



EUROPEAN COMMISSION
DIRECTORATE-GENERAL
REGIONAL POLICY
Policy Coordination

The Director

Brussels,
REGIO.D2/D(2011)

Dear Sir/Madam

Subject: Contract "Model to assess CO₂ Emissions of Regional Policy Programmes" (No°2011CE160AT001)

1. I enclose the call for tenders relating to the above-mentioned contract.
2. If you are interested in this contract, you should submit a tender in triplicate in one of the official languages of the European Union.
3. Bids must be submitted
 - a) either by post or by courier not later than **12/08/2011**, in which case the evidence of the date of dispatch shall be constituted by the postmark or the date of the deposit slip, to the following address:

European Commission
Directorate-General for Regional Policy
Unit "Thematic coordination, innovation"
CSM1 04/062
For the attention of Mr Mikel Landabaso
B - 1049 Brussels

- b) or delivered by hand at the following address:

European Commission
Directorate-General for Regional Policy,
Unit "Thematic coordination, innovation"
CSM1 04/062
For the attention of Mr Mikel Landabaso

Avenue du Bourget, 1
B-1140 Brussels (Evere)

not later than the end of working hours on 12/08/2011. 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 08.30 to 17.00 Monday to Thursday, and from 8.30 to 16.00 on Fridays. It is closed on Saturdays, Sundays and Commission holidays.

4. Tenders must be placed inside two sealed envelopes. The inner envelope, addressed to the department indicated in the invitation to tender, should be marked as follows: **"Invitation to tender n° 2011CE160AT001– not to be opened by the internal mail department"**. If self-adhesive envelopes are used, they must be sealed with adhesive tape and the sender must sign across this tape.

The inner envelope must also contain two sealed envelopes, one containing the technical specifications and the other the financial bid. Each of these envelopes must clearly indicate the content ("Technical" and "Financial").

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;
 - perfectly legible so that there can be no doubt as to words and figures.
7. Period of validity of the tender, during which the tenderer may not modify the terms of his tender in any respect: **6 months** from the date for submission.
8. Submission of a tender implies acceptance of all the terms and conditions set out in this invitation to tender, in the specification and in the draft contract and, where appropriate, waiver of the tenderer's own general or specific terms and conditions. It is binding on the tenderer to whom the contract is awarded for the duration of the contract.
9. Contacts between the contracting department and tenderers are prohibited throughout the procedure save in exceptional circumstances and under the following conditions only:

Before the final date for submission of tenders:

At the request of the tenderer, the contracting department may provide additional information solely for the purpose of clarifying the nature of the contract.

Any requests for additional information must be made in writing only to REGIO-HEAD-OF-UNIT-D2@ec.europa.eu.

Requests for additional information received less than five working days before the closing date for submission of tenders will not be processed.

The Commission may, on its own initiative, inform interested parties of any error, inaccuracy, omission or any other clerical error in the text of the call for tenders.

Any additional information including that referred to above will be posted on the address below.

Tendering documents are available on the website of Directorate-General for Regional Policy at the following address:

http://ec.europa.eu/regional_policy/tender/tender_en.htm (including any additional information referred to above).

Potential tenderers are requested to regularly verify the internet website.

After the opening of tenders

If clarification is required or if obvious clerical errors in the tender need to be corrected, the contracting authority may contact the tenderer provided the terms of the tender are not modified as a result.

10. This invitation to tender is in no way binding on the Commission. The Commission's contractual obligation commences only upon signature of the contract with the successful tenderer.
11. Up to the point of signature, the contracting authority may either abandon the procurement or cancel the award procedure, without the candidates or tenderers being entitled to claim any compensation. This decision must be substantiated and the candidates or tenderers notified.
12. Once the Commission has opened the tender, the document shall become the property of the Commission and it shall be treated confidentially.
13. You will be informed whether or not your tender has been accepted.
14. If your offer includes subcontracting, it is recommended that contractual arrangements with subcontractors include mediation as a method of dispute resolution.
15. If processing your reply to the invitation to tender involves the recording and processing of personal data (such as your name, address and CV), such data will 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. Unless indicated otherwise, your replies to the questions and any personal data requested are required to evaluate your tender in accordance with the specifications of the invitation to tender and will be processed solely for that purpose by the Unit REGIO.D.2., **Mr. Mikel LANDABASO**, Head of Unit. Details concerning processing of your personal data are available on the privacy statement at the page:
http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf.
16. Your personal data (name, given name if natural person, address, legal form, registration number and name and given name of the persons with powers of representation, decision-making or control, if legal person) may be registered in the Early Warning System (EWS) only or both in the EWS and Central Exclusion Database (CED) by the Accounting Officer of the Commission, should you be in one of the situations mentioned in:

- the Commission Decision 2008/969 of 16.12.2008 on the Early Warning System (for more information see the Privacy Statement on http://ec.europa.eu/budget/info_contract/legal_entities_en.htm), or
- the Commission Regulation 2008/1302 of 17.12.2008 on the Central Exclusion Database (for more information see the Privacy Statement on http://ec.europa.eu/budget/library/sound_fin_mgt/privacy_statement_ced_en.pdf).



Rudolf Niessler

Enclosures: Tender specifications
Draft contract

Tender Specifications
Model to assess CO₂ Emissions of Regional Policy Programmes
CCI No° 2011CE160AT001

Specifications

1. TITLE OF THE CONTRACT

Model to assess CO₂ emissions of regional policy programmes

2. GENERAL CONTEXT OF THE STUDY

One of the key EU objectives in the framework of 'Europe 2020'¹ is to reduce the EU's green house gas (GHG) emissions. Regional Policy can co-finance a wide range of investments supporting the development of the EU regions. Depending on their nature, those investments might be emission neutral, contribute to reducing GHG emissions or to increasing them.

To enable improved policy making and investment decisions it is therefore necessary to develop appropriate information and monitoring systems regarding the emissions impacts of the investment decisions taken in the framework of the programmes. In the context of the present study, it has been chosen to target CO₂ emissions, an area where there is already some experience available in developing approaches to assessing the effect of investment decisions in terms of emissions, including statistical methods, life-cycle analysis and computer based modelling.

In this respect, the purpose of the present study and development work is to set up a CO₂ assessment test-model developed on the basis of information available in a set number of pilot EU regions. The test-model will facilitate the assessment of different investment alternatives for public authorities and will help them to deliver CO₂ reducing programmes in line with the greenhouse gas reduction objectives of the EU.

Based on the experience of setting up a test model in a number of divers regions, the study will have to provide guidance and recommendations on how to ensure the development of the test model into a fully operational model which can also be used by other EU regions.

3. OBJECTIVES

The purpose of the study is to develop a test model to assess the CO₂ effects of investment decisions co-financed by Structural and Cohesion Funds² for selected EU regions. The test model aims to help Regional Policy managing and implementing authorities to make informed choices - that take into account the CO₂ effects - when deciding about investments in the context of their Operational Programmes.

¹ http://ec.europa.eu/europe2020/index_en.htm

² http://ec.europa.eu/regional_policy/index_en.cfm

The study will verify to which extent the test model can be operational and applied in a limited time frame (12 months) and will also provide recommendations and guidance for the next steps with a view to increase the performance of the model, in particular if improved statistics and monitoring of projects and programmes was made possible. It should also provide guidance for an efficient setting up of such a model in other EU regions.

The test-model will be applied in 5 regions of the EU. These regions should represent a fair geographical spread and various levels of availability of the data. At least three regions participating in the study shall belong to current convergence regions and at least one from the current competitiveness regions. This should ensure an adequate diversity of regions and situations regarding Regional policy funding, programme objectives and content, and availability of data to develop the test model.

The test-model shall be operational at regional level (NUTS 2 level) and cover the CO₂ emissions during the whole life-time of the investment (including construction, operation and disposal) and should include emissions from fuel combustion as well as process emissions. For each defined region, the tenderer shall collect the appropriate statistical data necessary to calculate the CO₂ emissions of the Operational Programmes. This should include socio-economic characteristics of the region, CO₂ intensity of fuels, fuel use associated with economic activities, etc. For example, in case of possible support to investments to reduce energy consumption in buildings, it could include the specific typology of buildings in the territory, their concrete energy performance and the expected impact in terms of CO₂. Similarly, the concrete typology of its industry and service sectors and/or seasonal variations shall be factored in. The possibility to use grants or financial engineering mechanisms to promote investments should be incorporated in the test model. The model should provide for adaptability in view of foreseeable major changes.

