

**TENDER SPECIFICATIONS**  
**ATTACHED TO THE INVITATION TO TENDER**

**Invitation to tender No ENER/C3/2011-491 concerning  
the EU Energy Star Programme:**

**Development and Maintenance of the Website  
and  
Technical Support for the development of new Technical Specifications**



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## **I. SPECIFICATIONS**

### **I.1. Introduction**

#### Objective of the EU Energy Star Programme

The Energy Star programme is a voluntary labelling scheme for identifying energy efficient office equipment. The policy aims are:

- To reduce energy consumption/increase security of energy supply
- To protect the environment (namely mitigating climate change and preserving finite natural resources)
- by
- encouraging consumers to buy the most energy efficient products through information (labelling of the product) at the point of sales or through public procurement
- encouraging manufacturers to design more efficient products to respond to market demand.

Office information and communication technology equipment is responsible for a large share of electricity consumption in the tertiary and residential sectors within the EU, and the ENERGY STAR programme aims at transforming the market towards energy efficient office equipment.

The European ENERGY STAR programme is based on an Agreement between the Government of the USA and the European Union<sup>1</sup> on the co-ordination of energy-efficiency labelling programmes for office equipment. On a voluntary basis manufacturers may register products meeting the technical specifications set out in the Agreement. Registered products may carry the ENERGY STAR logo.

By mandate of the the Council the European Commission manages the Programme for the EU, assisted by the European Union Energy Star Board set up by Regulation (EC) No 106/2008 of the European Parliament and of the Council<sup>2</sup> which governs the implementation of the ENERGY STAR programme in the Community.

### **I.2. Purpose of the contract**

#### *Lot 1: Development & Maintenance of the EU ENERGY STAR website*

The dedicated EU ENERGY STAR website (<http://www.eu-energystar.org>) is an essential instrument in the implementation of the ENERGY STAR Programme aiming at improving the energy efficiency of office equipment. The site should contain relevant information related to the programme, including the legislative framework, forms for registration of products and participating companies, list of registered companies and database of registered products, search tools for identifying the most efficient equipment per category, recent developments and reviews of the technical specifications/eligibility criteria. Further details are given below.

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<sup>1</sup> OJ L 381 of 28.12.2006, p. 24 and p. 26.

<sup>2</sup> OJ L 39 of 13.2.2008, p. 1.

The tender aims at covering the maintenance and the development of the website for a period of 2 years starting in the second trimester of 2012.

### **Description of the tasks**

The task includes attendance of 3 meetings over the duration of the contract in the EU (in particular Brussels).

Content of the website:

The website shall provide all programme relevant information, in English (and additional languages where provided by the Commission), tailored for the different actors, including:

- basic information about the programme aims and scope;
- programme “News” section comprising, e.g. scheduled promotion actions at EU, Member States and EFTA (Norway, Iceland and Lichtenstein) countries level;
- support for programme registration, including programme guidelines and participation forms;
- information (database) about the labelled equipment available in the EU/EEA market and registered participants, enabling an easy search for registered products;
- interface with the relevant extracts of the ENERGY STAR database of compliant products provided by the US EPA (Environmental Protection Agency), including import of products registered with EPA on sale in the Europe into the database in intervals not exceeding 2 weeks (see further details below);
- Up-to-date information for the consumers and retailers on the energy, environmental and economic benefits of the labelled office equipment;
- Up-to-date information on on-going revision of product’s specifications (based on input provided by the Commission);
- programme contacts in the European Commission and in the Member States, including EFTA countries;
- links to national ENERGY STAR relevant websites set up by the Member States as well as links to the relevant web-sites in the US and other ENERGY STAR participating countries (Japan, Korea, Australia, Canada... );
- Queries section;
- Calculator section, allowing the user to specify relevant product and usage data (e.g. relevant power consumption figures, operating hours in applicable operating modes etc.) to assess electricity consumption/costs for operation of a product.

Further details on these elements are given below.

#### Design/technicalities of the website

- The website to be designed and maintained by the Contractor shall not be hosted by the European Commission services;
- the Contractor shall verify his/her proper external accessibility once per working day during the course of the contract period;
- the Contractor shall solve any access problem that falls under his/her responsibility;
- Although the site shall be copyrighted product of the European Commission, it has to be seen as a “stand-alone”web site, largely independent from the European Commission “Europa” website

- the Contractor shall register the following URL: <http://www.eu-energystar.org> on behalf of the European Commission;
- the Contractor shall be able to update the site on short notice, response time shall be less than one working day;
- the Contractor shall provide all necessary means to the Commission to access and modify the website directly if required;
- the Commission shall inform the Contractor of any change made;
- the site should appear correctly, independently of screen-size;
- the Contractor should be capable of modifying the frame organisation and graphic chart of the existing site on request of the Commission;
- changes to the layout and graphic chart will be submitted for prior approval to the Commission;
- the Contractor shall make sure that the site is compatible with current web browsers such as Microsoft Internet Explorer, Firefox etc;
- the raw information for the site will be provided by the European Commission (in Word format for text documents) and worked/developed/expanded by the Contractor;
- the Contractor shall keep track of the number/address of site visitors and shall report to the Commission in the progress reports (see section reporting).

**Detailed overview of maintenance activities for [www.eu-energystar.org](http://www.eu-energystar.org) website.**

**1. US EPA database entries.**

Monthly 50 to 500 entries (ca. 2500-3000 entries/year) are transferred by FTP to a hidden section of the contractor's site. The US EPA notifies the contractor when a file is sent.

**1.1 Download and Conversion**

- select and download appropriate EPA product files (EPA also sends other files, which typically relate to new manufacturers, contact persons, etc.) and convert to EU format files:
- re-divide original EPA files according to EU product categories (PC/ Laptops/ Copiers/ Printers/ Fax / Multi Function Devices/ Mailing machines, servers, and possibly further office equipment categories once included in the EU-US Agreement).

**1.2 Clean-up:**

- eliminate void data fields,
- re-arrange order of data fields according to EU-format,
- add data field headers,
- check for spelling errors and inconsistencies in brand names and model names (including reporting back to EPA),
- check for double entries (including reporting back to EPA)

**1.3 Check each relevant entry on the manufacturer's websites (global and EU):**

- see whether the product is marketed in the EU or not. Fill in the data-field for this parameter.
- see whether the product category is correct (e.g. is it really a laptop or is it a desktop PC?). If not, correct and shift data entry to another product file. Report back to EPA

#### **1.4 For products marketed in the EU/EEA:**

- see whether the technical performance specifications (GHz, ppm, etc.) are correct. If not, correct data and report back to EPA (the assumption is that EPA checks with their partners and if the correction is not OK, EPA will tell the contractor). Note: There is no check on energy data supplied by EPA; in other words, they are always assumed to be correct unless a clear structural error (e.g. data in wrong column) is found
- extract a suitable picture of the product for further elaboration.

#### **1.5 Elaborate pictures (e.g. in Photoshop):**

- create white background,
- enhance contrast and details,
- crop and re-size to 100 x 100 pixels and
- save as \*.jpg, using the model number as filename.

#### **1.6 Conversion and upload:**

- Convert the Excel files to \*.csv (; list separator)
- Connect through FTP to the European Energy Star website and download the old \*.csv and \*.xls files to the local harddisk for back-up and archiving purposes.
- Upload the new \*.csv and their underlying \*.xls files to the European Energy Star website. Also upload, in the image directory, all the \*.jpg images of the individual models.
- Check on the EU Energy Star website whether the files have uploaded correctly and the 'last update' date is correct.
- Check for spelling errors/inconsistencies of brand-names in the selection page (correct and include in report to EPA).

#### **1.7 Report to EPA on (possible) errors and adaptations (with cc. to the Commission).**

It is foreseen that a new Energy Star Agreement will be reached between the EU and the US in the 1<sup>st</sup> Q of 2012. Under this agreement the modalities for sharing data with the US may change and the contractor will be asked to adapt the database interface accordingly.

