4 Technical and professional capacity criteria and evidence

a. Criteria and evidence relating to tenderers

Tenderers (in case of a joint tender the combined capacity of all members of the group and identified subcontractors) must comply with the criteria listed below:

The project references indicated below consist of a list of relevant services provided (i.e. fully delivered) in the past three years, with the sums, dates and clients, public or private, accompanied by statements issued by the clients.

- **Criterion A1:** The tenderer must prove in-depth experience in the field of EU environmental and public procurement policies, specifically in the field of Green Public Procurement (GPP). This experience has to include knowledge and work with GPP policies,

legislation, criteria development processes and GPP practices and implementation, at the EU level and in at least two EU Member States.

Evidence A1: The tenderer must provide references for at least two projects delivered in these fields in the last three years with a minimum value for each project of € 80,000.

- **Criterion A2:** The tenderer must prove capacity to draft reports in English.

Evidence A2: The tenderer must provide one document of at least 10 pages (report, study, etc.) in English that it has drafted and published or delivered to a client in the last two years. The verification will be carried out on 5 pages of the document.

In order to prove their capacity, the tenderer must submit with its tender the evidence listed above.

General remark: In order to keep tender documents short, please note that the presentation of knowledge in the field of GPP should be kept short (max. 3 DinA4 pages). Bidders should especially abstain from mere copy-pasting/paraphrasing of Commission documents, reports and websites.

b. Criteria and evidence relating to the team delivering the service:

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

Criterion B1 - Project Manager: At least 5 years' experience in project management, including overseeing project delivery, quality control of delivered service, client orientation and conflict resolution experience in project of a similar size (at least €50,000) and geographic coverage (at least three Member States), with experience in management of teams of at least 4 people.

Evidence B1: CV

Criterion B2 – Public Procurement Lawyer: University Law degree and three years' professional experience working with a main focus on public procurement in the EU or at the national level. This must include practical experience in the development of tenders with green criteria, their evaluation and implementation.

Evidence B2: CV

Criterion B3 - Team: The team proposed should cover the following areas (with experience of at least three years in the nominated field for each person):

Experience in:

- GPP policies and implementation at different levels of government (at least two persons),
- IT tools expert in the design and development of web based tools and applications.

A consolidated table of staff proposed must be provided indicating which team members fulfil the requirements of the above fields.

Evidence B3: CVs

Criterion B4 - Language quality check: at least two members of the team should have at least C1 level in the Common European Framework for Reference for Languages² in English and at least one in German and in French.

Evidence B4: a language certificate or past relevant experience.

In order to prove their capacity, the tenderer must submit with its tender the evidence listed above.

2.4. Compliance with the minimum requirements

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

2.5. Award criteria

The contract will be awarded to the most economically advantageous tender, according to the 'best price-quality ratio' award method. The quality of the tender will be evaluated based on the following criteria. The maximum total quality score is 100 points.

A maximum of 45 points will be attributed to criterion 1, a maximum of 35 points will be attributed to criterion 2, and a maximum of 20 points will be attributed to criterion 3. In addition a minimum threshold will be set up under this system of points:

- Technical sufficiency levels: Selected companies will have to score a minimum of 25, 20 and 12 points under criteria 1, 2 and 3 respectively, with a minimum total of 65 points.

Assessment of the tenders will focus on the quality of the proposed services therefore tenderers should elaborate on all points addressed by these specifications in order to score as many points as possible. The mere repetition of mandatory requirements set out in these specifications, without going into details or without giving any added value, will only result in a very low score. In addition, if certain essential points of these specifications are not expressly covered by the tender, the Commission may decide to give a zero mark for the relevant qualitative award criteria.

1 Quality of the proposed methodology (45 points – minimum threshold 25 points)

² See http://www.coe.int/t/dg4/linguistic/Cadre1_en.asp

The degree to which the methodology shows the capacity to resolve the questions underlying in the tender in a realistic and well-structured way, as well as whether the methods proposed are suited to the needs set out by the Commission in the Technical Description. The Commission will specifically evaluate the proposal for how the tool should look like and the outline of the user guide. Moreover, it will look at how the tenderer intends to ensure the complementarity of the tool with the existing EU GPP criteria and how the tenderer plans to involve public authorities in the testing phase of the tool.