The test model will cover the relevant categories of expenditure in line with the "codes for the priority theme dimension" detailed in table 1 in Annex II to the EC Council Regulation n° 1828/2006 of 8 December 2006 of on the implementation of the Structural Funds General Regulation (EC Council Regulation n° 1083/2006 of 11 July 2006)³. The test model should be designed in a bottom-up manner and should cover the estimation of the emissions at two levels: first, assessing the impact of an investment at programme level and second, the feasibility to assess the impact in terms of CO₂ at project level. The test model could also be designed to allow, if at all possible, the exploitation of synergies with models operating at a macro level, such as the regional model currently developed by the European Commission (RHOMOLO).

The test model, as well as the guidance and recommendations for other than the specified regions to succeed in the setting up of an operational CO₂ assessment model, shall be implemented during a period of twelve months following the signature of the contract for the present study. The tenderers will include in their application the proposed five regions accompanied by a commitment of these regions to participate.

The test model shall be running with the software Microsoft Office Excel 2003 or an equivalent open-source software provided it will be running on Microsoft Windows XP

³ <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2006:210:0025:0078:EN:PDF>

or Microsoft Windows 7. The Commission will retain all intellectual property rights for the model.

A detail description, user manual and tutorial on how to use the test model software will be included.

The study has to report the difficulties encountered, solutions adopted and provide recommendations to the test regions to enhance the performance of their models, as well as to other EU regions on the way to set up such a model by themselves.

3.1. Tasks

Task 1 – Detailed work plan

Set out a detailed work plan for completing the tasks. Present a proposal for the layout and description for the final report that will include an annex with the results of the survey of participating test regions, and the guidance document.

Task 2 – Model survey and available data sources

Describe types of models (statistical, modelling, bottom-up based on project outputs, etc.) currently used to assess the CO₂ impacts of programmes and projects in the EU and beyond, as well as of economic models such as RHOMOLO, GEM-E3, PRIMES, GAINS. Description should include feedback from developers and users of models where possible, in particular with regard to user friendliness, difficulties encountered and usefulness of the model. Different modules may be used for different categories of expenditure, or groups of categories of expenditure (e.g. transport, energy efficiency in buildings, renewable energy) with different CO₂ assessment approaches for the different modules.

Assess available data sources which could be used for the model to function, including data from regional and national statistics, studies, and input data which will be needed from the assessed programmes and projects. Propose outputs of investments which will need to be monitored for each category of expenditure.

Deliverable: inception report describing the work executed and conclusions reached in tasks 1 and 2.

Task 3 – Identification and collection of data available in the test regions

Identify and collect data available in the 5 test regions, in particular socio-economic characteristics of the territory, CO₂ intensity of fuels, fuel use associated with economic activities, etc. Analysis of the regions' structural funds programmes to identify the most relevant expenditure categories and potentially relevant data sources. Choice of model type(s) based on availability of data to run the test model.

Deliverable: first part of the intermediary report identifying major bottlenecks in setting up the test-model, alternatives identified regarding available inputs to run the model and solutions adopted.

Task 4 – Development and application of a generic test model

Develop a generic test model for all regions using a bottom-up approach. Where data is insufficient to apply the generic model, development of simplified modules for certain categories of expenditure for use in specific regions with insufficient data to allow for the use of the generic model.

Analyse the results provided by the test-model in each selected region, assessment of the quality and precision of the results. Fine-tuning of the test model.

In the final stages of development of the test-model, test with a limited number of potential users - departments in charge of deciding on specific categories of expenditures. Testing the test model by potential users will provide feedback on its perceived usefulness and information on the degree of difficulty in using the model and the subsequent need for training.

Analyse the expected workload to enhance the performance of the model, detailing its operational specifications and the time necessary to train the potential users in each region so that they can use the test model in order to make it fully operational at local level.

Identify and document all model assumptions, equations, other important details and sources of information, including a user's tutorial.

Task 5 – Intermediary report

Complete the intermediary report describing in a second part the recommendations to enhance the performance of the test model and train potential users. The report will contain annexes with the details of each region, in particular on the availability of data, as well as a survey of results based on the model's users. It will be accompanied by an operating test model on an informatics basis.

The test model will be made available free of charge to EU regions and Member States to be further developed by them in accordance with their needs. The test model shall be running with the software Microsoft Office Excel 2003 or equivalent open-source software provided it will be running on Microsoft Windows XP or Microsoft Windows 7. The Commission will retain all intellectual property rights for the model. In addition, a generic, non calibrated model to any particular region but ready to receive the input data will also be made available.

Include detailed description and tutorial on how to use the test model software.