## **2. EC database entries**

Data entries are updated within 24 hours. This represents usually around 60 entries/month (approx. 600 entries/year). The number of registrations can be higher when new/upgraded technical specifications become effective, because registrations under obsolete technical specifications are invalid, and re-registration of products meeting upgraded specifications is necessary. The dataset of obsolete product registrations should be archived.

Product registration forms that are accepted by the Commission are sent by the Commission through e-mail to the contractor. Product Registration forms are usually delivered in MS Excel format. Further verification is made by the contractor on the eligibility of the product registration versus the Energy Star technical specifications in force.

### **2.1 Update of list of EU Partners & Models.**

This list, in \*.pdf format, contains only names of EU industry partners and models registered with the Commission. Legally it is the official list<sup>3</sup> of approved models by the European Commission and which can be downloaded from the website.

- The underlying document from which the \*.pdf list is made, is in MS Excel format. The product data are entered manually (if in the form of a fax) or partially manually (if the form is in MS Word or MS Excel). These data are not only the manufacturer- and model names & -types (which appear in the public pdf document), but also internal administrative data, such as dates of registration & approval, country where manufactured, etc...
- The appropriate sheet of the MS Excel document is then converted to \*.pdf format and uploaded to the appropriate sections of the website.
- Contractor to inform the Commission as soon as loading done.

### **2.2 Update of the EU database:**

- Download the current MS Excel and \*.csv files from the website. Manual or partially manual input of energy and technical performance data. Attribute model numbers to the new products.
- Check the manufacturer's website for technical inconsistencies and illustration material
- Elaborate illustration material to fit the EU format (100x100 pixels \*.jpg, white background, name is model number)
- Convert the new MS Excel file to the appropriate \*.csv file and upload both to the website
- Upload \*.jpg images to the website
- Check on [www.eu-energystar.org](http://www.eu-energystar.org) whether files uploaded correctly and check selection pages.
- Notify the Commission.

### **3. News section**

- Upload relevant information, in particular on the activities of the Member States, the Commission and other stakeholders on EU Energy Star
- Convert news items to corresponding \*.html pages in appropriate site lay-out. Convert possible downloads to \*.pdf and illustrations to appropriate \*.jpg.
- Upload news items and check on website.
- Archive older news items
- Check with Commission before uploading.

### **4. TechNews section**

- Scan appropriate web sources for energy-linked technical items regarding new developments in office equipment
- Convert news items to corresponding \*.html pages in appropriate site lay-out. Convert possible downloads to \*.pdf and illustrations to appropriate \*.jpg.
- Upload news items and check on website.
- Archive older news items

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<sup>3</sup> Note that the database, which also contains energy and performance parameters, is not a legal document but is intended as a service.



## **5. EU Policy section**

- Correspondence with the Commission on EUESB (EU Energy Star Board) meetings (agenda, policy documents), new draft specifications and legal documents.
- Convert items to corresponding \*.html pages in appropriate site lay-out. Convert possible downloads to \*.pdf and illustrations to appropriate \*.jpg. Also insert an announcement of newly arrived policy papers in the News section.
- Check first with Commission and then upload items; check on website.
- Archive older policy items.

## **6. Calculator sections**

- Periodically (every 3 months) check the validity of the data for price/energy/usage of various office equipment data.
- Adjust in the script when necessary.
- Upload new script and check on website.

## **7. EU/EEA market and environmental data**

- Periodically (every 6 months) check the validity of the market- and environmental data for various pieces of office equipment with Eurostat and other EU data sources.
- Adjust when necessary.
- Upload new data and check on website.

## **8. All sections**

- Periodically (every 6 months) check the validity of all quantitative data for various pieces of office equipment in the appropriate sections.
- Adjust when necessary, upload new data and check on website.

## **Work Plan**

Contractors shall present a detailed work plan for the action, which should give an indication on how they envisage the co-ordination with the Commission services, contacts with the US EPA and how they will gather and select information considered relevant for inclusion in the website.

The work plan shall include the list of deliverables and an indication of the expected delivery time.

## **Reporting**

Quarterly progress reports: The Contractor shall present a short (2-3 pages) progress report every 3 months to the European Commission's services. The progress reports will address the 8 activities described above, point out any difficulty encountered in delivering the task and caused by third parties, and give account on website access statistics.

Interim report: The Contractor shall present, together with the fourth quarterly progress report, an interim report providing an overview/aggregation of the first four quarterly progress reports.

Final report: The Contractor shall present, together with the eighth quarterly progress report, a final report providing an overview/aggregation of the fifth, sixth, seventh and eighth quarterly progress reports.

## *Lot 2: Technical Support for the development of new Technical Specifications*

The tender aims at providing technical support for the development of new technical specifications for a period of 2 years starting in the 2<sup>nd</sup> trimester of 2012.

Office equipment is a fast moving sector in continuous development. Considering the steadily increasing demand for such equipment (including in the residential sector) and the continuous emergence of new technologies, it is necessary for the Commission to periodically review - together with the US Environmental Protection Agency (US EPA) – the effectiveness of the energy efficiency requirements of the Energy Star Programme for upgrading the eligibility criteria, and developing new eligibility criteria for office equipment product categories not yet covered by the Energy Star Agreement.

This tender aims at covering the cost of an expert in office equipment technology and in particular as regards the energy performance of such equipment. The task is to advise the Commission and the European Union Energy Star Board (EUESB) in developing upgraded specifications for revising the Annex C to the Agreement, and new specifications for office equipment categories to be added to the Energy Star Agreement.

The consultant will have frequent contacts with representatives of industry, technical experts from the Member States and with the US EPA, including travelling.

The detailed task description is below :

### **Description of the Task**

The contractor shall perform the following tasks:

- Follow-up the development of new energy efficiency eligibility criteria for office equipment undergone by the US EPA, including energy consumption testing methods
- Assist in the development of new energy efficiency eligibility criteria for office equipment undergone by the Commission, including energy consumption testing methods
- Contribute in building consensus among stakeholders (industry, national technical experts, consumers and environmental NGOs), in particular in attending meetings of the ECESB technical sub-groups on request of the Commission
- Report to the Commission of any development or problem likely to affect the setting of the eligibility criteria
- Observe the market and identify likely trends in technology which could impact on the energy consumption of office equipment

The task includes attendance of meetings:

- Maximum 3 meetings over the duration of the contract in the USA (in particular Washington DC)
- Maximum 6 meetings over the duration of the contract in the EU (in particular Brussels).

The contractor shall be flexible and available to adapt to timing constraints in particular as regards attendance of international meetings and events.

## **Work plan**

Taking into account the working plan of the ECESB (see the EU Energy Star website) the contractor shall present a detailed workplan for the action which should give an indication on how he/she envisages the co-ordination with the Commission services, contacts with the US EPA and the stakeholders.

Considering that the task is estimated at 160 mandays over the total duration of the contract, attention will be paid to spread the days evenly over the year, unless particular needs for concentration would emerge and after agreement in written with the Commission.

## **Reporting**

Quarterly progress reports: The Contractor shall present a short progress report every 3 months to the European Commission's services. The progress reports shall review the progress made and describe the contractor's workplan for the next steps (short and medium term) for each of the main on-going and future activities (namely product specification). This will include the detail of the resources actually spent per activity. The contractor shall make concrete proposals including planning for meeting the agreed objectives. The progress reports will also refer to the travelling and substance costs incurred during the period covered and the link with the activity performed. The detailed evidences will be provided with the invoice (final payment) claiming the costs.

Interim report: The Contractor shall present, together with the fourth quarterly progress report, an interim report providing an overview of the first four quarterly progress reports.

Final report: The Contractor shall present, together with the eighth quarterly progress report, a final report providing an overview of the fifth, sixth, seventh and eighth quarterly progress reports.

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

Execution of the tasks begins after the date on which the Contract enters into force.

In principle, the deadlines set out below cannot be extended. The Contractor is deemed solely responsible for delays occasioned by subcontractors or other third parties (except for rare cases of *force majeure*). Adequate resources and appropriate organisation of the work including management of potential delays should be put in place in order to observe the timetable below.

