

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

**Invitation to tender No. TREN/D1/469-2009 concerning  
a study on *organisational models and best practice for facilitating local co-ownership  
and similar ways of increasing community acceptance of renewable energy projects***

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## I. SPECIFICATIONS

### I.1. Introduction

2007 marked a turning point for the European Union's climate and energy policy. Europe undertook to give global leadership: to tackle climate change, to face up to the challenge of secure, sustainable and competitive energy, and to make the European economy a model for sustainable development in the 21st century. The March 2007 European Council agreed to set precise, legally binding targets for renewable energy and greenhouse gas emission reductions.

Two key targets were set by the European Council:

- A reduction of at least 20% in greenhouse gases (GHG) by 2020 – rising to 30% if there is an international agreement committing other developed countries to "comparable emission reductions and economically more advanced developing countries to contributing adequately according to their responsibilities and respective capabilities".
- A 20% share of renewable energies in EU energy consumption by 2020.

In addition a target for 10% of renewable energy in transport was agreed on certain conditions.

In January 2008, the Commission presented an "energy-climate package" of legislative proposals to implement this agreement, and this package was politically agreed in the EU institutions in December 2008.

A key part of the package is the *new Directive on the promotion of the use of energy from renewable sources amending and subsequently repealing Directives 2001/77/EC and 2003/30/EC*, which will enter into force in 2009<sup>1</sup>. It sets mandatory national renewable energy targets for each Member State and requires them to produce National Action Plans clearly setting out how they will meet their targets. It also contains requirements for member States to remove market barriers, including:

- national rules concerning authorisation, certification and licensing should be streamlined, transparent, proportionate and non-discriminatory, taking full account of the particularities of individual renewable energy technologies;
- appropriate steps should be taken to accelerate authorisation procedures for grid infrastructure and to coordinate this with administrative and planning procedures;
- suitable information, awareness-raising, guidance and/or training programmes should be developed, with participation from local and regional authorities, in order to inform citizens of the benefits and practicalities of developing and using energy from renewable sources;

Meeting the EU target for 20% renewable energy in 2020 will only be possible with a significant increase in the number and scale of renewable energy projects. Although renewable energy generally enjoys strong support among citizens, the consenting and construction of an increasing number of ever bigger wind farms, biogas and biomass installations, solar power plants etc. could lead to increasing problems with social acceptance. Already today, renewable energy projects are often faced with resistance from local communities<sup>2</sup>. Problems are particularly likely to arise for large projects which, because of their financial scale, are promoted by large companies or investors that are external to the community in which the project is situated. Although the long term benefits of renewable energy projects generally are acknowledged by the public, they are not always seen to outweigh the short term

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<sup>1</sup> Unofficial version available here: <http://register.consilium.europa.eu/pdf/en/08/st03/st03736.en08.pdf>

<sup>2</sup> See for example the report "BENCHMARK OF BIOENERGY PERMITTING PROCEDURES IN THE EUROPEAN UNION", Ecofys/ Golder Associates, 2009, in the case of bioenergy.

"inconveniences" in terms of perceived or real impacts in terms of noise, flicker, landscape impacts etc., and the (perceived or real) absence of concrete short term benefits for the community.

As a response to resistance, developers and authorities are already exploring ways to address concerns from local communities. One possible way to mitigate or reduce such problems is by encouraging local community ownership of the projects, including in actual economic terms. Various examples of mechanisms to share benefits exist today. The intention behind this study is to undertake a systematic review of existing experiences and make recommendations where possible on how to reconcile or align the interests of communities and developers of renewable energy projects, with specific focus on mechanisms generating in some way or other concrete economic benefits for the communities

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

### Summary

In brief, this study should

- 1) Review existing experience and current trends with respect to implementation of mechanisms for local co-ownership and of renewable energy projects or other schemes for concrete benefit-sharing and identify key success factors and elements of best practice.
- 2) Develop recommendations and proposals for possible standard elements of and/or models for organisational frameworks, mechanisms or agreements that could facilitate cooperation between project developers and local communities to enable the former to open up projects to the latter to share the economic benefits of large renewable projects with the community in which they are sited. Examples of mechanism could include participation in upfront financing but also other mechanisms.

### Background

In recent years considerable research has been made in the field of public and community acceptance of renewable energy technologies and projects. Examples of recent or ongoing activities with an international/European perspective include

- the CREATE ACCEPTANCE project<sup>3</sup>
- the review made as part of the WINDFACTS project<sup>4</sup>
- Task 28, Social Acceptance of Wind Energy Projects under the IEA Wind Implementing Agreement<sup>5</sup>

These are just a few examples of a large and expanding body of literature from the social sciences aimed at understanding public and community acceptance to RES projects and ways to improve it<sup>6</sup>.