Deliverables of tasks 4 and 5: intermediary report and operating test model with user's guidance document

Task 6 – Final report and guidance document

Based on the experience in the five regions and in relation to the project/programme types/categories, draft a final report that summarises the key elements of the intermediary report and describes the following:

- Brief description of the development process of the CO₂ assessment model

- Key success factors, in particular with regard to availability of national and regional statistics, and data from monitoring of implementation of projects and programmes
- Major bottlenecks and possible solutions
- Possibilities and recommendations to further develop the model to improve user friendliness, reliability, etc. as well as major difficulties encountered and possible solutions including an estimate of maintenance needs;
- Annex with conclusions from surveying model users

Draft a guidance document aimed - in a reader's friendly manner - at encouraging regions to develop similar models by explaining how to do it. In addition, it will be accompanied by a test model on an informatics base and a users' tutorial.

Deliverables: final report, operating test model with user's guidance document and presentation in Brussels of the results of the study.

3.2. Methodology

The tenderer shall explain the methodological approach in the tender documentation. Particular attention needs to be put on the quality of the outcomes of the test model, i.e. the methodology also has to include ways to assess the quality of the results of the test model. Key requirements have been specified in the description of tasks above.

For each task, the tenderer will clearly identify the methods they plan to use. The tender documents should cite the relevant literature linked to the methods for each of the tasks, in order to demonstrate in each case that the methodology proposed is in line with the state of the art.

The methodology will include a draft survey to assess its usefulness by potential users and scheduling of the consultations with relevant entities, as well as a provisional list of categories of expenditure proposed to take into consideration.

3.3. Time Schedule and Deliverables

The duration of the tasks should not exceed twelve months starting from signature of the contract. An extension could be granted by the Commission in duly justified cases. The deliverables and their timing are specified below.

Deadline	Deliverable	Meeting
2 weeks after signature of the contract	Tasks 1 and 2 (incl. inception report)	

3 weeks after signature of the contract		Kick-off meeting with the EC steering committee: DG REGIO, DG CLIMA, DG ENER, DG ENV, DG MOVE, DG AGRI, DG INFSO. Presentation in an inception report of the work programme to the steering committee and discussion on the details of work schedule.
9 weeks after signature of the contract	Task 3 (incl. first part of the intermediary report)	
11 weeks after signature of the contract		Meeting with the EC steering committee to discuss the first part of the intermediary report
30 weeks after signature of the contract	Task 4 (incl. generic test model and draft user's guidance document)	
32 weeks after signature of the contract		Meeting with the EC steering committee to discuss the results gained with the generic test model
46 weeks after signature of the contract	Task 5 (incl. intermediary report, generic and operating test models and second version of the user's guidance document)	
48 weeks after signature of the contract		Meeting with the EC steering committee to discuss achievements after completion of task 5
50 weeks after signature of the contract	Task 6 (incl. final report, operating test model and final guidance document)	----
52 weeks after signature of the contract		Presentation to the EC steering committee of the final deliverables

All meetings will take place in Commission buildings in Brussels.

As result of this study there will be:

- An operating test model to assess the CO₂ impact of Operational Programmes in EU regions on an informatics support, to be made available free of charge to other EU regions and Member States and to illustrate its functioning. The informatics support should contain the data of each of the five regions to verify the different impacts of identical investment proposals in different territories. In addition, one generic model to assess the CO₂ impact of Operational Programmes in EU regions, where input data can be made available from Operational Programmes or (e.g. spending per category of expenditure, physical outputs such as km of road built or capacities of renewable energy installed, etc.), or is based on methodologies and monitoring requirements set

out in EU legislation (e.g. with respect to the energy performance of buildings). The model is not calibrated to any region, but enables users to do this if they wish.

- Five applications - one per participating region –of the test model to assess the CO₂ impact on the programmes they implement, related to investment categories eligible to structural funds support, including data calibrated to the 5 regions. If necessary, the model may be simplified in accordance with Task 4, for application in a specific region, if all necessary data is not available in the given region to run the model;
- A final report by the contractor summarising the difficulties encountered on the setting up of the test model, quality of data available, alternative data considered and the solutions adopted with annexes detailing them region by region. Attached to the contractor's report there will also be, for each of the five regions, an evaluation made by the regional authorities of the usefulness, degree of operation of the test model and recommendations to further develop the model to improve user friendliness, reliability, etc.;
- A guidance document to facilitate the development of a similar CO₂ assessment model by other EU regions based on the major difficulties encountered during the study and possible solutions, and key success factors, in particular with regard to availability of national and regional statistics, and data needed from monitoring of implementation of projects and programmes.