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

#### ***I.3.1. Quarterly progress reports and interim report***

Not later than 2 months after the signature of the contract, the contractor will report to the Commission of any particular unforeseen difficulty that might affect the proper running of the task.

**Progress reports** (2-3 pages) shall be submitted to the Commission on a quaterly basis. The first quarterly progress report shall be submitted not later than three months after signature of the contract.

The Commission shall have twenty days from receipt to approve or reject the quarterly progress reports. Within 20 days of receiving the Commission's observations, the Contractor will submit additional information or another report. The contractor will submit a draft interim report, including the fourth quarterly progress report, at the latest 12 months after the signature of the contract.

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

### ***1.3.2. Final report***

The contractor will submit a draft final report to the Commission at the latest 2 months before the contract end date.

Within 45 days after the submission of this draft final report the Commission will provide the contractor with its comments on the draft final report.

The Contractor shall have 20 days in which to submit additional information or a new final report.

### ***1.3.3. Report format and publication***

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

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

## **I.4. Duration of the tasks**

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

## **I.5. Place of performance**

The tasks will be performed on the Contractor's premises. However, meetings between the contractor and the Commission may be held on Commission premises in Brussels.

## **I.6. Estimate of the amount of work involved**

For Lot 1, the total amount of work has been estimated at 230 mandays.

For Lot 2, the total amount of work has been estimated at 160 mandays.

## **II. TERMS OF CONTRACT**

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

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

### **II.1. Terms of payment**

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

### **II.2. Financial guarantees**

#### **Guarantee on pre-financing**

For any pre-financing higher than 150,000 EUR, a financial guarantee equivalent to the amount of the pre-financing will be requested.

Depending on the financial situation of the tenderer, the Commission may ask for the financial guarantee for amounts lower than 150,000 EUR.

### **II.3. Subcontracting**

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

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

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

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

### III. FORM AND CONTENT OF THE TENDER

#### III.1. General

Tenders must be written in **one of the official languages** of the European Union.

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

#### III.2. Structure of the tender

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

##### *III.2.1. Section One: administrative proposal*

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

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

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

- Financial identification (Annex 2)

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

[http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/financial\\_id/financial\\_id\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm)

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

- Legal entities (Annex 3)

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

[http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/legal\\_entities/legal\\_entities\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm)

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

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

### ***III.2.2. Section Two: Technical proposal***

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

Some guidelines are given below, but attention is also drawn to the award criteria, which define those parts of the technical proposal to which the tenderers should pay particular attention. The technical proposal should address all matters laid down in the specifications and should include models, examples and technical solutions to problems raised in the specifications. The level of detail of the tender will be extremely important for the evaluation of the tender. Tenderers must present in their bids a proposal on the methodology and the organisation of the work to carry out in the framework of the study.

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

### ***III.2.3. Section Three: Financial proposal***

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

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

- **Prices shall be** fixed and not subject to revision during the performance of the contract;
- For each category of staff involved in the project, the tenderer must specify:
  - the total labour costs;
  - **the daily rates** and **total number of days** (man/days) each member of staff will contribute to the project;
  - other categories of costs, indicating the nature of the cost, the total amount, the unit price and the quantity.

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

#### **IV. ASSESSMENT AND AWARD OF THE CONTRACT**

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

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

The aim of each of these stages is:

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

##### **IV.1. Exclusion criteria (exclusion of tenderers)**

###### ***IV.1.1. Exclusion criteria (Article 93 Financial Regulation<sup>4</sup>)***

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

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<sup>4</sup> Council Regulation (EC, Euratom) No 1605/2002 of 25 June 2002 on the Financial Regulation applicable to the general budget of the European Communities (OJ L 248 of 16.9.2002)



- (d) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
  - (e) they have been the subject of a judgement which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Union's financial interests;
  - (f) they are currently subject to an administrative penalty referred to in Article 96(1) of the Financial Regulation<sup>5</sup> for being guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in a contract procurement procedure or by the authorising officer as a condition of participation in a grant award procedure, for failing to supply this information or for having been declared to be in serious breach of their obligations under contracts or grants covered by the Union budget.
2. The cases referred to in point IV.1.1. e) above shall be the following:
- a) cases of fraud as referred to in Article 1 of the Convention on the protection of the European Communities' financial interests established by the Council Act of 26 July 1995 (OJ/C 316 of 27.11.1995, p. 48);
  - b) cases of corruption as referred to in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union, established by the Council Act of 26 May 1997 (OJ/C 195 of 25.6.1997, p. 1);
  - c) cases of involvement in a criminal organisation, as defined in Article 2(1) of Joint Action 98/733/JHA of the Council (OJ/L 315 of 29.12.1998, p. 1);
  - d) cases of money laundering as defined in Article 1 of Council Directive 91/308/EEC (OJ/L 166 of 28.6.1991, p.77).

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

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

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

Tenderers must declare:

- that they do not have any conflict of interest in connection with the contract; a conflict of interest could arise in particular as a result of economic interests, political or national affinities, family or emotional ties, or any other relevant connection or shared interest;
- that they will inform the contracting authority, without delay, of any situation constituting a conflict of interest or which could give rise to a conflict of interest;
- that they have not made and will not make any offer of any type whatsoever from which an unjustified 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,

<sup>5</sup> Council Regulation (EC, Euratom) n° 1605/2002 of 25 June 2002 on the Financial regulation applicable to the general budget of the European Communities, OJ L 248 of 16 September 2002, p. 1, amended by Council Regulation (EC, Euratom) n° 1995/2006 of 13 December 2006, OJ L 390 of 30 December 2006, p.1.

where such advantage constitutes an illegal practice or involves corruption, either directly or indirectly, inasmuch as it is an incentive or reward relating to performance of the Contract.

The Commission reserves the right to check the above information.

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

#### ***IV.1.3. Evidence to be provided by the tenderers***

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

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

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

Where no such document or certificate is issued in the country concerned, it may be replaced by a sworn or, failing that, a solemn statement made by the interested party before a judicial or administrative authority, a notary or a qualified professional body in his country of origin or provenance.

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

5. The Commission reserves the right to request any other document relating to the proposed tender for evaluation and verification purpose, within a delay determined in its request.

**Remark:**

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

***IV.1.4. Administrative and financial penalties***

Without prejudice to the application of penalties laid down in the contract, candidates or tenderers and contractors who have been found guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the procurement procedure or have failed to supply this information or have been declared to be in serious breach of their obligations under contracts covered by the Union budget may be subject to administrative or financial penalties, in accordance with Article 96 of the Financial Regulation and Articles 134b and 133a of the Implementing Rules.<sup>6</sup>

**IV.2. SELECTION CRITERIA (SELECTION OF TENDERERS)**

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

***IV.2.1. Economic and financial capacity – Criteria and references required***

- a) Tenderers must have sufficient economic and financial resources to be able to execute the tasks within the time schedule specified in the specifications and according to the payment schedule specified in the draft Contract in Annex 5. The capacity will be assessed based on the ratios mentioned in Annex 6; only tenderers demonstrating a satisfactory or good economic and financial capacity can be selected.
- b) The following documents must be provided in evidence of economic and financial capacity:
- 0 the presentation of balance sheets including the profit and loss accounts for the last two years for which accounts have been closed, where publication of the balance sheet is required under the company law of the country in which the economic operator is established;

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<sup>6</sup> Commission Regulation (EC, Euratom) n° 2342/2002 of 23 December 2002 laying down detailed rules for the implementation of Council Regulation (EC, Euratom) No 1605/2002 on the Financial Regulation applicable to the general budget of the European Communities, OJ L 357 of 31 December 2002, p. 1, as amended.

- 0 a statement of overall turnover and turnover concerning the services covered by the contract for the last three financial years;
- 0 the annex 6 form filled in.