2 Organisation of the work and allocation of resources (35 points – minimum threshold 20 points)

This criterion will assess how the roles and responsibilities of the proposed team and of the economic operators (in case of joint tenders, including subcontractors if applicable) are distributed for each task. It also assesses the global allocation of time and resources to the project and to each task or deliverable, and whether this allocation is adequate for the work. The tender should provide details on the allocation of time and resources and the rationale behind the choice of this allocation. Details should be provided as part of the technical offer and not simply as part of the financial offer.

3 Quality control measures (20 points – minimum threshold 12 points)

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

2.5.1 Ranking and Award

Having examined the tenders from a technical point of view, the evaluation committee will proceed considering which is the economically most advantageous offer taking into account **only those tenders that have obtained at least 65 out of the 100 points that are available for the technical quality of the bid**. The evaluation committee will then proceed with the financial comparison of the tenders retained for further consideration according to the ranking procedure below.

The bid offering the best value for money will be chosen, provided that the minimum number of points cited above is achieved. The ranking of the tenders will be calculated as follows:

- All bids that do not reach the stated technical sufficiency levels for each individual award criteria will not be considered for contract award.
- All bids that have passed the individual levels and score 65 or higher are deemed to be technically sufficient. Then the price is divided by the total number of points awarded to obtain the price-quality ratio. The award of the contract will be made in accordance with the lowest ratio.

The Commission reserves the right not to select any tender if the amounts tendered exceed the budget envisaged for this project.

2.6. Financial offer

The maximum budget allocated to this contract is fixed at € 80,000 (eighty thousand Euros) excluding VAT (including fees, travel and all other costs. **NB Travel and subsistence expenses should be part of the lump sum and will not be refunded separately**). Any offers received that do not respect this maximum budget will be automatically excluded from the evaluation procedure. For guidance purposes see Annex 3.

The price for the tender must be quoted in euro. Tenderers from countries outside the euro zone have to quote their prices in euro. The price quoted may not be revised in line with exchange rate movements. It is for the tenderer to assume the risks or the benefits deriving from any variation.

Prices must be quoted free of all duties, taxes and other charges, including VAT, as the European Union is exempt from such charges under Articles 3 and 4 of the Protocol on the privileges and immunities of the European Union. The amount of VAT may be shown separately.

3. TECHNICAL SPECIFICATIONS

3.1. Policy background

As set out in the Communication "Public Procurement for a Better Environment" (2008), the European Commission is encouraging public authorities to green their purchasing decisions. In this context, life cycle costing (LCC) is considered as a useful tool that could deliver financial savings as well as reductions in the environmental impact of purchases made by public authorities.

LCC can be defined as a methodology where costs of a given asset are considered over the asset's lifetime. LCC as a concept is similar to other financial and economic assessment tools, such as cost-benefit analyses, financial assessment, whole life costs, etc.

For the purpose of this contract the concept of LCC includes the following elements: 1) purchase price and all associated costs (delivery, installation, commissioning, etc.); 2) operating costs, including energy, spares, and maintenance; 3) end-of-life costs, such as decommissioning or disposal, and 4) cost of environmental externalities.

LCC makes good sense in regard to both economic and environmental objectives. The use of LCC can prompt public authorities to buy goods with lower total lifetime costs, meaning products where a possibly higher purchasing price is offset by cost savings generated e.g. through low energy use, and products with lower environmental impacts. Still, the use of LCC to determine the costs in evaluating offers by contracting authorities is comparatively limited. A harmonised, widely agreed LCC methodology is likely to further increase the uptake of LCC considerations in tenders throughout Europe.

3.2. Objectives

Based on its perceived benefits, the European Commission would like to encourage and facilitate the wide use of LCC by making available tools that could help the application of LCC among public authorities in Europe. An LCC methodology could also, at a later stage, take the form of a common European LCC methodology such as the one included in the Clean Vehicles Directive.