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<sup>3</sup> [www.createacceptance.net](http://www.createacceptance.net)

<sup>4</sup> <http://www.wind-energy-the-facts.org/en/environment/chapter-6-social-acceptance-of-wind-energy-and-wind-farms/community-acceptance-of-wind-energy.html>

<sup>5</sup> <http://www.socialacceptance.ch/>

<sup>6</sup> See for example "Social acceptance of renewable energy innovation: An introduction to the concept" Rolf Wüstenhagen, Maarten Wolsink and Mary Jean Bürera, Energy Policy, Volume 35, Issue 5, May 2007, Pages 2683-2691

In this context, the potential for improving community acceptance through mechanisms that provide concrete economic benefits to local communities from individual RES projects has been identified. Such mechanisms could include the opportunity for locals to participate in the investments, thus acquiring real economic ownership, or any other mechanism securing in some other way concrete benefits (over and above the environmental improvements associated with cleaner energy production) to the community.

Examples of actual implementation of benefit sharing mechanisms include

- Cooperatively owned wind farms
- The new legal entitlement for locals to participate with up to 20% of the initial investment in wind farm projects, as well as the "green fund" allowing municipalities to apply for economic support for local initiatives related to nature, culture or information within a framework which is in proportion to new wind capacity installed<sup>7</sup>
- The Zeekracht project in the Netherlands<sup>8</sup>
- The so-called "convenzioni" now required as a condition for obtaining development consent for wind farms by some Italian municipalities, guaranteeing concrete benefits to be provided by the developers to the community.

### *Content of the study*

Mechanisms for sharing the economic benefits (and risks) of RES projects with local communities and stakeholders (hereafter referred to as MBS – "mechanisms for benefit sharing") are clearly just one aspect of community acceptance, and may not necessarily be the best or only solution in a given context. Participation and openness with regard to siting decisions have also been identified as a critical issue. However, current trends and the emergence of initiatives as those listed above indicate that the role of such mechanisms could be increasing.

This study should

- 1) Provide a **state-of-the-art overview** of past experiences and current trends with implementation of MBS. As part of this known forms of mechanisms should be characterised/categorised. The overview should be based on 2 sub-tasks:
  - a) A **review of existing literature** on the topic. The review should synthesise in concise way existing knowledge from empirical studies as well as the different key concepts and terminology used in the relevant social sciences applied in the field of social and community acceptance of renewable energy projects or related fields. It should build on and complement rather than duplicate work e.g. made in the context of Task 28 of the IEA Wind Implementing Agreement (see above).
  - b) **Systematic review of a number of case-studies** (which may include either concrete RES projects or, for example, examples of national/regional legislation establishing MBS) which

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<sup>7</sup> See <http://www.ens.dk/sw78412.asp> (in Danish).

<sup>8</sup> <http://www.zeekracht.nl/node/118>

together give a representative overview of the complete range of types of mechanisms that have been deployed, are being used or are under discussion.

- 2) **Identify key success factors and elements of best practice** on the basis of the empirical evidence synthesised in the review performed under 1) and of an analysis of the strengths, weaknesses, opportunities and threats/risks that various approaches may represent, and taking into account how the different (national/local/cultural etc.) contexts may affect the applicability, desirability and effectiveness of the approaches.
- 3) **Develop recommendations and concrete tools/ possible standard elements of and/or models for organisational frameworks, mechanisms or agreements** that could facilitate cooperation between project developers and local communities. In so far as it is deemed possible on the basis of 1) and 2) the contractor should develop concrete tools for used by developers and local authorities or other relevant stakeholders to establish MBS. The tools could conceivably include template agreements, checklists, or catalogues of best practices solutions to typical problems.

The priority in terms of the **expected share of effort allocated to the tasks above (1a, 1b, 2 and 3) is estimated to be approximately 10%, 30%, 30% and 30%, respectively.**

### *Consulting stakeholders*

For the purpose of tasks 1b, 2 and 3 the tenderer is expected to contact local/regional authorities /policymakers, project developers and other relevant stakeholders in the Member States and make use of such contacts to validate the findings and test the practical applicability and utility of the tools or recommendations developed. The tenderer should propose a methodology for doing as part of the study (and with any associated costs forming part of the total budget of the study).

### **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.

A **kick-off meeting** will take place in Brussels, at the latest 21 days following the signature of the contract, in order to settle all the details of the study, report, etc. to be undertaken.

Two additional meetings between the contractor and the Commission services should be envisaged in the project planning to allow the former to receive additional guidance and steer from the former where necessary. The tenderers should propose when it would be most appropriate to schedule these meetings within the overall project planning.