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

#### ***IV.2.2. Technical and professional capacity – Criteria and references required***

At least one of the experts who will carry out the work must have:

##### **For Lot 1**

- Experience of at least 3 years in the field of energy efficiency technology of products and notably for office equipment;
- Experience of at least 3 years in the field of Community energy efficiency policy;
- Experience of at least 3 years in communicating and co-operating at European level, including with industrial and public authority actors;
- Experience in drafting and editing quality documents, organising meetings and workshops, disseminating information and creating and running internet-based information tools and web sites;
- Fluency in English, both written and spoken.

##### **For Lot 2**

- Knowledge and experience of at least 3 years in the field of energy efficiency of products, office equipment technology and market development of the sector world-wide.
- Experience of at least 3 years in relevant international discussions and forums.
- Experience of at least 3 years in engineering or testing or study or research in the field of energy consumption of office equipment.
- Experience of at least 3 years in negotiation in an international context.
- Fluency in English, both written and spoken.

Evidence of this capacity shall be furnished on the basis of the following documents:

Detailed curriculum vitae of each staff member responsible for carrying out the work, including his or her educational background, degrees and diplomas, professional experience, research work, publications and linguistic skills.

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

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

#### **IV.3. EVALUATION OF TENDERS – AWARD CRITERIA**

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

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

a) Technical evaluation criteria in their order of importance as weighted by percentage

**For Lot 1**

a) Technical evaluation criteria in their order of importance as weighted by percentage

N°	Award Criteria	Weighting
1	Quality and comprehensiveness of added value (data sourcing and processing) by the contractor in particular as regards the checking of entries, selection and upload of relevant news and of market and environmental data	50
2	Understanding of the objectives of the tender, of the issues involved and of the technical aspects related to it	30
3	Quality, feasibility, relevance and completeness of the proposed workplan and timetable	20
<b>Total number of points</b>		<b>100</b>

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

b) Total price

The contract will be awarded to the tender which offers the best ratio quality/cost.

**For Lot 2**

a) Technical evaluation criteria in their order of importance as weighted by percentage

N°	Award Criteria	Weighting
1	Comprehension of the task, with focus on the technical specificities of office equipment, and on the risks involved and approach suggested overcoming those risks	40
2	Comprehension of the international context and EU policy context for energy efficiency of office equipment	20
3	Approach towards assisting the Commission services in developing new technical specifications	20
4	Quality and clarity of definition of the method/work plan towards achieving consensus among stakeholders on new specifications	10
5	Quality and clarity of definition of the reports/deliverables	10
<b>Total number of points</b>		<b>100</b>

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

b) Total price

The contract will be awarded to the tender which offers the best ratio quality/price.

#### **IV.4. INFORMATION FOR TENDERERS**

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

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

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

#### **V. ANNEXES**

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

# ANNEX 1

## IDENTIFICATION OF THE TENDERER

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

### Call for tender ENER/C3/2011-491

Identity	
Name of the tenderer	
Legal status of the tenderer	
Date of registration	
Country of registration	
Registration number	
VAT number	
Description of statutory social security cover (at the level of the Member State of origin) and non-statutory cover (supplementary professional indemnity insurance) <sup>7</sup>	
Address	
Address of registered office of tenderer	
Where appropriate, administrative address of tenderer for the purposes of this invitation to tender	
Contact Person	
Surname: First name: Title (e.g. Dr, Mr, Ms) : Position (e.g. manager): Telephone number: Fax number: E-mail address:	
Legal Representatives	
Names and function of legal representatives and of other representatives of the tenderer who are authorised to sign contracts with third parties	
<b>Declaration by an authorised representative of the organisation<sup>8</sup></b> I, the undersigned, certify that the information given in this tender is correct and that the tender is valid.	
Surname: First name:	Signature:

<sup>7</sup> For natural persons.

<sup>8</sup> This person must be included in the list of legal representatives; otherwise the signature on the tender will be invalidated.

## **ANNEX 2**

### **Financial identification form**

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

A specific form for each Member State is available at the following Internet address:

[http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/financial\\_id/financial\\_id\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm)



## **ANNEX 3**

### **Legal entity form**

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

[http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/legal\\_entities/legal\\_entities\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm)

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

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

## ANNEX 4

### DECLARATION BY THE TENDERER

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

1. In accordance with Article 93 of the Financial Regulation<sup>9</sup>, I declare on my honour that I am not in any of the following situations which would exclude me from participating in this procurement procedure:
  - a) I am not bankrupt, being wound up or having my affairs administered by the courts, I have not entered into an arrangement with creditors, I have not suspended business activities, I am not the subject of proceedings concerning any such matters, and I am not in any similar situation arising from a similar procedure provided for in legislation or regulations;
  - b) I have not been convicted of an offence concerning my professional conduct by a judgment which has the force of res judicata;
  - c) I have not been found guilty of grave professional misconduct proven by any means which the contracting authority can justify;
  - d) I have not failed to fulfil obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which I am established or with those of the country or the contracting authority or those of the country where the contract is to be performed;
  - e) I have not been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Union's financial interests;
  - f) I am currently not subject to an administrative penalty referred to in Article 96(1) of the Financial Regulation for being guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in a contract procurement procedure or by the authorising officer as a condition of participation in a grant award procedure, for failing to supply this information or for having been declared to be in serious breach of their obligations under contracts or grants covered by the Union budget.
2. In addition, the undersigned declares on his or her honour:
  - a) that on the date of submission of the tender, the company or organisation I do represent and the staff proposed for this tender are not subject to a conflict of interests in the context of this invitation to tender; I undertake to inform the Commission without delay of any change to this situation after the date of submission of the tender.
  - b) that the information provided to the Commission within the context of this invitation to tender is accurate, sincere and complete.

Done at ..... on.....

Name .....

Title .....

Signature:

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<sup>9</sup> Council Regulation (EC, Euratom) n° 1605/2002 of 25 June 2002 on the Financial regulation applicable to the general budget of the European Communities, OJ L 248 of 16 September 2002, p. 1, amended by Council Regulation (EC, Euratom) n° 1995/2006 of 13 December 2006, OJ L 390 of 30 December 2006, p.1.

**ANNEX 5**  
**DRAFT CONTRACT**



**EUROPEAN COMMISSION**  
DIRECTORATE-GENERAL FOR ENERGY

Directorate C - New and renewable sources of energy, Energy efficiency & Innovation  
**The Director**

**SERVICE CONTRACT**

**CONTRACT NUMBER – ENER/C3/2011-491-SI2.**

The European Union (hereinafter referred to as "the Union"), represented by the European Commission (hereinafter referred to as "the Commission"), which is represented for the purposes of the signature of this contract by Mrs M. Donnelly, Director in the Directorate-General for Energy, Directorate C

of the one part,

and

**[official name in full]**

**[official legal form]** (Delete if contractor is a natural person or a body governed by public law.)

**[statutory registration number]** (Delete if contractor is a body governed by public law. For natural persons, indicate the number of their identity card or, failing that, of their passport or equivalent)

**[official address in full]**

**[VAT registration number]**

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

of the other part,

**HAVE AGREED**

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

**Annex I** – Tender Specifications (Invitation to Tender No ENER/C3/2011-491 of (date) and Monitoring

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

**Annex III** - Daily allowances

**Annex IV** – Model of Bank Guarantee

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

The terms set out in the Special Conditions shall take precedence over those in the other parts of the Contract. The terms set out in the General Conditions shall take precedence over those in the Annexes. The terms set out in the Tender Specifications (Annex I) shall take precedence over those in the Tender (Annex II).

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

## **I – SPECIAL CONDITIONS**

### **ARTICLE I.1 - SUBJECT**

**I.1.1.** The subject of the Contract is :

In the context of the EU Energy Star – ~~Lot 1 – Maintenance and development of the EU Energy Star website for a period of 2 years starting in the 2<sup>nd</sup> trimester of 2012 – Lot 2 – Technical support for the development of new technical specifications for a period of 2 years starting in the 2<sup>nd</sup> trimester of 2012.~~

**I.1.2.** The Contractor shall execute the tasks assigned to him in accordance with the Tender Specifications annexed to the Contract (Annex I).

### **ARTICLE I.2 - DURATION**

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

**I.2.2.** Execution of the tasks may under no circumstances begin before the date on which the Contract enters into force.