Following the new rules of the public procurement reform on Life Cycle Costing, the Commission had commissioned a first study to develop a life-cycle costing tool for a number of electricity-using products, covering Office IT equipment, Office & Street Lighting, White Goods, Vending Machines and Electrical Medical Equipment. The study was conducted by **Studio Fieschi and the Scuola Superiore Sant'Anna**. The deliverables of the study include a [Life Cycle Costing Tool](#), a [user guide](#) and [technical specifications](#), the latter detailing the background of the proposed tool (published in 2016). While the tool was considered a good starting point, procurement policy makers and practitioners recommended some changes to the tool. The most important one was that, while the tool included a number of very different product groups, procurement policy makers and practitioners recommended developing individual tool for specific products in order to make the use as simple as possible. They also recommended limiting the user guide for each product to a maximum of 10 pages.

Further points which were mentioned:

- It must be made clear who is responsible for the input of which data;
- All underlying calculation formulas must be made transparent;
- The use modes and test procedures must be in line with the EU GPP criteria and the relationship with those criteria must be clarified;
- The main control sheet should be directly editable;
- All input should be on one sheet, together with the results;
- The final results should also include information on emission reductions;
- Provide for different electricity mixes
- The Total Cost of Ownership tool and guide from the Danish Environment Protection Agency (*attached their tool and guide for computer procurement*) and the Swedish LCC tools (<http://www.upphandlingsmyndigheten.se/en/subject-areas/lcc-tools/>) (albeit not monetising environmental externalities) could serve as examples of user-friendly tools.

Under this contract, at least one pilot tool and up to 4 additional tools should be developed.

3.3. Content/Description of Tasks

The tasks of the contractor will be as follows:

- (1) Develop a “pilot” tool and user guide for the product group “computers” (laptops and stationary computers). The tool should complement the [EU GPP criteria for Computers and monitors](#), i.e. it should be usable in combination with the proposed requirements of the EU GPP criteria.

The tool must be usable to determine the cost of a tender in a real procurement procedure, but must also be usable to help public authorities to decide what approach to take in the pre-procurement phase. It should also include some preliminary consideration on what is important in the context of computer procurement and explanations on how it interplays with the EU GPP criteria. It should take into account the points included in the hyphenated list at the end of 3.2. The tool should mainly look at elements linked with the phase of ownership of the product by the contracting authority, thus not covering the whole life cycle of a product because of the difficulties to account for the early stages of the life cycle. This might be added in future versions of the tools.

The tool should include at least the following cost parameters:

- purchase/lease price;
- (if applicable) installation, maintenance/service costs;
- electricity costs;
- CO₂-eq costs for electricity use
- (the option for the public authority using the tool to include) taxes, insurance and interest costs are to be included.

The contractor can propose the inclusion of further elements, provided their implementation does not considerably complicate the use of the tool.

Regarding the energy costs, the tool should provide the possibility of choosing different modes according to the intended use (e.g. different function modes, stand-by mode) while clearly indicating according to which standards these modes should be measured.

The tool should take the discount rate into account. It also needs to allow the use of the different currencies and emission data for the electricity mixes in the different Member States energy mixes of the EU Member States.

The tool and the user guide need to be thoroughly checked from a legal point of view in order to ensure compliance with the public procurement directives, especially the verifiability of the indications provided by tenderers.

The LCC tool must be accompanied by an easy-to-read user guide that explains how to use the tool of approx. 10 pages including illustrative images).

The contractor needs to involve at least three public authorities active in the field of GPP from at least three Member States in the testing of the tool and the guidance document. The pilot testing would need to be theoretical, working with the pilot test authorities to identify scenarios and data that fully test the functionality of the tool. It would not be expected for the pilot testing to use a real procurement case. Testing of

the tool should assess the: i) technical content, ii) structure, format and presentation, iii) user interface (how easy is it use). The contractor also needs to involve suppliers with experience in tendering procedures for this product group and seek their feedback on the tool.