#### ***I.3.1. Interim reports***

The **interim report** showing progress of the work shall be submitted to the Commission at the latest 6 months after the date of signature of the contract.

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

### ***I.3.2. Final report***

The contractor will submit a draft final report to the Commission at the latest 12 months after the signature of the contract.

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

### ***I.3.3. Report format and publication***

10 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 15 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**

The total value of the contract has been estimated at 300 man days.

## **II. TERMS OF CONTRACT**

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

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

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

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

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

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

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

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

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

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

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

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

Groupings, irrespective of their legal form, may submit bids. Tenderers may, after forming a grouping, submit a joint bid on condition that it complies with the rules of competition. Such groupings (or consortium) must specify the company or person heading the project and must also submit a copy of the document authorising this company or person to submit a bid. If awarded, the contract will be signed by the company or the person heading the project, 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/execution/ftiers\\_en.htm](http://ec.europa.eu/budget/execution/ftiers_en.htm)

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

- Legal entities (Annex 3)

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

[http://ec.europa.eu/budget/execution/legal\\_entities\\_en.htm](http://ec.europa.eu/budget/execution/legal_entities_en.htm)

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

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

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

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

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 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. Tenderers must also provide drafting sample for the purposes of verifying the quality of writing skills.

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

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

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

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

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

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

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

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

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

The aim of each of these stages is:

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

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

#### *IV.1.1. Exclusion criteria (Article 93 Financial Regulation<sup>9</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;
- (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 Communities' financial interests;
- (f) they are currently subject to an administrative penalty referred to in Article 96(1) of the Financial Regulation<sup>10</sup> for being guilty of misrepresentation in supplying the

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<sup>9</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)

information required by the contracting authority as a condition of participation in a contract procurement procedure or by the authorising officer as a condition of participation in a grant award procedure, for failing to supply this information or for having been declared to be in serious breach of their obligations under contracts or grants covered by the Community budget.

2. The cases referred to in point IV.1.1. e) above shall be the following:
  - a) cases of fraud as referred to in Article 1 of the Convention on the protection of the European Communities' financial interests established by the Council Act of 26 July 1995 (OJ/C 316 of 27.11.1995, p. 48);
  - b) cases of corruption as referred to in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union, established by the Council Act of 26 May 1997 (OJ/C 195 of 25.6.1997, p. 1);
  - c) cases of involvement in a criminal organisation, as defined in Article 2(1) of Joint Action 98/733/JHA of the Council (OJ/L 315 of 29.12.1998, p. 1);
  - d) cases of money laundering as defined in Article 1 of Council Directive 91/308/EEC (OJ/L 166 of 28.6.1991, p.77).

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

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

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

Tenderers must declare:

- that they do not have any conflict of interest in connection with the contract; a conflict of interest could arise in particular as a result of economic interests, political or national affinities, family or emotional ties, or any other relevant connection or shared interest;
- that they will inform the contracting authority, without delay, of any situation constituting a conflict of interest or which could give rise to a conflict of interest;
- that they have not made and will not make any offer of any type whatsoever from which an advantage can be derived under the contract;
- that they have not granted and will not grant, have not sought and will not seek, have not attempted and will not attempt to obtain, and have not accepted and will not accept, any advantage, financial or in kind, to or from any party whatsoever, constituting an illegal practice or involving corruption, either directly or indirectly, as an incentive or reward relating to the award of the contract.

The Commission reserves the right to check the above information.

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

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<sup>10</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.

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

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

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

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

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

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

### **Remark:**

The tenderers will be waived of the obligation to submit the documentary evidence above mentioned if such evidence has already been submitted for the purposes of another procurement procedure launched by Directorate General for Energy and Transport and provided that the documents are not more than one year old starting from their issuing date and that they are still valid. In such a case, the tenderer shall declare on his honour that the documentary evidence has already been provided in a previous procurement procedure,

specifying the reference of the call for tender for which the documents have been provided, and confirm that no changes in his situation have occurred.

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

Without prejudice to the application of penalties laid down in the contract, candidates or tenderers and contractors who have been found guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the procurement procedure or have failed to supply this information or have been declared to be in serious breach of their obligations under contracts covered by the Community budget may be subject to administrative or financial penalties, in accordance with Article 96 of the Financial Regulation and Articles 134b and 133a of the Implementing Rules.<sup>11</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 – References required***

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

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

### ***IV.2.2. Technical and professional capacity – References required***

#### *1) Educational qualifications*

*The tenderer must possess the necessary professional qualifications to perform the study. The team performing the work should notably include persons with university degrees in relevant social sciences and with proven experience in applying them in the field of community acceptance of energy projects (or of similar infrastructure projects). It should also include persons with technical qualifications and proven experience in renewable energy project developments (e.g. engineers).*

#### *2) Working experience*

*The tenderer should demonstrate that the team performing the study includes persons with extensive, concrete experience in working with development of renewable energy projects, preferably in several countries, and persons with demonstrated experience in working with community acceptance of projects. At least 50% of the work should be performed by people with more than 5 years of experience in these fields.*

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<sup>11</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, last amended by Commission Regulation (EC, Euratom) n° 478/2007 of 23 April 2007, OJ L 111 of 28 April 2007, p.1.