**I.2.3.** The duration of the tasks shall not exceed 27 months. This period and all other periods specified in the Contract are calculated in calendar days. Execution of the tasks shall start from the date of entry into force of the Contract. The period of execution of the tasks may be extended only with the express written agreement of the parties before such period elapses.

**I.2.4.** N.A.

### **ARTICLE I.3 – CONTRACT PRICE**

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

**I.3.2.** N.A.

**I.3.3.** N.A.

### **ARTICLE I.4 – PAYMENT PERIODS AND FORMALITIES**

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

#### **I.4.1. Pre-financing:**

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

- the receipt by the Commission of a request for pre-financing with a relevant invoice

a pre-financing payment of EUR [complete amount in figures and in words] equal to 30 % of the total amount referred to in Article I.3.1. shall be made.]

#### **I.4.2 Interim payment:**

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

- an interim technical report in accordance with the instructions laid down in Annex I.
- the relevant invoice(s)

provided the report has been approved by the Commission.

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

Within 30 days of the date on which the report is approved by the Commission, an interim payment corresponding to [EUR complete amount in figures and in words] equal to 40 % of the total amount referred to in Article I.3.1 shall be made.

#### **I.4.3. Payment of the balance:**

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

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

provided the report has been approved by the Commission.

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

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

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

#### **ARTICLE I.5 – BANK ACCOUNT**

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

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

#### **ARTICLE I.6 – GENERAL ADMINISTRATIVE PROVISIONS**

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

Commission:

European Commission  
Directorate-General for Energy  
Directorate C  
Unit C3  
B-1049 Bruxelles

Contractor:

Mr/Mrs/Ms [complete]

[Function]

[Company name]

[Official address in full]

## **ARTICLE I.7– APPLICABLE LAW AND SETTLEMENT OF DISPUTES**

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

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

## **ARTICLE I.8 – DATA PROTECTION**

Any personal data included in the Contract shall be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Such data shall be processed solely for the purposes of the performance, management and monitoring of the Contract by the Director of the Shared Resource Directorate MOVE/ENER acting as data controller without prejudice to possible transmission to the bodies charged with monitoring or inspection task in application of Union law.

## **ARTICLE I.9 – TERMINATION BY EITHER CONTRACTING PARTY**

Either contracting party may, of its own volition and without being required to pay compensation, terminate the Contract by serving 2 months formal prior notice. Should the Commission terminate the Contract, the Contractor shall only be entitled to payment corresponding to part-performance of the Contract. On receipt of the letter terminating the Contract, the Contractor shall take all appropriate measures to minimise costs, prevent damage, and cancel or reduce his commitments. He shall draw up the documents required by the Special Conditions for the tasks executed up to the date on which termination takes effect, within a period not exceeding sixty days from that date.

## **[ARTICLE I.10 – OTHER SPECIAL CONDITIONS**

**\* Provision to be inserted if the bank guarantee is required**

The bank guarantee referred to in article I.4.1. shall be provided according to the model of annex

**III – IV**



## **II – GENERAL CONDITIONS**

### **ARTICLE II.1 – PERFORMANCE OF THE CONTRACT**

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

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

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

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

## **ARTICLE II.2 – LIABILITY**

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

**II.2.5.** The Contractor shall take out insurance against risks and damage relating to performance of the Contract if required by the relevant applicable legislation. He shall take out supplementary insurance as reasonably required by standard practice in the industry. A copy of all the relevant insurance contracts shall be sent to the Commission should it so request.

### **ARTICLE II.3 - CONFLICT OF INTERESTS**

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

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

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

**II.3.3.** The Contractor declares:

- that he has not made and will not make any offer of any type whatsoever from which an advantage can be derived under the Contract,
- that he has not granted and will not grant, has not sought and will not seek, has not attempted and will not attempt to obtain, and has not accepted and will not accept, any advantage, financial or in kind, to or from any party whatsoever, where such advantage constitutes an illegal practice or involves corruption, either directly or indirectly, inasmuch as it is an incentive or reward relating to performance of the Contract.

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

## **ARTICLE II.4 – PAYMENTS**

### **II.4.1. Pre-financing :**

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

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

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

The guarantee shall specify that it enters into force at the latest on the date on which the Contractor receives the pre-financing. The Commission shall release the guarantor from its obligations as soon as the Contractor has demonstrated that any pre-financing has been covered by equivalent work. The guarantee shall be retained until the pre-financing has been deducted from interim payments or payment of the balance to the Contractor. It shall be released the following month. The cost of providing such guarantee shall be borne by the Contractor.

### **II.4.2. Interim payment:**

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

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

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

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

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

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

### **II.4.3. Payment of the balance:**

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

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

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

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

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

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

## **ARTICLE II.5 – GENERAL PROVISIONS CONCERNING PAYMENTS**

**II.5.1.** Payments shall be deemed to have been made on the date on which the Commission's account is debited.

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

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

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

## **ARTICLE II.6 – RECOVERY**

**II.6.1.** If total payments made exceed the amount actually due under the Contract or if recovery is justified in accordance with the terms of the Contract, the Contractor shall reimburse the appropriate amount in euro on receipt of the debit note, in the manner and within the time limits set by the Commission.

**II.6.2.** In the event of failure to pay by the deadline specified in the request for reimbursement, the sum due shall bear interest at the rate indicated in Article II.5.3. Interest shall be payable from the calendar day following the due date up to the calendar day on which the debt is repaid in full.

**II.6.3.** The Commission may, after informing the Contractor, recover amounts established as certain, of a fixed amount and due by offsetting, in cases where the Contractor also has a claim on the Union that is certain, of a fixed amount and due. The Commission may also claim against the guarantee, where provided for.

## **ARTICLE II.7 - REIMBURSEMENTS**

**II.7.1.** Where provided by the Special Conditions or by Annex I, the Commission shall reimburse the expenses which are directly connected with execution of the tasks on production of original supporting documents, including receipts and used tickets.

**II.7.2.** Travel and subsistence expenses shall be reimbursed, where appropriate, on the basis of the shortest itinerary.

**II.7.3.** Travel expenses shall be reimbursed as follows:

- a) travel by air shall be reimbursed up to the maximum cost of an economy class ticket at the time of the reservation;
- b) travel by boat or rail shall be reimbursed up to the maximum cost of a first class ticket;

- c) travel by car shall be reimbursed at the rate of one first class rail ticket for the same journey and on the same day;
- d) travel outside Union territory shall be reimbursed under the general conditions stated above provided the Commission has given its prior written agreement.

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

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

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

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

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

## **ARTICLE II.9 – CONFIDENTIALITY**

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

**II.9.2.** The Contractor shall obtain from each member of his staff, board and directors an undertaking that they will respect the confidentiality of any information which is linked, directly or indirectly, to execution of the tasks and that they will not divulge to third parties or use for their own benefit or that of any third party any document or information not available publicly, even after completion of the tasks.

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

**II.10.1.** The Contractor shall authorise the Commission to process, use, distribute and publish, for whatever purpose, by whatever means and on whatever medium, any data contained in or relating to the Contract, in particular the identity of the Contractor, the subject matter, the duration, the amount paid and the reports. Where personal data is concerned, Article I.8 shall apply.

**II.10.2.** Unless otherwise provided by the Special Conditions, the Commission shall not be required to distribute or publish documents or information supplied in performance of the Contract. If it decides not to publish the documents or information supplied, the Contractor may not have them distributed or published elsewhere without prior written authorisation from the Commission.

**II.10.3.** Any distribution or publication of information relating to the Contract by the Contractor shall require prior written authorisation from the Commission and shall mention the amount paid by the Union. It shall state that the opinions expressed are those of the Contractor only and do not represent the Commission's official position.

**II.10.4.** The use of information obtained by the Contractor in the course of the Contract for purposes other than its performance shall be forbidden, unless the Commission has specifically given prior written authorisation to the contrary.

## **ARTICLE II. 11 – TAXATION**

**II.11.1.** The Contractor shall have sole responsibility for compliance with the tax laws which apply to him. Failure to comply shall make the relevant invoices invalid.