After taking duly account of the comments provided by the public authorities, the reworked draft tool and the reworked draft guidance document will be sent by the Commission to the GPP Advisory Group (informal expert group composed of Member States and several stakeholders), for a period of comments of at least four weeks. The comments need to be taken into consideration by the contractor for the development of the final version of the tool and the guidance document.

The LCC tool shall have the following general characteristics:

- Use MS-Office tools (version 2010 compatible) and ensure that it is also compatible with OpenOffice
- Usable and maintainable without any kind of fee (apart for MS-Office licence)
- Standalone software (no internet connection) for MS-Windows based computers (at least MS-Windows 7); the contractor is not allowed to develop any web-based system
- Simple, intuitive and attractive user interface;
- Flexibility, upgrade and upscale possibility;
- Possibility to securely import/export data and transfer them to other users;
- Packaged for free download from Europa servers and accompanied with an installation procedure on user's machine;
- Easily and completely removable from user's environment
- Designed for easy maintenance by another contractor or MS-Office expert
- The user guide (as a separate document or integrated in the tool) shall be provided in pdf

The tenderer shall present with his offer a proposal for how the tool should look like and provide the outline of a user guide with its main elements.

When the pilot tool is finalised, the Commission will evaluate, within two weeks, its merits, also in light of the feedback from the GPP Advisory Group and from procurers, especially based on the extent to which procurers state that they would use the tool in practice and to the extent to which GPP Advisory Group members state that they would recommend its use in their respective countries. If the evaluation is positive, especially by public authorities, the contractor will work on the tasks (2). If it is negative, the contract will end after task (1), and the contractor (if all deliverables have been delivered in a satisfactory manner) will receive the sum equivalent to 30% of the overall bidding price.

In case of continuation and within the project duration, the contractor will be in charge of maintaining/updating the tool and the user guide on request of the Commission or following its own initiative and following the Commission's agreement (max. 5 working days).

Following the finalisation of the LCC pilot tool and the user guide, they shall be available in all EU languages. The translation of the tool's text elements will be done by the Commission, but the contractor will have to insert the translated texts into the tool and in the format of the user guide.

(2) Develop four more tools and user guide in line with the “pilot” developed under (1) for the following product groups:

- a) Vending machines (hot beverages and cooled snacks)
- b) Printers/Multifunctional devices
- c) Outdoor lighting
- d) Indoor Lighting

The tools should meet the requirements set under (1) and take into account the specificities of the different product groups. It must however not be tested with public authorities again, only be sent (after comments by the Commission) to the GPP Advisory Group for another round of comments within at least four weeks .

3.4. Meetings

The tenderer needs to foresee the costs of one kick-off meeting with the Commission Team within four weeks after the contract enters into force, one interim meeting after 6 months, one meeting three months before the end of the contract. One of the meetings should be done via videoconference/webinar.

Communications during the contract will be carried out by e-mail and phone, if necessary, teleconferences/ videoconferences will be organised.

3.5. Deliverables

The below table shows the timing and the nature of the deliverables:

Deliverables and timings	Latest delivery date
Kick-off meeting	In agreement with the Commission, at the latest 4 working weeks after signature of contract by both parties
Minutes of kick-off meeting	2 weeks after kick-off meeting
Concept for pilot tool and user guide	2 months after signature

Interim report	4 months after signature
Draft pilot tool and draft user guide in electronic format to send to the Commission (feedback by the Commission to be given within 10 working days)	6 months after signature
Testing phase and integration of lessons learnt	8 months after kick-off
Consultation of the GPP Advisory Group (minimum four weeks) and integration of comments	10 months after kick-off
Finalisation of pilot tool and user guide, technical documentation, including instructions regarding the possible up-scaling of the tool	11 months after signature
Decision by the Commission to continue/discontinue the project	12 months after signature
(if project discontinued) Provision of final report	14 months after signature
(if project continued) Draft tools and user guides for Vending machines and Printers/Multifunctional devices to send to the Commission (feedback by the Commission to be given within 10 working days)	15 months after signature
Inserting translated texts into different language versions of the pilot tool and the (the translation of the text itself will be done by the European Commission and delivered at latest three weeks before the end of the contract)	15 months after signature
Consultation of the GPP Advisory Group for Vending machines and Printers/Multifunctional devices (minimum four weeks) and integration of comments	17 months after kick-off
Finalisation of the Vending machines and Printers/Multifunctional devices tools and	18 months after signature