The report and guidance document will be available in English – written in a clear and concise style. Tenderers should note that a high standard of written English and capacity for clear and concise expression of complex ideas is required in all deliverables.

Each deliverable will be examined by a DG REGIO-led steering group, which may ask for additional information or propose changes in order to redirect the work if necessary. Deliverables must be approved by the steering group. The Commission shall have **twenty** working days from receipt to approve or reject a deliverable, and the Contractor shall have twenty working days in which to submit additional information or a new deliverable. Requests for payment are admissible if the previous deliverables have been approved by the Commission.

A hard copy and an electronic version of the inception, intermediary and final reports and of the guidance document are required. For the final report and guidance document, 3 hard copies and an electronic version are required (three CD, word format and PDF format or any other format compatible with MS Office products). Three copies of the test model are also required. The Commission will comment on the layout proposed by the tenderer for the final report and guidance document.

The contractor will provide presentation material for the reports in English (PowerPoint) for the use of Commission services.

3.4. Organization of the work

The work will be organised on the basis of a contract with the Directorate General for Regional Policy. As part of the tender documentation, the tenderer should identify the team to be involved, its composition, including the degree of direct participation of senior members and quantifying the input of each member of the team in terms of days and explaining the distribution of tasks among the different experts involved. The study will be accompanied by DG REGIO, DG CLIMA, DG ENER, DG ENV, DG AGRI, DG

INFSO. If there is a need, progress meetings with DG REGIO reviewing the progress of the work and resolving any problems arising could be arranged accordingly.

4. PARTICIPATION IN THE TENDERING PROCEDURE

The competition is open to any physical person or legal entity coming within the scope of the Treaties and any other physical person or legal entity from a third country which has concluded with the European Union a specific agreement in the area of public contracts, under the conditions provided for in that agreement.

The Multilateral Agreement on Government Procurement (GPA) concluded within the WTO applies and the contract is open to nationals of States that have ratified this Agreement, under the conditions provided for therein. The GPA does not cover all contracts awarded by the EU Institutions. Appendix I to the GPA sets out which contracts are covered. The full text of the GPA and its appendices can be found on http://www.wto.org/english/tratop_e/gproc_e/gp_gpa_e.htm

As a rule subcontracting is allowed.

Consortia of economic operators are authorised to tender or be candidates.

5. DOCUMENTATION FOR TENDERERS

None.

6. VISITS TO PREMISES OR BRIEFING

Not applicable.

7. VARIANTS

Not authorised.

8. WORKLOAD AND VOLUME OF CONTRACT

The maximum budget attributed to this study is € 900 000 (lump sum including fees, travel expenses and other costs).

9. PRICE

The attention of the tenderer is drawn to the following points in relation to the price:

- The price quoted must be fixed and not subject to revision.
- Under Articles 3 and 4 of the Protocol on the Privileges and Immunities of the European Union, the Union is exempt from all charges, taxes and dues, including value added tax; such charges may not therefore be included in the calculation of the price quoted; the VAT amount must be indicated separately.

- The price tendered must be all inclusive and expressed in euros, including for countries which are not part of the euro zone. For tenderers in countries which do not belong to the euro zone, the price quoted may not be revised in line with exchange rate movements. It is for the tenderer to select an exchange rate and assume the risks or the benefits deriving from any variation.
- The price quoted must include a separate estimate for travel and subsistence expenses. This estimate must be based on the standard Commission rules (published on Inforegio). It must include any travel necessary to meet the contracting authority, and represents, at all events, the maximum amount of travel and subsistence expenses payable for all services under the contract. These expenses must be included in the price quoted.
- The same principle applies to any specific expenditure incurred in the performance of the contract, such as the cost of translating reports into the languages indicated in the specification. These expenses must be included in the price quoted.
- Costs incurred in preparing and submitting tenders are borne by the tenderers and cannot be reimbursed.

10. TERMS OF PAYMENT

The Contractor shall submit requests for all payment, expressed in Euro, to the Commission.

Payments under the contract shall be made as follows:

- **First interim payment** equal to **10 %** of the total amount within 30 days of the date on which a valid request for payment is registered following approval by the Commission of the deliverables of tasks 1 and 2 within the terms of reference above.
- **Second interim payment** equal to **25 %** of the total amount within 30 days of the date on which a valid request for payment is registered following approval by the Commission of the deliverables of task 3 within the terms of reference above.
- **Third interim payment** equal to **35 %** of the total amount within 30 days of the date on which a valid request for payment is registered following approval by the Commission of the deliverables of tasks 4 and 5 within the terms of reference above.
- **Payment of the balance** equal to **30 %** of the total amount within 30 days of the date on which a valid request for payment is registered following approval by the Commission of the deliverables of task 6 and final presentation of the results of the study within the terms of reference above.

11. CONTRACTUAL TERMS AND GUARANTEES

For contractual conditions, see attached draft contract.

No advance guarantee will be established.

12. CRITERIA

Exclusion criteria

A. Exclusion from participation in the procedure:

Tenderers are excluded from participating in a procedure if

- (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 professional conduct by a judgment which has the force of res judicata;
- (c) they have been guilty of grave professional misconduct proven by any means which the contracting authorities can justify;
- (d) they have not fulfilled their 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 they are established, or with those of the country of the contracting authority or those of the country where the contract is to be carried out;
- (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 European Union's financial interests;
- (f) they have, following another procurement procedure or grant award procedure financed by the European Union's budget, been declared to be in serious breach of contract for failure to comply with their contractual obligations.

Evidence:

1. Tenderers shall provide *a declaration⁴ on their honour*, duly signed and dated, stating that they are not in one of the situations described above.
2. The tenderer to whom the contract is to be awarded shall provide, within 10 days preceding the signature of the contract, the evidence referred to in the following paragraph, confirming the declaration referred to in the previous paragraph.
3. The contracting authority will accept, as satisfactory evidence that the tenderer to whom the contract is to be awarded is not in one of the situations described in points a), b) or e), an extract from the judicial record or, failing that, an equivalent document issued by a judicial or administrative authority in the country of origin or provenance, showing that those requirements are satisfied.

The contracting authority will accept, as satisfactory evidence that the tenderer is not in one of the situations described in point d), a certificate issued by the competent authority of the Member State concerned.

⁴ The model declaration on honour published with this call covers all exclusion criteria

Where no such document or certificate is issued by the country concerned and for other cases of exclusion referred to in cases c) and f) above, 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 or her country of origin or provenance.

These documents or certificates must be valid on the closing date for receipt of tenders, and in any case, they must have been delivered less than 12 months before this closing date.

Depending on the national legislation of the country in which the tenderer is established, the documents referred to in points 1 and 3 above must relate to legal persons and natural persons including, where considered necessary by the contracting authority, company directors or any person with powers of representation, decision-making or control in relation to the tenderer.

B. Exclusion from award of the contract:

No contract will be awarded to tenderers who, at the time when contracts are being awarded under this procedure:

- a. have a conflict of interest. The Commission must ensure that the tenderer does not, at the time of submitting a tender, have any conflict of interest in connection with this call for tenders, a conflict of interest possibly arising in particular as a result of economic interests, political or national affinities, family or emotional ties, or any other relevant connection or shared interest. The Commission reserves the right to assess whether a conflict of interest exists.

To that end tenderers are asked to state whether their payroll, staff or shareholders include:

- any former European officials, contract staff, temporary staff or auxiliary staff who have worked for the European Union in the last three years preceding this call for tenders;
- any European officials on leave;
- any former agents on secondment within the European institutions having worked to the European Union during three years preceding this call for tender;
- any former trainees who have completed a placement at the EC during the year preceding this call for tenders.

Tenderers are also asked to declare:

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

- 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.
- b. have been guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the contract procedure or have failed to supply that information.

Evidence:

The contracting authority will accept, as satisfactory evidence that the tenderer is not in one of the situations described in points B. a) and b), a **declaration⁵ on their honour** signed by the tenderer. However, the Commission reserves the right to verify the information.

C. Tenders submitted by consortia or groups of service providers – tenders involving subcontracting

Where the tender is submitted by a consortium or by a contractor intending to subcontract part of the work or have it performed by another economic operator, the exclusion criteria defined above have to be fulfilled by each economic operator involved in the tender.

Evidence:

In the case of tenders submitted by consortia or groups of service providers, every economic operator in the tender must provide a declaration on honour to prove that none of the exclusion criteria for participation or award of contracts applies to it.

The tenderer to whom the contract is to be awarded shall provide, within 10 days preceding the signature of the contract, the evidence referred to above, confirming the declaration on honour for every economic operator part of the consortia or groups of service providers.

In the case of tenders involving subcontracting, the tenderer to whom the contract is to be awarded shall provide, within 10 days preceding the signature of the contract, the evidence referred to above for the exclusion criteria for participation or award of contracts, confirming the declaration on honour for every subcontractor for which the Commission will request it.

Selection criteria

Legal position – means of proof required

- a) Where the tenderer needs a specific authorisation or must be a member of a specific organisation in order to provide the services concerned in his country of origin, he must prove that he holds this authorisation or that he belongs to this organisation.

⁵ The model declaration on honour published with this call covers all exclusion criteria.

- b) The tenderer is required to furnish proof of his enrolment on the professional or trade register, or a sworn statement or certificate in accordance with the conditions laid down in the Member state in which he is established.

Economic and financial capacity – means of proof required

The tenderers must prove that they have the economic and financial capacity to carry out the tasks set out in the Tender Specifications throughout the duration of the contract.

Proof of financial and economic standing must be provided by one or more of the following:

- bank declarations;
- balance sheets or summarised balance sheets;
- a statement of general turnover or turnover relating to the services in question, covering the last three financial years.

Technical and professional capacity – means of proof required

Technical and professional capacity will be assessed on the basis of expertise, knowledge, efficiency, experience and reliability in the following areas:

- Experience in developing assessment and accounting models of carbon emissions of territorial (i.e.: cities, regions, countries) investment programmes and projects.
- Letters of commitment by five regional authorities to participate in the development of the assessment model and to facilitate the access and development of the required data;
- The theory and practice of socio-economic analysis and evaluation;
- Knowledge of fundamental features of Regional Policy, in particular in the environmental and climate change sector;
- The drafting and presentation of analytical reports;
- Capacity to produce good quality texts in English;

Proof of the above may be furnished by means of:

- i. The educational and professional qualifications of the service provider or contractor and/or those of the firm's managerial staff and, in particular, those of the person or persons responsible for providing the services
- ii. Main services provided over the past three years, together with details of values, dates and public or private recipients involve
- iii. Tenderer's average annual manpower and number of managerial staff over the past three years
- iv. Technical equipment, office-automation and computer equipment available to the tenderer for performing the services

- v. Company's study and research facilities
- vi. Proportion of the contract which the tenderer may intend to subcontract.

Award criteria

The contract will be awarded to the tender that is **most economically advantageous**. This will be determined in the light of the price and the quality of the tender. The successful tender will be the one with the highest score calculated following the formula below:

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

(Method applying for the weighting: Price=30/Quality=70)

Tenders with a mark below **50 %** of overall quality points will not be considered. The quality of the tender will be assessed as a function of the following criteria:

- Demonstration of an understanding of the objectives and appropriate expanding to the tasks of Terms of Reference. Particular attention will be paid to the quality of the description of tasks 1 and 2 (i.e.: survey questions to be proposed to users, the guidance document). Concretely, the models being proposed and the quality of the feedback provided on their usefulness, as well as the input data to be considered (**25 %**)
- Appropriateness of the methodology for: production of the test model and the reports; detail of the proposed categories of expenditure / investment to be used as input to the model; quality of the methodology proposed to implement task n° 3. Particular attention will be paid to the quality of the balance of regions proposed to facilitate the development of the test model (**45 %**)
- Quality of planning of human resources (including degree of direct involvement of senior staff in the firm and specific experts in the development of the assessment model) and organisation of work for the purposes of providing the service requested (including a realistic timetable) (**30 %**).

13. TENDERS

Tenderers must include in their replies

- all the information and documentation needed to enable the contracting authority to appraise tenderers/tenders on the basis of the exclusion, selection and award criteria;
- the price;
- any other information and documentation required in the tendering documents.

Tenders may be written in any of the official EU languages.

Tenders from the consortia of companies or groups of service providers must specify the role, qualifications and experience of each member or group, and submit all the applicable documents required in the tendering documents.

The previous provisions also apply to any subcontractors that may be involved in the tender.

In case of tenders involving subcontractors, a letter of intent must be supplied by each subcontractor stating its unambiguous undertaking to collaborate with the tenderer if he wins the contract and the extent of the resources that it will put at the tenderer disposal for the performance of the contract.