**II.11.2.** The Contractor recognises that the Commission is, as a rule, exempt from all taxes and duties, including value added tax (VAT), pursuant to the provisions of Articles 3 and 4 of the Protocol on the Privileges and Immunities of the European Union.



**II.11.3.** The Contractor shall accordingly complete the necessary formalities with the relevant authorities to ensure that the goods and services required for performance of the Contract are exempt from taxes and duties, including VAT.

**II.11.4.** Invoices presented by the Contractor shall indicate his place of taxation for VAT purposes and shall specify separately the amounts not including VAT and the amounts including VAT.

#### **ARTICLE II.12 – FORCE MAJEURE**

**II.12.1.** Force majeure shall mean any unforeseeable and exceptional situation or event beyond the control of the contracting parties which prevents either of them from performing any of their obligations under the Contract, was not due to error or negligence on their part or on the part of a subcontractor, and could not have been avoided by the exercise of due diligence. Defects in equipment or material or delays in making it available, labour disputes, strikes or financial problems cannot be invoked as force majeure unless they stem directly from a relevant case of force majeure.

**II.12.2.** Without prejudice to the provisions of Article II.1.8, if either contracting party is faced with force majeure, it shall notify the other party without delay by registered letter with acknowledgment of receipt or equivalent, stating the nature, likely duration and foreseeable effects.

**II.12.3.** Neither contracting party shall be held in breach of its contractual obligations if it has been prevented from performing them by force majeure. Where the Contractor is unable to perform his contractual obligations owing to force majeure, he shall have the right to remuneration only for tasks actually executed.

**II.12.4.** The contracting parties shall take the necessary measures to reduce damage to a minimum.

#### **ARTICLE II.13 – SUBCONTRACTING**

**II.13.1.** The Contractor shall not subcontract without prior written authorisation from the Commission nor cause the Contract to be performed in fact by third parties.

**II.13.2.** Even where the Commission authorises the Contractor to subcontract to third parties, he shall none the less remain bound by his obligations to the Commission under the Contract and shall bear exclusive liability for proper performance of the Contract.

**II.13.3.** The Contractor shall make sure that the subcontract does not affect rights and guarantees to which the Commission is entitled by virtue of the Contract, notably Article II.17.

#### **ARTICLE II.14 – ASSIGNMENT**

**II.14.1.** The Contractor shall not assign the rights and obligations arising from the Contract, in whole or in part, without prior written authorisation from the Commission.

**II.14.2.** In the absence of the authorisation referred to in 1 above, or in the event of failure to observe the terms thereof, assignment by the Contractor shall not be enforceable against and shall have no effect on the Commission.

#### **ARTICLE II.15 – TERMINATION BY THE COMMISSION**

**II.15.1.** The Commission may terminate the Contract in the following circumstances:

- (a) where the Contractor is being wound up, is having his affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or is in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- (b) where the Contractor has been convicted of an offence concerning his professional conduct by a judgment which has the force of *res judicata*;
- (c) where the Contractor has been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- (d) where the Contractor has not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which he is established or with those of the country applicable to the Contract or those of the country where the Contract is to be performed;
- (e) where the Commission seriously suspects the Contractor of fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Union's ' financial interests;
- (f) where the Contractor is in breach of his obligations under Article II.3;
- (g) where the Contractor was guilty of misrepresentation in supplying the information required by the Commission as a condition of participation in the Contract procedure or failed to supply this information;

- (h) where a change in the Contractor's legal, financial, technical or organisational situation could, in the Commission's opinion, have a significant effect on the performance of the Contract;
- (i) where execution of the tasks has not actually commenced within three months of the date foreseen, and the new date proposed, if any, is considered unacceptable by the Commission;
- (j) where the Contractor is unable, through his own fault, to obtain any permit or licence required for performance of the Contract;
- (k) where the Contractor, after receiving formal notice in writing to comply, specifying the nature of the alleged failure, and after being given the opportunity to remedy the failure within a reasonable period following receipt of the formal notice, remains in serious breach of his contractual obligations.

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

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

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

**II.15.4.** Consequences of termination:

In the event of the Commission terminating the Contract in accordance with this Article and without prejudice to any other measures provided for in the Contract, the Contractor shall waive any claim for consequential damages, including any loss of anticipated profits for uncompleted work. On receipt of the letter terminating the Contract, the Contractor shall take all appropriate measures to minimise costs, prevent damage, and cancel or reduce his commitments. He shall draw up the documents required by the Special Conditions for the tasks executed up to the date on which termination takes effect, within a period not exceeding sixty days from that date.

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

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

## **ARTICLE II.16 – LIQUIDATED DAMAGES**

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

## **ARTICLE II.17 – CHECKS AND AUDITS**

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

## **ARTICLE II.18 – AMENDMENTS**

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

## **ARTICLE II.19 – SUSPENSION OF THE CONTRACT**

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

## **ARTICLE II.20 – DATA PROTECTION**

**II.20.1** The Contractor shall have the right of access to his/her personal data and the right to rectify any such data. Should the Contractor have any queries concerning the processing of his/her personal data, s/he shall address them to the entity acting as data controller provided for in Article I.8.

**II.20.2** The Contractor shall have right of recourse at any time to the European Data Protection Supervisor.

**II.20.3** Where the Contract requires the processing of personal data by the Contractor, the Contractor may act only under the supervision of the data controller, in particular with regard to the purposes of the processing, the categories of data which may be processed, the recipients of the data, and the means by which the data subject may exercise his/her rights.

**II.20.4** The Contractor shall limit access to the data to the staff strictly necessary for the performance, management and monitoring of the Contract.

**II.20.5** The Contractor undertakes to adopt appropriate technical and organisational security measures having regard to the risks inherent in the processing and to the nature of the personal data concerned in order to:

- a) prevent any unauthorised person from having access to computer systems processing personal data, and especially:
  - aa) unauthorised reading, copying, alteration or removal of storage media;
  - ab) unauthorised data input as well as any unauthorised disclosure, alteration or erasure of stored personal data;
  - ac) unauthorised using of data-processing systems by means of data transmission facilities;
- b) ensure that authorised users of a data-processing system can access only the personal data to which their access right refers;

- c) record which personal data have been communicated, when and to whom;
- d) ensure that personal data being processed on behalf of third parties can be processed only in the manner prescribed by the contracting institution or body;
- e) ensure that, during communication of personal data and transport of storage media, the data cannot be read, copied or erased without authorisation;
- f) design its organisational structure in such a way that it meets data protection requirements.

## SIGNATURES

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

For the Commission,  
**Hans van Steen**  
**Acting Director C**

signature[s]: \_\_\_\_\_

signature: \_\_\_\_\_

Done at [Brussels], [date]

Done at [Brussels], [date]

In duplicate in English.

## ANNEX I

### **Tender Specifications and Monitoring**

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

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

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

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

**ANNEX II**

**Contractor's Tender**



**Annex III**  
Daily allowances (If necessary)

**Indemnités journalières pour les Etats membres de l'Union européenne**

**Daily allowances for the Member States of the European Union :**

<b>DESTINATION</b>		<b>Indemnité Journalière en EUR</b>	<b>Plafond des frais d'hébergement (hôtel) en EUR</b>
<b>FR</b>	<b>EN</b>	<b>Daily allowance in EUR</b>	<b>Maximum hotel price in EUR</b>
Allemagne	Germany	93	115
Autriche	Austria	95	130
Belgique	Belgium	92	140
Bulgarie	Bulgaria	58	169
Chypre	Cyprus	93	145
Danemark	Denmark	120	150
Espagne	Spain	87	125
Estonie	Estonia	71	110
Finlande	Finland	104	140
France	France	95	150
Grèce	Greece	82	140
Hongrie	Hungary	72	150
Irlande	Ireland	104	150
Italie	Italy	95	135
Lettonie	Latvia	66	145
Lituanie	Lithuania	68	115
Luxembourg	Luxembourg	92	145
Malte	Malta	90	115
Pays-Bas	Netherlands	93	170
Pologne	Poland	72	145
Portugal	Portugal	84	120
République tchèque	Czech Republic	75	155
Roumanie	Romania	52	170
Royaume-Uni	United Kingdom	101	175
Slovaquie	Slovakia	80	125

Slovénie	Slovenia	70	110
Suède	Sweden	97	160

**Indemnités journalières pour les Etats hors de l'Union européenne (en Euro)**

**Daily subsistence allowances for countries outside the European Union (in Euro)**

DESTINATION		Indemnité Journalière	Plafond Hôtel
FR	EN	Daily allowance €	Maximum hotel price €
Afghanistan	Afghanistan	50	75
Afrique du Sud	South Africa	50	145
Albanie	Albania	50	160
Algérie	Algeria	85	85
Andorre*	Andorra*	68,89	126,57
Angola	Angola	105	175
Anguilla	Anguilla	75	140
Antigua et Barbuda	Antigua and Barbuda	85	140
Antilles néerlandaises	Netherlands Antilles	90	185
Arabie Saoudite	Saudi Arabia	85	195
Argentine	Argentina	75	210
Arménie	Armenia	70	210
Aruba	Aruba	80	185
Australie	Australia	75	135
Azerbaïdjan	Azerbaijan	70	200
Bahamas	Bahamas	75	115
Bahreïn	Bahrain	80	195
Bangladesh	Bangladesh	50	140
Barbade	Barbados	75	140
Belarus	Belarus	90	135
Belize	Belize	50	135
Bénin	Benin	50	100
Bermudes	Bermuda	70	140
Bhoutan	Bhutan	50	130
Bolivie	Bolivia	50	100
Bonaire	Bonaire	90	185
Bosnie Herzégovine	Bosnia and Herzegovina	65	135

Botswana	Botswana	50	135
Brésil	Brazil	65	180
Brunei	Brunei	60	165
Burkina Faso	Burkina Faso	55	90
Burundi	Burundi	50	115
Caimans, îles	Cayman Islands	60	135
Cambodge	Cambodia	50	115
Cameroun	Cameroon	55	105
Canada	Canada	65	165
Cap-Vert	Cape Verde	50	75
Centrafricaine, Rép	Central African Republic	60	80
Chili	Chile	70	175
Chine	China	55	155
Chypre	Cyprus	50	110
Cisjordanie et Bande de Gaza	West Bank and Gaza Strip	60	110
Colombie	Colombia	50	120
Comores	Comoros	50	85
Congo (Rép. Dém. du)	Congo, Dem. Rep.	105	140
Congo (Rép. du)	Congo	70	115
Cook, îles	Cook Islands	50	135
Corée (Nord), R.P.D.	D.P.R of Korea	50	180
Corée (Sud), Rép. de	Republic of Korea	100	200
Costa Rica	Costa Rica	50	140
Côte d'Ivoire	Côte d'Ivoire	60	130
Croatie	Croatia	60	120
Cuba	Cuba	75	150
Djibouti	Djibouti	65	170
Dominicaine, Rép.	Dominican Republic	60	170
Dominique	Dominica	75	140
Egypte	Egypt	65	140
El Salvador	El Salvador	55	125
Emirats arabes Unis	United Arab Emirates	70	195
Equateur	Ecuador	50	140
Erythrée	Eritrea	50	80
Estonie	Estonia	70	120
Etats-Unis d'Amérique (Autres)	USA (others)	80	200

Etats-Unis d'Amérique (New York)	USA (New York)	100	275
Ethiopie	Ethiopia	50	145
Fidji	Fiji	50	120
Gabon	Gabon	75	115
Gambie	Gambia	50	120
Géorgie	Georgia	80	215
Ghana	Ghana	70	140
Grenade	Grenada	75	140
Guadeloupe	Guadeloupe	65	115
Guam	Guam	60	135
Guatemala	Guatemala	50	125
Guinée équatoriale	Equatorial Guinea	60	85
Guinée, Rép. de	Guinea	50	135
Guinée-Bissau	Guinea-Bissau	50	90
Guyane	Guyana	50	160
Guyane Française	French Guiana	55	140
Haïti	Haiti	65	125
Honduras	Honduras	50	125
Hong Kong	Hong Kong	60	205
Inde	India	50	195
Indonésie	Indonesia	50	145
Indonésie - Timor oriental	Indonesia - East Timor	50	110
Iran, Rép islam	Iran	55	145
Iraq	Iraq	60	85
Islande	Iceland	85	160
Israël	Israel	105	210
Jamaïque	Jamaica	60	170
Japon	Japan	130	275
Jordanie	Jordan	60	135
Kazakhstan	Kazakhstan	70	175
Kenya	Kenya	60	165
Kirghizistan	Kyrgyzstan	75	180
Kiribati	Kiribati	60	145
Koweït	Kuwait	85	195
Laos	Lao, People's Dem. Rep.	50	145
Lesotho	Lesotho	50	100
Liban	Lebanon	70	190
Liberia	Liberia	85	150
Libye, Jamahiriya	Libyan Arab	50	175

ar.	Jamahiriya		
Liechtenstein	Liechtenstein	80	95
Macao	Macao	55	95
Macédoine (ARY)	TFYR of Macedonia	50	160
Madagascar	Madagascar	50	105
Malaisie	Malaysia	50	200
Malawi	Malawi	50	165
Maldives	Maldives	50	135
Mali	Mali	60	95
Mariannes du Nord, îles	Northern Mariana Islands	70	135
Maroc	Morocco	75	130
Marshall, îles	Marshall Islands	50	135
Martinique	Martinique	70	110
Maurice, Rép.	Mauritius	60	140
Mauritanie	Mauritania	50	75
Mayotte	Mayotte	50	110
Mexique	Mexico	70	185
Micronésie	Micronesia	55	135
Moldova	Republic of Moldova	80	170
Monaco*	Monaco*	72,58	97,27
Mongolie	Mongolia	70	90
Montserrat	Montserrat	55	140
Mozambique	Mozambique	60	140
Myanmar	Myanmar	50	75
Namibie	Namibia	50	85
Nauru	Nauru	50	135
Népal	Nepal	50	135
Nicaragua	Nicaragua	50	135
Niger	Niger	50	75
Nigeria	Nigeria	50	185
Niue	Niue	50	135
Norvège	Norway	80	140
Nouvelle-Calédonie	New Caledonia	55	135
Nouvelle-Zélande	New Zealand	60	125
Oman	Oman	70	135
Ouganda	Uganda	55	180
Ouzbékistan	Uzbekistan	75	155
Pakistan	Pakistan	50	130
Palau	Palau, Republic of	50	135
Panama	Panama	50	160

Papouasie Nouvelle Guinée	Papua New Guinea	55	135
Paraguay	Paraguay	50	140
Pérou	Peru	75	135
Philippines	Philippines	60	150
Polynésie française	French Polynesia	60	135
Puerto Rico	Puerto Rico	65	140
Qatar	Qatar	65	135
Réunion	Reunion	60	90
Russie	Russian Federation	90	275
Rwanda	Rwanda	65	160
Saint Kitts et Nevis	Saint Kitts and Nevis	85	185
Sainte-Lucie	Saint Lucia	75	140
Saint Marin*	San Marino*	60,34	114,33
Saint-Vincent et les Grenadines	St. Vincent and the Grena.	75	190
Salomon, îles	Solomon Islands	50	120
Samoa	Samoa	50	135
Samoa Américaines	American Samoa	70	135
São Tome et Principe	Sao Tome & Principe	60	95
Sénégal	Senegal	65	135
Seychelles	Seychelles	85	140
Sierra Leone	Sierra Leone	55	135
Singapour	Singapore	75	150
Somalie	Somalia	50	125
Soudan	Sudan	55	215
Sri Lanka	Sri Lanka	50	105
St Marteen	St Marteen	90	185
Suisse	Switzerland	80	140
Suriname	Suriname	55	125
Swaziland	Swaziland	50	90
Syrie	Syrian Arab Republic	80	145
Tadjikistan	Tajikistan	75	110
Taiwan, Prov de Chine	Taiwan	55	200
Tanzanie	Tanzania, United Rep. of	50	200
Tchad	Chad	65	145
Thaïlande	Thailand	60	145

Timor oriental	East Timor	50	110
Togo	Togo	60	95
Tokelau, îles	Tokelau Islands	50	135
Tonga	Tonga	50	105
Trinité et Tobago	Trinidad and Tobago	60	115
Tunisie	Tunisia	60	85
Turkménistan	Turkmenistan	80	150
Turks et Caicos, îles	Turks and Caicos Island	55	135
Turquie	Turkey	55	165
Tuvalu	Tuvalu	50	135
Ukraine	Ukraine	80	190
Uruguay	Uruguay	55	160
Vanuatu	Vanuatu	60	110
Vatican*	Vatican*	60,34	114,33
Venezuela	Venezuela	85	125
Vierges, îles (Etats-Unis)	Virgin Islands (USA)	55	140
Vierges, îles (Grande-Bretagne)	Virgin Islands (UK)	75	140
Viêt-Nam	Viet Nam	50	205
Wallis et Futuna îles	Wallis & Futuna Islands	50	135
Yémen	Republic of Yemen	60	165
Yougoslavie, Rép. Féd. (Serbie et Monténégro)	Yugoslavia	80	140
Zambie	Zambia	50	135
Zimbabwe	Zimbabwe	50	115
<b>Autres pays</b>	<b>Other country</b>	60	145

\* rallié géographiquement aux pays correspondants :  
geographically linked to the following countries:  
- Andorre/Andorra : Espagne/Spain  
- Monaco : France  
- Saint Marin/San Marino : Italie/Italy  
- Vatican : Italie/Italy

#### Calcul

Le calcul des **Indemnités journalières** (I J) se fait selon les règles suivantes:

Durée du déplacement:

- inférieure ou égale à 6 heures: frais réels (sur présentation des pièces justificatives).
- plus de 6 heures à 12 heures inclus: 0,5 I J.
- plus de 12 heures à 24 heures inclus: 1 I J.
- plus de 24 heures à 36 heures inclus: 1,5 I J.
- plus de 36 heures à 48 heures inclus: 2 I J.
- plus de 48 heures à 60 heures inclus: 2,5 I J, etc....

**Calculation**

Daily subsistence allowances are to be calculated as follows:

Length of mission:

- six hours or less: reimbursement of actual expenses (on production of supporting documents);
- more than six hours but not more than twelve hours: half the daily allowance;
- more than twelve hours, but not more than twenty-four hours: the daily allowance;
- more than twenty-four hours but not more than thirty-six hours: one and a half times the daily allowance;
- more than thirty-six hours but not more than forty-eight hours: twice the daily allowance;
- more than forty-eight hours but not more than sixty hours: two and a half times the daily allowance, and so on.



**Form to be used for reimbursement of travel and subsistence costs**

Contract N°					
<b>Name of the traveller :</b>					
Destination & Reason :					
Departure*	Date :		Distance Km: (return trip)		
Return*	Date :		Number of days:		
*: from/to the principal place of performance of the contract					
<b>Daily subsistence allowances</b> (please include original hotel bills)					
Length of the mission :			Days		
Allowance per full day :			€	<b>a</b>	
Rate of allowances due :			Number of days	<b>b</b>	
Total allowances due :			€	<b>c=axb</b>	
<b>Transport costs</b>					
<i>Please include the original transport tickets (airplane tickets &amp; boarding cards, train tickets, ...), invoices paid to the travel agencies or airline companies, etc.</i>					
N°	Date	Currency	Amount	Exchange-rate (To be completed by the Commission)	Amount in € (To be completed by the Commission)
1					
2					
3					
4					
5					
Total transport costs :				<b>d</b>	
<b>Other costs</b>					
<i>Please specify and include the original invoices.</i>					
N°	Date	Currency	Amount	Exchange-rate	Amount in €
1					
2					
3					
4					
5					
Total other costs :				<b>e</b>	
<b>TOTAL:</b>				<b>= c+d+e</b>	

For journeys of less than 200 km (return trip) no subsistence allowance is payable

## ANNEX 6

### ANALYSIS OF THE ECONOMIC AND FINANCIAL CAPACITY (to be filled and signed by the tenderer)

The following ratios will be applied in order to determine the financial capacity of the tenderers.

**I. Financial independence =** 
$$\frac{\text{Capital and reserves} - \text{Start-up expenses}}{\text{Liabilities}}$$

**II. Self-financing index =** 
$$\frac{\text{Cash flow (Net profit/loss for the fiscal year after taxes + depreciation + provisions)}}{\text{Financial debts (short-term and long term)}}$$

**III. Liquidity =** 
$$\frac{\text{Available assets + realisable assets (cash at bank and in hand + investments + trade and other debtors falling due in less than 1 year)}}{\text{Current liabilities (debts falling due in less than 1 year)}}$$

**IV. Activity index =** 
$$\frac{\text{Tender price}}{\text{Duration of the contract in years} \times \text{Turnover}}$$

The following algorithm will be applied in order to categorise the level of financial soundness (weak, satisfactory or good) :

Indexes to be taken into account	Results	Marks
Financial independence	Higher than 50%	2
	40% < FI < 50%	1.5
	30% < FI < 40%	1
	0% < FI < 30%	0.5
	FI < 0%	-1
Self-financing index	40% < SFI	2
	15% < SFI < 40%	1
	0% < SFI < 15%	0
	SFI < 0%	-1
Liquidity	100% < Liquidity	2
	75% < Liquidity < 100%	1
	Liquidity < 75%	0
Activity index	AI < 50%	2
	50% < AI < 100%	1
	100% < AI	0

The mark allocated to each ratio for the last 2 financial years will be added and the financial capacity will be evaluated in the following way:

Evaluation of financial soundness	Weak	Satisfactory	Good
Total marks	2 – 7	8 – 10	11 – 16

**DOCUMENTS TO BE PROVIDED BY THE TENDERER <sup>10</sup>**

- the presentation of balance sheets including the profit and loss accounts for the last two years for which accounts have been closed, where publication of the balance sheet is required under the company law of the country in which the economic operator is established
- a statement of overall turnover and turnover concerning the services covered by the contract for the last three financial years.
- The completed form of this annex.

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<sup>10</sup> Point 5.1.2. of the Specifications

**FORM TO BE FILLED IN BY THE TENDERER**

Tenderer's legal name		
Date to which the last annual accounts were made up <sup>11</sup>		
Currency		
	Fiscal year N -1	Fiscal year N-2
Capital and reserves <sup>12</sup>		
Start-up expenses		
Net profit/loss for the fiscal year after taxes		
Balance-sheet total <sup>13</sup>		
Depreciation allowance		
Transfers to (withdrawal from) the provisions for liabilities and charges		
Short-term financial debts		
Long-term financial debts		
Current liabilities <sup>14</sup>		
Turnover		
Availability <sup>15</sup>		
Readily realisable assets <sup>16</sup>		

Turnover corresponding to the services covered by the contract		
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Name of the legal representative of the tenderer:

Signature of legal representative of the tenderer:

Date:

- 11 The date to which the last accounts were made up cannot be more than 18 months before the deadline for the receipt of tenders. The financial data requested in the table must be based on these accounts.
- 12 Equity shareholders' funds = issued share capital + share premiums + increases in value resulting from revaluation + reserves + profit carried forward - loss carried forward + capital subsidies. If equity shareholders' funds are positive, they should be recorded with a "+" sign in the table; otherwise, they should be reported with a "-" sign
- 13 Balance sheet total = total assets = total liabilities.
- 14 Current liabilities = trade creditors falling due in less than one year + tax, salaries and social security contributions falling due in less than one year + other debts falling due in less than one year + financial debts falling due in less than one year.
- 15 Liquid assets = current bank accounts + cash in hand + treasury investments
- 16 Readily realisable assets = trade debtors falling due in less than one year + other amounts falling due in less than one year