user guides	
Draft tools and user guides for Indoor and Outdoor Lighting to send to the Commission (feedback by the Commission to be given within 10 working days)	18 months after signature
Consultation of the GPP Advisory Group for Indoor and Outdoor Lighting (minimum four weeks) and integration of comments	20 months after kick-off
Finalisation of the Indoor and Outdoor Lighting tools and user guides	21 months after signature
Inserting translated texts into different language versions of the four additional tools and user guides (the translation of the text itself will be done by the European Commission and delivered at latest three weeks before the end of the contract). Provision of final report.	24 months after signature

All reports should be written in clear and correct English and in a manner understandable by non-technicians. The documents should be concise, straightforward and easy to follow, with a clear layout and structure and appropriate contents page and chapter headings.

The interim report will contain information on the work carried out so far and explanations that are necessary, including deviations from the original concept and problematic issues to solve. This report should present recommendation on the coverage of products that the tool could be used for and on the range of external environmental impacts to be covered with specific descriptions on the proposed method for monetisation and verification.

The final report will contain a short description of the tasks carried out and an evaluation of the performance of the tool. Annexes to the final report will include the final version of the tool; finalised user guide; technical documentation, including instructions regarding the possible up-scaling of the tool; word format of the text elements of the tool for translation purposes.

The Commission will translate the text elements of the tool into the official EU languages. Once this is done, the contractor will have to insert within three weeks the translated texts to create versions of the tool (not the user guide) in all languages.

All reports will be delivered electronically.

All deliverables will be provided in good quality, and will comply with the key features defined in this specification.

3.6. Duration of the tasks

The tasks should be completed within 24 months of the signature of the contract. The execution of the tasks may not start before the contract has been signed.

3.7. Place of performance

The place of performance of the tasks shall be the contractor's premises or any other place indicated in the tender, with the exception of the Commission's premises.

DRAFT

ANNEX 1 - ADMINISTRATIVE INFORMATION FORM

(To be signed by the tenderer only or the lead tenderer in the case of joint bids)

Organisation or individual:

NAME:

ADDRESS:

Address where contract should be sent to (if different from above):

.....

PERSON AUTHORISED TO SIGN CONTRACT:

Name and position:

PERSON FOR ROUTINE CONTACT:

Name and position:

ADDRESS:

Telephone and E-mail:

Signature of Tenderer

ANNEX 2 – QUESTIONNAIRE FOR JOINT BIDS AND SUBCONTRACTING

(To be completed and signed by the lead tenderer)

Joint bid (refer to paragraph 1.4)

1. Does your bid involve more than one tenderer? Yes No

Questions 2 - 4 shall be answered only if you have answered yes to question 1.

2. Please fill in the name of the company having power of attorney for the group of tenderers and acting as a co-ordinator:

3. Please fill in the names of the other companies taking part in the joint offer:

4. If a consortium or similar entity exists, please fill in the name and the legal status of the entity:

Subcontracting (refer to paragraph 1.5)

5. Does your bid involve subcontracting? Yes No

If the answer is yes, please complete question 6, and the next page per sub-contractor.

6.

List of sub-contractors:

Percentage of subcontracting:

.....

.....

.....

.....

Reasons, roles, activities and responsibilities of sub-contractors.

Please complete this page for each sub-contractor (one page per sub-contractor):

Name of the sub-contractor:

.....

Official legal form:

.....

Country of registration:

.....

Statutory registration number:

.....

(Internet address, if applicable):

.....

Official address in full:

.....

.....

Contact person:

.....

Telephone number:

.....

Reasons for subcontracting:

.....

Role, activities and responsibilities of the sub-contractor:

.....

The volume or the proportion of the sub-contracting:

.....

Do you intend to rely on capacities from the sub-contractor in order to fulfil the selection criteria? If yes, specify which selection criterion - financial and economic capacity or technical and professional capacity - and be aware that the tenderer must provide the documents which make it possible to assess the selection criteria.

.....

Tenderer:

Date:

Signature:

ANNEX 3 – FINANCIAL OFFER TEMPLATE

(To be completed and signed by the tenderer only or the lead tenderer in the case of joint bids)

(for guidance purposes only)

Price and Estimated budget breakdown

Calculation of the costs (incl. travel, overheads, consumables and any other related costs)

Type of service provider	Position within the project team	Number of working days	Allocation of tasks	Proportion of the contract in %	Costs in €
Lead contractor					

	<i>Sub-total</i>
Sub-contractor 1					

	<i>Sub-total</i>
Sub-contractor 2					

	<i>Sub-total</i>
Sub-contractor 3					

	<i>Sub-total</i>
Travel/other costs¹ (if applicable)					
	Total

Signature of Tenderer

.....

Date

.....

¹ Will be reimbursed on a lump-sum basis.

ANNEX 4 - LEGAL ENTITY AND FINANCIAL IDENTIFICATION FORMS

These forms can be downloaded from

http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm
m (Legal entity form)

(To be signed by the tenderer and all members of the group in the case of joint tender (not necessary for subcontractors))

http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm
(financial identification form)

(One form per offer to be signed by the tenderer or lead tender in the case the of joint tender)

**ANNEX 5 - DECLARATION ON HONOUR ON
EXCLUSION CRITERIA AND SELECTION CRITERIA**

(To be completed by the tenderer, all members of a joint tender and any subcontractor whose capacity is necessary to fulfil the selection criteria)

Comments [*in grey italics in square brackets*] are to be deleted and/or replaced by appropriate data.

The undersigned [*insert name of the signatory of this form*], representing:

<i>(only for natural persons)</i> himself or herself	<i>(only for legal persons)</i> the following legal person:
ID or passport number: (‘the person’)	Full official name: Official legal form: Statutory registration number: Full official address: VAT registration number: (‘the person’)

I – SITUATION OF EXCLUSION CONCERNING THE PERSON

➤ declares that the above-mentioned person is in one of the following situations:	YES	NO
a) it is bankrupt, subject to insolvency or winding up procedures, its assets are being administered by a liquidator or by a court, it is in an arrangement with creditors, its business activities are suspended or it is in any analogous situation arising from a similar procedure provided for under national legislation or regulations;	<input type="checkbox"/>	<input type="checkbox"/>
b) it has been established by a final judgement or a final administrative decision that the person is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the law of the country in which it is established, with those of the country in which the contracting authority is located or those of the country of the performance of the contract;	<input type="checkbox"/>	<input type="checkbox"/>
c) it has been established by a final judgement or a final administrative decision that the person is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the person belongs, or by having engaged in any wrongful conduct which has an impact on its professional credibility where such conduct denotes wrongful intent or gross negligence, including, in particular, any of the following:		

(i) fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of selection criteria or in the performance of a contract;	<input type="checkbox"/>	<input type="checkbox"/>
(ii) entering into agreement with other persons with the aim of distorting competition;	<input type="checkbox"/>	<input type="checkbox"/>
(iii) violating intellectual property rights;	<input type="checkbox"/>	<input type="checkbox"/>
(iv) attempting to influence the decision-making process of the contracting authority during the award procedure;	<input type="checkbox"/>	<input type="checkbox"/>
(v) attempting to obtain confidential information that may confer upon it undue advantages in the award procedure;	<input type="checkbox"/>	<input type="checkbox"/>
d) it has been established by a final judgement that the person is guilty of the following:		
(i) fraud, within the meaning of Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995;	<input type="checkbox"/>	<input type="checkbox"/>
(ii) corruption, as defined in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of EU Member States, drawn up by the Council Act of 26 May 1997, and in Article 2(1) of Council Framework Decision 2003/568/JHA, as well as corruption as defined in the legal provisions of the country where the contracting authority is located, the country in which the person is established or the country of the performance of the contract;	<input type="checkbox"/>	<input type="checkbox"/>
(iii) participation in a criminal organisation, as defined in Article 2 of Council Framework Decision 2008/841/JHA;	<input type="checkbox"/>	<input type="checkbox"/>
(iv) money laundering or terrorist financing, as defined in Article 1 of Directive 2005/60/EC of the European Parliament and of the Council;	<input type="checkbox"/>	<input type="checkbox"/>
(v) terrorist-related offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA, respectively, or inciting, aiding, abetting or attempting to commit such offences, as referred to in Article 4 of that Decision;	<input type="checkbox"/>	<input type="checkbox"/>
(vi) child labour or other forms of trafficking in human beings as defined in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council;	<input type="checkbox"/>	<input type="checkbox"/>
e) the person has shown significant deficiencies in complying with the main obligations in the performance of a contract financed by the Union's budget, which has led to its early termination or to the application of liquidated damages or other contractual penalties, or which has been discovered following checks, audits or investigations by an Authorising Officer, OLAF or the Court of Auditors;	<input type="checkbox"/>	<input type="checkbox"/>
f) it has been established by a final judgment or final administrative decision that the person has committed an irregularity within the meaning of Article 1(2) of Council Regulation (EC, Euratom) No 2988/95;	<input type="checkbox"/>	<input type="checkbox"/>
g) for the situations of grave professional misconduct, fraud, corruption, other criminal offences, significant deficiencies in the performance of the contract or	<input type="checkbox"/>	<input type="checkbox"/>

<p>irregularity, the applicant is subject to:</p> <p>i. facts established in the context of audits or investigations carried out by the Court of Auditors, OLAF or internal audit, or any other check, audit or control performed under the responsibility of an authorising officer of an EU institution, of a European office or of an EU agency or body;</p> <p>ii. non-final administrative decisions which may include disciplinary measures taken by the competent supervisory body responsible for the verification of the application of standards of professional ethics;</p> <p>iii. decisions of the ECB, the EIB, the European Investment Fund or international organisations;</p> <p>iv. decisions of the Commission relating to the infringement of the Union's competition rules or of a national competent authority relating to the infringement of Union or national competition law; or</p> <p>v. decisions of exclusion by an authorising officer of an EU institution, of a European office or of an EU agency or body.</p>		
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II – SITUATIONS OF EXCLUSION CONCERNING NATURAL PERSONS WITH POWER OF REPRESENTATION, DECISION-MAKING OR CONTROL OVER THE LEGAL PERSON

Not applicable to natural persons, Member States and local authorities

➤ declares that a natural person who is a member of the administrative, management or supervisory body of the above-mentioned legal person, or who has powers of representation, decision or control with regard to the above-mentioned legal person (this covers company directors, members of management or supervisory bodies, and cases where one natural person holds a majority of shares) is in one of the following situations:	YES	NO	N/A
Situation (c) above (grave professional misconduct)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Situation (d) above (fraud, corruption or other criminal offence)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Situation (e) above (significant deficiencies in performance of a contract)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Situation (f) above (irregularity)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

III – SITUATIONS OF EXCLUSION CONCERNING NATURAL OR LEGAL PERSONS ASSUMING UNLIMITED LIABILITY FOR THE DEBTS OF THE LEGAL PERSON

➤ declares that a natural or legal person that assumes unlimited liability for the debts of the above-mentioned legal person is in one of the following situations:	YES	NO	N/A
Situation (a) above (bankruptcy)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Situation (b) above (breach in payment of taxes or social security contributions)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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IV – GROUNDS FOR REJECTION FROM THIS PROCEDURE

➤ declares that the above-mentioned person:	YES	NO
h) has distorted competition by being previously involved in the preparation of procurement documents for this procurement procedure.	<input type="checkbox"/>	<input type="checkbox"/>

V – REMEDIAL MEASURES

If the person declares one of the situations of exclusion listed above, it must indicate measures it has taken to remedy the exclusion situation, thus demonstrating its reliability. This may include e.g. technical, organisational and personnel measures to prevent further occurrence, compensation of damage or payment of fines. The relevant documentary evidence which illustrates the remedial measures taken must be provided in annex to this declaration. This does not apply for situations referred in point (d) of this declaration.

VI – EVIDENCE UPON REQUEST

Upon request and within the time limit set by the contracting authority the person must provide information on the persons that are members of the administrative, management or supervisory body. It must also provide the following evidence concerning the person itself and concerning the natural or legal persons which assume unlimited liability for the debt of the person:

For situations described in (a), (c), (d) or (f), production of a recent extract from the judicial record is required or, failing that, an equivalent document recently issued by a judicial or administrative authority in the country of establishment of the person showing that those requirements are satisfied.

For the situation described in point (a) or (b), production of recent certificates issued by the competent authorities of the State concerned are required. These documents must provide evidence covering all taxes and social security contributions for which the person is liable, including for example, VAT, income tax (natural persons only), company tax (legal persons only) and social security contributions. Where any document described above is not issued in the country concerned, it may be replaced by a sworn statement made before a judicial authority or notary or, failing that, a solemn statement made before an administrative authority or a qualified professional body in its country of establishment.

The person is not required to submit the evidence if it has already been submitted for another procurement procedure. The documents must have been issued no more than one year before the date of their request by the contracting authority and must still be valid at that date.

The signatory declares that the person has already provided the documentary evidence for a previous procedure and confirms that there has been no change in its situation:

Document	Full reference to previous procedure
<i>Insert as many lines as necessary.</i>	

VII – SELECTION CRITERIA

➤ declares that the above-mentioned person complies with the selection criteria applicable to it individually as provided in the tender specifications:	YES	NO	N/A
(a) It has the legal and regulatory capacity to pursue the professional activity needed for performing the contract as required in section 2.3.2 of the tender specifications;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) It fulfills the applicable economic and financial criteria indicated in section 2.3.3 of the tender specifications;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(c) It fulfills the applicable technical and professional criteria indicated in section 2.3.4 of the tender specifications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

➤ if the above-mentioned person is the sole tenderer or the leader in case of joint tender , declares that:	YES	NO	N/A
(d) the tenderer, including all members of the group in case of joint tender and including subcontractors if applicable, complies with all the selection criteria for which a consolidated assessment will be made as provided in the tender specifications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

VII – EVIDENCE FOR SELECTION

The signatory declares that the above-mentioned person is able to provide the necessary supporting documents listed in the relevant sections of the tender specifications and which are not available electronically upon request and without delay.

The person is not required to submit the evidence if it has already been submitted for another procurement procedure. The documents must have been issued no more than one year before the date of their request by the contracting authority and must still be valid at that date.

The signatory declares that the person has already provided the documentary evidence for a previous procedure and confirms that there has been no change in its situation:

Document	Full reference to previous procedure
<i>Insert as many lines as necessary.</i>	

The above-mentioned person may be subject to rejection from this procedure and to administrative sanctions (exclusion or financial penalty) if any of the declarations or information provided as a condition for participating in this procedure prove to be false.

Full name

Date

Signature

ANNEX 6 - ACKNOWLEDGEMENT OF RECEIPT



EUROPEAN COMMISSION
DIRECTORATES-GENERAL
ENVIRONMENT
Directorate B
B.1 – Sustainable Products, Production and Consumption

(Please fill in your address)

ACKNOWLEDGEMENT OF YOUR TENDER

Our reference: ENV.B.1/SER/2017/00XXMV

Your reference:

We wish to confirm the receipt and opening of your offer¹. Your offer will now be evaluated by the Commission and its experts. You will be informed of the result in due course.

We thank you for your interest.

Hugo-Maria SCHALLY

Head of Unit B.1

¹ Your personal contact data has been recorded in a database used by the Markets Team of unit SRD.2 for the administrative management of offers. The Commission is bound by Regulation 45/2001 on the protection of individuals with regard to the processing of personal data by the Union institutions and bodies. For more information, and to exercise your rights to access and eventually correct data concerning you, please don't hesitate to contact us.