3) *Measures that the tenderers will take to guarantee the good execution of the tasks.*

*The tenderer should seek to demonstrate that it has an extensive network of relevant contacts in different Member States that will allow him to obtain information and feedback from stakeholders on the analysis performed.*

4) *List of the main services and tasks delivered during the last five years as well as related amounts, dates and beneficiaries with mention of the sector they belong to (private/public) ;*

5) *Part of the contract which the service provider intends to subcontract;*

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

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

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.

#### **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

<b>N°</b>	<b>Award Criteria</b>	<b>Weighting</b>
1	<i>Understanding of the requirements of the contract and knowledge of the topic.</i> The bids will be evaluated on the extent to which they demonstrate a good understanding of the aim of this contract, knowledge of the field of renewable energy projects and, in particular, and ability to contribute with original thinking about the opportunities and risks of mechanisms for benefit-sharing with communities and an insight in current trends.	50%
2	<i>Methodology.</i> The bids will be evaluated on the proposed methodology for carrying out the study, including the way case studies will be performed and used and the way in which stakeholder input and feedback will be integrated.	30%
3	<i>Project planning and management.</i> The bids will be evaluated on the	20%



	quality, detail and clarity of the proposed planning and management of the project and its resources, including the allocation of different team members to different tasks.	
<b>Total number of points</b>		<b>100</b>

b) Total price

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

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

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

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

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

#### **V. ANNEXES**

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

# ANNEX 1

## IDENTIFICATION OF THE TENDERER

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

### Call for tender TREN D1/469/2009

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>12</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:	

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<sup>12</sup> For natural persons

<b>Legal Representatives</b>	
<b>Names and function of legal representatives</b> 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>13</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:

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<sup>13</sup> This person must be included in the list of legal representatives; otherwise the signature on the tender will be invalidated.

## **ANNEX 2**

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

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

[http://ec.europa.eu/budget/execution/ftiers\\_en.htm](http://ec.europa.eu/budget/execution/ftiers_en.htm)

**FINANCIAL IDENTIFICATION**

<u>ACCOUNT HOLDER</u>	
NAME	<input type="text"/>
ADDRESS	<input type="text"/>
TOWN/CITY	<input type="text"/>
POSTCODE	<input type="text"/>
COUNTRY	<input type="text"/>
VAT NUMBER	<input type="text"/>
CONTACT PERSON	<input type="text"/>
TELEPHONE	<input type="text"/>
FAX	<input type="text"/>
E - MAIL	<input type="text"/>

<u>BANK</u>	
BANK NAME	<input type="text"/>
BRANCH ADDRESS	<input type="text"/>
TOWN/CITY	<input type="text"/>
POSTCODE	<input type="text"/>
COUNTRY	<input type="text"/>
ACCOUNT NUMBER	<input type="text"/>
IBAN (optional)	<input type="text"/>

REMARKS :

<b>BANK STAMP + SIGNATURE of BANK REPRESENTATIVE</b> (Both Obligatory)
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<b>DATE + SIGNATURE of ACCOUNT HOLDER :</b> (Obligatory)
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## **ANNEX 3**

### **Legal entity form**

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

[http://ec.europa.eu/budget/execution/legal\\_entities\\_en.htm](http://ec.europa.eu/budget/execution/legal_entities_en.htm)

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

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

## ANNEX 4

### DECLARATION BY THE TENDERER

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

1. In accordance with Article 93 of the Financial Regulation<sup>14</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 Communities' financial interests;
  - f) I am currently not subject to an administrative penalty referred to in Article 96(1) of the Financial Regulation for being guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in a contract procurement procedure or by the authorising officer as a condition of participation in a grant award procedure, for failing to supply this information or for having been declared to be in serious breach of their obligations under contracts or grants covered by the Community budget.
2. In addition, the undersigned declares on his or her honour:
  - a) that on the date of submission of the tender, the company or organisation I do represent and the staff proposed for this tender are not subject to a conflict of interests in the context of this invitation to tender; I undertake to inform the Commission without delay of any change to this situation after the date of submission of the tender.
  - b) that the information provided to the Commission within the context of this invitation to tender is accurate, sincere and complete.

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<sup>14</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.

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

Name .....

Title .....

Signature: