TENDER SPECIFICATIONS
ATTACHED TO THE INVITATION TO TENDER

Invitation to tender No MOVE/C1/2012-383-1 concerning
European Electromobility Observatory
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I. SPECIFICATIONS

I.1. Introduction

The rapid rise in the number of local initiatives supporting the introduction of the use of battery electric (BEV) and fuel cell electric vehicles (FCV) will have a significant impact on local planning, economic development and management of energy and transport systems. The need for relevant data collection and coordinated exchange of experiences to facilitate fact-based policy making is therefore becoming more evident. This document includes a tender to create and operate a European Electromobility Observatory (EEO) that will:

- Collect and disseminate key statistic data on electromobility in a consistent manner.
- Analyse the collected data and data of other sources.
- Conduct intelligent data interpretation and develop policy recommendations.
- Update the database with information on key technology developments.

The EEO, as a European point of reference for electromobility developments at local level, shall become the main information platform of European regions on electromobility. The EEO management structure should be built up to allow continuation to an independent European Observatory under the umbrella of an established partnership of regions and municipalities that has been actively pursuing the deployment of electric vehicles at local level.

Geographically, the EEO will cover the EU Member States, the EEA Member States (Norway, Iceland, Switzerland and Liechtenstein) as well as Turkey.

I.2. Purpose of the contract

I.2.1 Rationale and aim

Background

Electromobility, as understood by industry and utilities, comprises the use of battery electric, plug-in hybrid vehicles, as well as hydrogen/fuel cell powered vehicles and the relevant infrastructure needed for the supply of these vehicles with energy. These propulsion technologies offer complementary transport solutions but have many elements in common. Electromobility today is considered one of the prime candidates to reduce the oil dependence of road transport by introducing alternative energy sources. Thereby it will contribute to a gradual decarbonisation of transport, as envisaged in the EU-2020 strategy and the White Paper Roadmap to a Single European Transport Area – Towards a competitive and resource efficient transport system (COM 2011/144).

The European Commission, in the Communication on a European strategy on clean and energy efficient vehicles of 28 April 2010 (COM(2010)186), has declared its intention to cooperate with Member States at national and regional level on the build-up of electromobility in the EU. This should ensure sufficient critical mass for industry for the deployment of vehicles and help co-ordinating the build-up of infrastructure across the EU, avoid fragmentation, and secure the internal market. Co-ordinated regional and local programmes could be the backbone of such a development as regions and municipalities are key players due to their role as:
1. Purchasers and specifiers of electric vehicles as early adopters (i.e. procurement of public fleets) in order to support demand and market viability of vehicles and infrastructure;
2. Planning and transport authorities influencing urban and regional development and infrastructure decisions at local level (i.e. general city planning, environmental zones, congestion charge etc);
3. Enablers to integrate electric and hydrogen infrastructures into local energy planning decisions as part of wider energy security concepts;
4. Promoters of local usage working with business and technology/innovation providers.

Local governments are facing choices between different technology solutions, including battery, biofuel and hydrogen powered vehicles. They are also increasingly confronted with the impact on the use of primary energy sources and local grid capacity to recharge and refuel these vehicles, as both battery and fuel cell vehicles are powered by similar primary energy sources including renewables. Much is needed to ensure a sustainable roll-out of vehicles to create opportunities for local industry and to accelerate public awareness.

To-date monitoring of electric vehicles and infrastructure performance has been confined within various EU, national and local projects. More detailed vehicle and infrastructure data have been gathered by car manufacturers and battery recharging or replacement companies, energy companies and the hydrogen infrastructure industry. Insight in relevant data and in real-live experiences in various projects throughout Europe is crucial to allow fact-based and effective policy making. An independent European Electromobility Observatory will facilitate EU-wide data gathering, evaluation and information exchange to support policy making at various government levels ranging from municipalities and regions, national governments up to EU institutions. The Observatory will also gain more insight in the broader impact of electromobility development on local environment, (clean) energy use, industrial development and employment.

**Aim of the tender**

The subject of the tender is the set up and management of a European Electromobility Observatory (EEO). The EEO will collect technical and non-technical data from the participating regions, gather technology updates from industry and research institutions, conduct a thorough data evaluation, provide policy recommendations and stimulate information exchange to facilitate fact-based policy making on electromobility and impact on energy infrastructure, at EU, national and local level.

The aim of the EEO is to be a central reference point, evaluating and disseminating data and bringing together experiences from electromobility projects and programs across Europe in a consistent way to:

- Provide basic statistics on electromobility
- Monitor progress and trends
- Identify best practices
- Identify bottlenecks
- Enable fact-based policy making

**Scope of the European Electromobility Observatory**

Electric vehicles for the purpose of the Observatory include battery electric vehicles (BEV) as well as plug-in hybrid electric vehicles (PHEV) and fuel-cell electric vehicles (FCEV). Vehicles considered include cars, buses, light duty trucks and two-wheelers, e.g. scooters and tricycles for use on public roads. This definition of electric vehicles implies that on the
side of energy provision both infrastructure for the recharging or replacing of batteries, as well as hydrogen refuelling infrastructure shall be considered.

The EEO will strive to become the EU point of reference involving all municipalities, regions, programs and projects active in the field electromobility, providing a broad platform for exchange of information. It is noted that regional, national and EU-funded projects exist in which pilots and field trials with electric vehicles generate and provide data and exchange information. It is, however, also recognised that such programmes are generally not in a position to expand their number of participants and activities due to contractual and budget constraints.

The intention of the EEO is to work first of all with information that is already being monitored in existing electromobility projects and programs. The EEO will work with the participating electromobility projects and programs at EU and national level to develop ways to transfer this information into a format that is suitable for EEO analysis and dissemination.

The EEO also aims to work together with programs outside the realm of regions to increase the knowledge base in order to make optimal use of available data, reports and analysis from those programs.

**EEO Target Groups**

The EEO is focusing on the following target groups:

1. EU, national and regional decision makers
2. Electromobility project and program coordinators at EU, national and local level.
3. Other stakeholders like the car industry, energy service companies, user organisations, R&D providers etc.

**I.2.2 DESCRIPTION OF TASKS**

**I.2.2.1 Development of the EEO General Monitoring Structure, including**

- Inventory of different electromobility programs and field tests in relevant European regions, including the relevant data;
- Inventory of existing monitoring structures of the main electromobility programs;
- Multi-level, operational links to the relevant European regions and municipalities;
- Insight and ongoing identification of local government needs and expectations with respect to monitoring, information exchange and support;
- Well-defined cooperation strategy with the main programs and projects in Europe;
- Operational management structure of the EEO consisting of regional data collection and analysis expert teams;
- Supporting knowledge center for studies and analysis (i.e. group of independent scientific research institutes);
- Strategy to respond to new opportunities and challenges with regards to the EEO format, contents, structure and user-friendliness;
I.2.2.2 Development and implementation of a data collection structure.

- Analysis of the data management of relevant EU, national and regional projects.
- Definition of the data that will be collected by the EEO on a regular basis.
- Development of the EEO data collection and processing methodology, including the supporting tools (databases, surveys, user-friendly data collection system etc.).
- Training of the involved office staff.
- Further development of the EEO website (portal), including interactive services for data-collection, dissemination services and links to relevant external information.

The data to be collected by the EEO will reflect the needs of the different target groups as mentioned under 5. Based on their experiences the service provider should give a first indication of the data needs in their proposal. The following groups should be addressed:

- Technology
- Behaviour
- Economy
- Environmental impact.

The data should also reflect the whole electromobility system, i.e. including the relevant infrastructures.

I.2.2.3 Regular operation of the EEO

- Start regular EEO operations (M3).
- Regular data collection from participating regions;
- Data analyses according to plan (M9).
- Dissemination according to plan, including update of website/portal (M3), annual reports (M12) and webinars (3 times a year). Annual event starting 2013.

Annual reports shall include:

- Results of general statistics on the development of electromobility in Europe, based on the general data provided by as many regions as possible;
- Results of analyses on collected in-depth data, with reference to the preliminary research questions;
- Conclusions on the above mentioned results, related to policy making on European, national, regional and local level.

In addition the following results should be delivered:

General fact-sheets

The service provider shall ensure that updated country fact-sheets with summarized content on existing local projects and the implementation of the EU policies on electromobility in the various concerned countries are included and easy to access on the portal. The fact-sheet
shall be presented in a user-friendly and attractive way.

Links to financing schemes information

The service provider shall facilitate access to information on financing schemes at national and regional level for investments in electromobility, targeting public and private building owners/occupants as well as Small and Medium Size Enterprises. In particular, this should include updated links to relevant national information sources as well as a reference to trusted sources of information on Energy Service Companies.

Links to training schemes information

The service provider shall facilitate access to information on training and qualification schemes on electromobility to professionals, national/local authorities and training institutions.

EEO embedded content in relevant external websites

The service provider shall facilitate interfaces with relevant external websites operated by the EU (i.e. Clean Vehicle Portal, TEN T maps) and national governments.

Enhancing the EEO functionalities

The service provider should continuously adapt and upgrade the EEO website functionalities to the need of the EU, national and regional decision makers (e.g. use and upload of videos, enhancing networking functionalities and user friendliness, improved display and prominence of case studies).

Links to relevant initiatives

The service provider should ensure that the EEO Portal is linked and its functionalities adapted to build synergies with relevant initiatives.

I.2.2.4 Promotion and dissemination

The service provider should ensure that the visibility and recognition of the EEO and its results are continuously increased among the key target groups:
1. Electromobility project and program coordinators at EU, national and local level.
2. EU, national and regional decision makers
3. Other stakeholders
The service provider should aim at increasing the active participation in the EEO of regions in Europe that are active in electromobility deployment.

The service provider shall have a strategy to reinforce the brand of the EEO and its portal as the reference European portal for electromobility and the main objective of the service provider should be to reach the expectations defined in the list of performance indicators.

The proposed approach/strategy for attaining these objectives should include the following activities (not exhaustive):

- Preparation of a communication plan. This would include an analysis of the
needs, values, attitudes and practices of the main target groups and understanding of the current user community (how and for what purpose they use the portal), and the non-users. It should also assess the effectiveness of communication channels such as multipliers and EEO partners. The communication strategy shall be continuously adapted to maximise the impact of EEO on the market and should propose activities to respond to regular reporting on performance indicators.

- Actions to ensure a wide media coverage (press release, targeted campaign, video, etc.). Possibilities to create partnerships with relevant media should be explored.
- Strategy for reaching multipliers networks, including mobilising further EEO partners. This could include the promotion of the use of EEO embedded content in relevant external websites (relevant EU projects, TEN-T etc).
- Organisation of specific actions and presence at fairs, events or conferences.
- Organisation of regular web seminars on the various topics covered by EEO
- Any innovative mechanisms for the transfer of information between the stakeholders.
- Linking with relevant initiatives and campaigns. This could include links to international initiatives.
- Enhancing the use of social media to attract an increasing number of registered users.

I.2.2.5 Management

The aim of this task is an efficient and effective implementation of the contract by the service provider. The service provider should offer an integrated approach to the overall management of the work programme, including co-ordination with other EU programmes and initiatives and the organisation of a smooth hand-over of the portal at the end of the contract to ensure a continuity of service for EEO users. The service provider's project manager must maintain close contact with the responsible project officer, and provide regular overviews of progress, including financial elements. Regular short management meetings with the responsible project officer should be foreseen.

In order to be able to adapt to the evolving EU policy context and priorities, the service provider should provide a flexible, reactive and dedicated management structure. The service provider should respond to requests of the project officer within 3 working days and may be requested to attend meetings in Brussels or via web or telephone (every 3 months) with the aim to exchange information and to coordinate and evaluate the activities.

The implementation of the contract will be monitored through annual reports and one final report, giving a full overview of the progress in implementation, resource use, main achievements, outputs and impacts. The tender should include quantitative targets to monitor the implementation of the tender. In each progress report the service provider should undertake an evaluation both in terms of outputs and wider impacts of the work undertaken.

The service provider must provide the project officer, at any time during the contract execution, and in accordance with the development stage of the applications and products, full product description, requirement specifications, charts, source codes and any other supporting documentation and application manuals, within ten working days from the date of a written request.
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 20 days following the signature of the contract, in order to settle all the details of the study, report, etc… to be undertaken.

During the project, there will be at least one meeting at the end of each year contract.

### I.3.1. Annual reports

The **annual report** (referred to under the contract conditions as "progress report") showing progress of the work shall be submitted to the Commission at the latest 13 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.

The contractor is requested to present:

- an inception report including an outline of the work programme, proposals for the electromobility observatory set up. The Inception Report must be submitted at the end of month 1 (one) in the form of a final draft.

- a **annual report** covering month 1 (one)-12 (twelve)

- a **annual report** in case of renewal covering month 13(thirteen) -24 (twenty-four)

- a **annual report** in case of renewal covering month 24 (twenty-four) –Month 36(thirty-six)

Annual report should include:

Results of general statistics on the development of electromobility in Europe, based on the general data provided by as many regions as possible;

Results of analyses on collected in-depth data, with reference to the preliminary research questions;

Conclusions on the above mentioned results, related to policy making on European, national, regional and local level.

The reports should be drafted in English.
I.3.2. **Final report**

The contractor will submit a final report to the Commission at the latest 13 months after the signature of the contract. In case of renewals, the final report will be submitted at the end of the last renewal.

The final report will include the same elements as the last annual report and an exploitation plan for the continuation of the Observatory.

The Commission shall have forty-five days from receipt to approve or reject the 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**

Three 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 annual reports. For this purpose, the tenderer must ensure that the reports are 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. Intellectual property rights issues are covered by article I.9. and II.9 of the Contract.

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

The duration of the tasks shall not exceed 12 months. The contract may be renewed up to two times each time for a period of 12 months. This period is calculated in calendar days. A 3 months period will be added to proceed with the submission and approval of the final report.

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 amount of work involved to carry out this contract is assessed at 375 man-days per year.
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 6, the draft service contract.

II.2. 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.20 of the contract (Annex 6) can be applied to subcontractors. Once the contract has been signed, Article II.6 of the above-mentioned contract shall govern the subcontracting.

II.3. Joint tenders

In case of a joint tender submitted by a group of tenderers, these latter will be regarded as partners. If awarded the contract, they will have an equal standing towards the contracting authority in the execution of the contract.

The tenderers should indicate in their offer whether the partnership takes the form of:

a) a new or existing legal entity which will sign the contract with the Commission in case of award

or

b) a group of partners not constituting a new legal entity, who via a power of attorney, signed by an authorised representative of each partner (except the lead partner), designate one of the partners as lead partner, and mandate him as lead contractor to sign the contract with the Commission in case of award.

If the contractor is a grouping or consortium of two or more persons, all such persons shall be jointly and severally liable to the Commission for the fulfilment of the terms and conditions of the contract. Such persons shall designate one of them to act as leader with full authority to bind the grouping or the consortium and each of its members. It shall be responsible for the receipt and processing of payments for members of the grouping, for managing the service administration and for coordination. The composition and constitution of the grouping or consortium, and the allocation of the scope of tasks amongst the members, shall not be altered without the prior written consent of the Commission which can be withheld at discretion.
II.4. 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.
III. FORM AND CONTENT OF THE TENDER

III.1. General

Tenders must be written in one of the official languages of the European Union and submitted in triplicate (one clearly marked "original" and two copies) as well as a copy of the offer on a CD/DVD. The attention of the tenderers is drawn to the fact that the majority of the deliverables requested under Specific Contracts will have to be submitted in English.

Tenders must be clear and concise, with continuous page numbering, and assembled in a coherent fashion (e.g. bound or stapled). 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.

The original signature of the single tenderer's or lead partner's authorised representative (preferably in blue ink) on the administrative identification form (Annex 1) shall be considered as the signature of the tender, binding the single tenderer or the group of partners to the terms included in the tender.

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, 3, 4 and 5 as well other evidence required):

- 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 (or any member of a consortium or grouping) must complete and sign the identification forms in Annex 1 and also provide the above-mentioned documents. Subcontractor(s) shall be required to fill in or provide those documents only when their part of the services represents more 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

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

If the corresponding bank account of economic operators is already registered in the Commission's files they are not obliged to provide a new form on the condition that they confirm that no change in the information already provided as occurred. In case of doubt, we recommend submitting a new form.

- **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

  In the case of a grouping, this form must be provided by all partners.

  Economic operators already registered as a legal entity in the Commission's files (i.e. they are or have been contractors of the Commission) are not obliged to provide a new form on the condition that they confirm that no change in the information already provided as occurred, In case of doubt, we recommend submitting a new form.

- **Declaration of honour with respect to the Exclusion criteria and absence of conflict of interest** (Annex 4)

  An original shall be filled and signed by (an) authorised representative(s) of all partners. Only sub-contractors with a part of the contract above 20% should the sign the form.

- **Power of attorney** (Annex 5) – in case of grouping only

  An original shall be filled and signed by (an) authorised representative(s) of each partner.

- **All the supporting documentation** for the purpose of checking the selection criteria (IV.2) should also be submitted under this section

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

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

This section is of great importance in the assessment of the bids, the award of the contract and the future execution of any resulting contract.
The award criteria as set out in chapter IV.3 define those parts of the technical proposal to which the tenderers should pay particular attention as they will be the ground for the evaluation of the quality of the proposal.

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

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

- **The tenderers shall make a separate financial offer for year 1, year 2 and year 3. For the purpose of the evaluation of the financial offer, the cumulated amount will be taken into consideration.**

- **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 must 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 annexed to the Treaty on the Functioning of the European Union. 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

Participation in tendering procedures is open on equal terms to all natural and legal persons coming within the scope of the Treaties and to all natural and legal persons in a third country which has a special agreement with the Union in the field of public procurement, under the conditions laid down in that agreement.

Where the Multilateral Agreement on Public Contracts concluded within the framework of the WTO applies, the contracts are also open to nationals of states which have ratified this Agreement, under the conditions provided for therein.

The procedure for the award of the contract, which will concern only admissible bids (see requirements in the invitation to tender, in particular, regarding the deadline for submission and the presentation of the offers and packaging), 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.

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.

IV.1. Exclusion criteria (exclusion of tenderers)

IV.1.1. Exclusion criteria (Article 93 Financial Regulation 1)

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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(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 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);


IV.1.2. Other cases of exclusion

1. In accordance with 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, 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.

2. As mentioned under section III.2.1., the 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.

**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.³

IV.2. SELECTION CRITERIA (SELECTION OF TENDERERS)

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

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

Tenderers must have the financial capacity to handle the contract. This means that the average annual turnover of the tenderer for the last three financial years (2009, 2010 and 2011) must exceed 150000 EUR.

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

- The profit and loss accounts for the last three financial years where publication of this document is required under the company law of the country in which the economic operator is established. The figures to be taken into account must be clearly shown.

- Statements of overall turnover and turnover relating to the relevant services for the last three financial years.

An economic operator may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. It must in that case prove to the contracting authority that it will have at its disposal the resources necessary for performance of the contract, for example by producing an undertaking on the part of those entities to place those resources at its disposal.

Under the same conditions, a consortium of economic operators may rely on the capacities of members of the consortium or of other entities.

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

1. The tenderer must have experience in managing large European network activities in the field of alternative fuels

2. The team who will carry out the work must include:

   a) Staff(s) with a university level degree and at least 5 years experience in managing large European network activities in the field of electromobility (battery electric, plug-in hybrid vehicles, as well as hydrogen/fuel cell powered vehicles and the relevant infrastructure needed for the supply of these vehicles with energy)

   b) Staff(s) with a university level degree and at least 5 years' experience in managing clean transport programme in the EU

   c) Staff(s) with a university level degree and at least 5 years experience in project communications in relevant EU organisation.

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

- Description of activities/projects carried out by the tenderer involved in European Network management related to alternative fuels;

- 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 CVs 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.
An economic operator may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. It must in that case prove to the contracting authority that it will have at its disposal the resources necessary for performance of the contract, for example by producing an undertaking on the part of those entities to place those resources at its disposal.

Under the same conditions, a consortium of economic operators may rely on the capacities of members of the consortium or of other entities.

Tenders should include the necessary details to demonstrate the degree of technical and professional capacity of the service provider to carry out the requested tasks by providing information on each of the criteria referred to above. 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

<table>
<thead>
<tr>
<th>Nº</th>
<th>Award Criteria</th>
<th>Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Understanding of the term of reference (in particular the expected outcome)</td>
<td>20%</td>
</tr>
<tr>
<td>2</td>
<td>Efficiency and adequacy of the methodology for implementing the work (approach, work planning, schedule)</td>
<td>40%</td>
</tr>
<tr>
<td>3</td>
<td>management and allocation of resources</td>
<td>30%</td>
</tr>
<tr>
<td>4</td>
<td>Overall quality, completeness, clarity and presentation of the offer.</td>
<td>10%</td>
</tr>
</tbody>
</table>

Total number of points 100

1) Understanding of the terms of reference: It will be examined whether the terms of reference have been understood and in particular whether the offer covers all the points mentioned in the tasks.

2) Efficiency and adequacy of the methodology: It will be evaluated whether the proposed methodology is appropriate, efficient and sufficiently detailed to meet the requirements set out in these tender specifications
3) **Organisation of work and use of resources:** the bidder should show how he intends to distribute work to individual members of the team. The geographical coverage of the bid as well as methods to guarantee and control quality of the reports will be also evaluated.

4) **Overall quality, completeness, clarity and presentation of the offer:** is the submitted offer clear, accurate, plausible and well presented?

b) **Total price**

The contract will be awarded to the tender who 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 and absence of conflict of interest)
5. Power of Attorney (mandate in case of joint tender)
6. Draft 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 MOVE/C1/2012-383-1

<table>
<thead>
<tr>
<th>Identity</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of the tenderer</td>
<td></td>
</tr>
<tr>
<td>Legal status of the tenderer</td>
<td></td>
</tr>
<tr>
<td>Date of registration</td>
<td></td>
</tr>
<tr>
<td>Country of registration</td>
<td></td>
</tr>
<tr>
<td>Registration number</td>
<td></td>
</tr>
<tr>
<td>VAT number</td>
<td></td>
</tr>
<tr>
<td>Description of statutory social security cover (at the level of the Member State of origin) and non-statutory cover (supplementary professional indemnity insurance)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address of registered office of tenderer</td>
<td></td>
</tr>
<tr>
<td>Where appropriate, administrative address of tenderer for the purposes of this invitation to tender</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact Person</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Surname:</td>
<td></td>
</tr>
<tr>
<td>First name:</td>
<td></td>
</tr>
<tr>
<td>Title (e.g. Dr, Mr, Ms):</td>
<td></td>
</tr>
<tr>
<td>Position (e.g. manager):</td>
<td></td>
</tr>
<tr>
<td>Telephone number:</td>
<td></td>
</tr>
<tr>
<td>Fax number:</td>
<td></td>
</tr>
<tr>
<td>E-mail address:</td>
<td></td>
</tr>
</tbody>
</table>

4 For natural persons
<table>
<thead>
<tr>
<th><strong>Legal Representatives</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Names and function of legal representatives</strong> and of other representatives of the tenderer who are authorised to sign contracts with third parties</td>
</tr>
<tr>
<td><strong>Declaration by an authorised representative of the organisation(^5)</strong></td>
</tr>
<tr>
<td>I, the undersigned, certify that the information given in this tender is correct and that the tender is valid.</td>
</tr>
<tr>
<td>Surname:</td>
</tr>
</tbody>
</table>

\(^5\) 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

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

Please note that we can only accept either original documents or certified copies, which must be less than 6 months old.
ANNEX 4

Declaration of honour with respect to
the Exclusion Criteria and absence of conflict of interest

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

The undersigned [name of the signatory of this form, to be completed]:

☐ in his/her own name (if the economic operator is a natural person or in case of own declaration of a director or person with powers of representation, decision making or control over the economic operator

or

☐ representing (if the economic operator is a legal person)

official name in full (only for legal person):

official legal form (only for legal person):

official address in full:

VAT registration number:

declares that the company or organisation that he/she represents / he/she:

a) is not bankrupt or being wound up, is not having its affairs administered by the courts, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning those matters, and is not in any analogous situation arising from a similar procedure provided for in national legislation or regulations;

b) has not been convicted of an offence concerning professional conduct by a judgment which has the force of res judicata;

c) has not been guilty of grave professional misconduct proven by any means which the contracting authorities can justify;

d) has fulfilled all its obligations relating to the payment of social security contributions and the payment of taxes in accordance with the legal provisions of the country in which it is established, with those of the country of the contracting authority and those of the country where the contract is to be carried out;

6 To be used depending on the national legislation of the country in which the candidate or tenderer is established and where considered necessary by the contracting authority (see art. 134(4) of the Implementing Rules).
e) has not 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) is not a subject of the administrative penalty for being guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the procurement procedure or failing to supply an information, or being declared to be in serious breach of his obligation under contract covered by the budget.

In addition, the undersigned declares on their honour:

g) they have no 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;

h) they will inform the contracting authority, without delay, of any situation considered a conflict of interest or which could give rise to a conflict of interest;

i) they have not made and will not make any offer of any type whatsoever from which an advantage can be derived under the contract;

j) 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 award of the contract;

k) that the information provided to the Commission within the context of this invitation to tender is accurate, sincere and complete;

l) that in case of award of contract, they shall provide upon request the evidence that they are not in any of the situations described in points a, b, d, e above.

For situations described in (a), (b) and (e), production of a recent extract from the judicial record is required or, failing that, a recent equivalent document issued by a judicial or administrative authority in the country of origin or provenance showing that those requirements are satisfied. Where the Tenderer is a legal person and the national legislation of the country in which the Tenderer is established does not allow the provision of such documents for legal persons, the documents should be provided for natural persons, such as the company directors or any person with powers of representation, decision making or control in relation to the Tenderer.

For the situation described in point (d) above, recent certificates or letters issued by the competent authorities of the State concerned are required. These documents must provide evidence covering all taxes and social security contributions for which the Tenderer is liable, including for example, VAT, income tax (natural persons only), company tax (legal persons only) and social security contributions.

For any of the situations (a), (b), (d) or (e), where any document described in two paragraphs above is not 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.

By signing this form, the undersigned acknowledges that they have been acquainted with the administrative and financial penalties described under art 133 and 134 b of the Implementing Rules (Commission Regulation 2342/2002 of 23/12/02), which may be applied if any of the declarations or information provided prove to be false.
ANNEX 5
POWER OF ATTORNEY

mandating one of the partners in a joint tender as lead partner and lead contractor

The undersigned:

– Signatory (Name, Function, Company, Registered address, VAT Number)

having the legal capacity required to act on behalf of his/her company,

HEREBY AGREES TO THE FOLLOWING:

1) To submit a tender as a partner in the group of partners constituted by Company 1, Company 2, Company N, and led by Company X, in accordance with the conditions specified in the tender specifications and the terms specified in the tender to which this power of attorney is attached.

2) If the European Commission awards the Contract to the group of partners constituted by Company 1, Company 2, Company N, and led by Company X on the basis of the joint tender to which this power of attorney is attached, all the partners shall be co-signatories of the Contract in accordance with the following conditions:
   (a) All partners shall be jointly and severally liable towards the European Commission for the performance of the Contract.
   (b) All partners shall comply with the terms and conditions of the Contract and ensure the proper delivery of their respective share of the services and/or supplies subject to the Contract.

   1) Payments by the European Commission related to the services and/or supplies subject to the Contract shall be made through the lead partner’s bank account: [Provide details on bank, address, account number].

   2) The partners grant to the lead partner all the necessary powers to act on their behalf in the submission of the tender and conclusion of the Contract, including:
      (a) The lead partner shall submit the tender on behalf of the group of partners.
      (b) The lead partner shall sign any contractual documents — including the Contract, and Amendments thereto — and issue any invoices related to the Services on behalf of the group of partners.
      (c) The lead partner shall act as a single contact point with the European Commission in the delivery of the services and/or supplies subject to the Contract. It shall co-ordinate the delivery of the services and/or supplies by the group of partners to the European Commission, and shall see to a proper administration of the Contract.

Any modification to the present power of attorney shall be subject to the European Commission’s express approval. This power of attorney shall expire when all the contractual obligations of the group of partners towards the European Commission for the delivery of the services and/or supplies subject to the Contract have ceased to exist. The parties cannot terminate it before that date without the Commission’s consent.

Signed in …………………………… on [dd/mm/yyyy]

Place and date:

Name (in capital letters), function, company and signature:

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7 To be filled in and signed by each of the partners in a joint tender, except the lead partner;
ANNEX 6
DRAFT SERVICE CONTRACT

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 Mr/Ms ……, Director in the Directorate-General for Mobility and Transport, Directorate Innovative and sustainable mobility

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]

(thereinafter referred to as "the Contractor"), [represented for the purposes of the signature of this contract by [forename, surname and function,]]

[The parties identified above and hereinafter collectively referred to as 'the Contractor' shall be jointly and severally liable vis-à-vis the Commission for the performance of this contract.]

of the other part,
HAVEN AGREED

the Special Conditions and the and the following Annexes:

Annex I – General Conditions for service contracts
Annex II – Tender Specifications (Invitation to Tender No [complete] of [insert date])
Annex III – Contractor's Tender (No [complete] of [insert date])

[Other Annexes]

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 other Annexes.
- The terms set out in the Tender Specifications (Annex II) shall take precedence over those in the Tender (Annex III).

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.

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8 Voluminous annexes may be replaced by a reference to publicly available documents.
I – SPECIAL CONDITIONS

ARTICLE I.1 - SUBJECT

I.1.1. The subject of the Contract is the setting up and management of a European Electromobility Observatory

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

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 Under no circumstances may implementation commence before the date on which the Contract enters into force.

I.2.3. The duration of the execution of the tasks shall not exceed 12 months. This period and all other periods specified in the Contract are calculated in calendar days. Execution of the tasks shall start from 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. Contract renewal

The Contract shall be renewed automatically up to 2 times, each time for a period of execution of tasks of 12 months, starting from the date of the completion of the tasks of the previous period, unless written notification to the contrary is sent by one of the contracting parties and received by the other before the end of the execution of the tasks.

I.2.5. To the period of the execution of the tasks mentioned under I.2.3., a 3 months period will be added to proceed with the submission and approval of the final report.

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.

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

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

This price also covers any fees payable to the Contractor in relation to the vesting of rights in the Union and where applicable the transfer of rights to the Union and any use of the results by the Commission.

I.3.2 Prices shall be expressed in EUR.
ARTICLE I.4 – PAYMENTS

I.4.1. Pre-financing
Following signature of the Contract by the last contracting party and its receipt by the Commission, within thirty days of the receipt of the relevant invoice indicating the reference number of the Contract [and the receipt by the Commission of a duly constituted financial guarantee equal to [complete] a pre-financing payment of EUR [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 Payment of the balance
Within sixty days of approval of the progress report referred to in Annex II, the Contractor shall submit an admissible invoice indicating the reference number of the Contract for payment of the balance.

The invoice shall be admissible if accompanied by the progress report in accordance with the instructions laid down in Annex.

Payment shall be made within thirty days of the receipt of the invoice.

***

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 (circulaire 2/1978)” 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]
[IBAN⁹ code: [complete]]

ARTICLE I.6 – GENERAL ADMINISTRATIVE PROVISIONS

Any communication relating to the Contract or to its implementation shall be made in writing in paper or electronic form 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.

Electronic communication must be confirmed by paper communication when requested by any of the parties. The parties agree that paper communication can be replaced by electronic communication with electronic signature.

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⁹ BIC or SWIFT code for countries with no IBAN code.
Communications shall be sent to the following addresses:

Commission:
European Commission  
Directorate-General for Mobility and Transport  
Directorate Innovative and sustainable mobility  
Unit Clean transport and sustainable urban mobility  
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 - USE OF THE RESULTS

I.9.1 Modes of exploitation
All data/studies/analysis/elaborations/reports, performance, scientific work, broadcasts, website layout or content, computations, documented data, database format and data, produced within this Contract and for which the rights vest in the Union and thereby the Union has acquired the ownership in accordance with Article II.10 may be used in the following way:

i) distribution:
   • publishing in paper copies
   • publishing in electronic form as downloadable/non-downloadable file
• making available on internet
• broadcasting
• public presentation or display
• communication through a press information services,
• inclusion in widely accessible databases or indexes
• in any form and by any method existing at this date and in the future
• giving access on individual requests without right to reproduce or exploit, as provided for by Regulation 1049/2001 regarding public access to European Parliament, Council and Commission documents

ii) storage:
• in paper format
• in electronic format

iii) archiving in line with the applicable document management rules\textsuperscript{10}

iv) modifications made by the Commission or by a third party:
• shortening
• making a summary
• modification of the content
• technical changes to the content:
  o necessary correction of technical errors
  o adding new parts or functionalities
  o changing functionalities
  o providing third parties with additional information concerning the result (e.g. source code)
• addition of new elements, paragraphs titles, leads, bolds, legend, table of content, summary, graphics, subtitles, sound, etc.,
• preparation in audio form, preparation as a presentation, animation, pictograms story, slide-show, public presentation etc.
• extracting a part or dividing into parts
• use of a concept or preparation of a derivate work
• digitisation or converting the format for storage or usage purposes

v) language versions:
• working languages of EC

vi) use for own purposes:
• making available to the persons and entities working for the Commission or cooperating with it, including: contractors, subcontractors whether legal or natural persons, EU-institutions, agencies and bodies, Member States institutions
• installing, uploading, processing
• arranging, compiling, combining, retrieving
• making a copy, reproducing

vii) allow use of results by third parties:
• for commercial or non commercial purposes,
• against payment, without payment or against fulfilment of other conditions
• assignment in full or in part
• giving a licence

Where the Commission becomes aware that scope of modifications exceeds the scope envisaged in the Contract the creator shall be consulted. The creator will be obliged to provide his response

within two weeks. He shall provide his agreement including any suggestions of modifications free of charge. The creator may refuse the intended modification only when it may harm his honour, reputation or distort integrity of the work.

I.9.2 Pre-existing rights, intermediaries, creators' rights

Where industrial and intellectual property rights, including rights of ownership and use of the Contractor and third parties, exist prior to the Contract being entered into, ("pre-existing rights") the Contractor shall establish a list which shall specify all pre-existing rights and disclose it to the Commission at the latest when delivering a final result.

All pre-existing rights to delivered results shall vest in the Union and thereby under the terms of the Contract be effectively transferred to the Union, as provided for in Article I.9.1.

The Contractor shall present relevant and exhaustive proofs of acquiring all necessary rights together with delivery of the final report at the latest. The latter should be fulfilled by presentation of the contractor's statement prepared in accordance with annex A1.

ARTICLE I.10 – TERMINATION BY EITHER CONTRACTING PARTY

 Either contracting party may, of its own volition and without being required to pay compensation, terminate the Contract by one month formal prior notice. Should the Commission terminate the Contract, the Contractor shall only be entitled to payment corresponding to part-performance of the Contract before the termination date. Article II.14.4 applies accordingly.

ARTICLE I.11 - CONTRACT CONCLUDED DURING STANDSTILL PERIOD

In case this Contract was signed by the Commission and the Contractor before the expiry of 14 calendar days from the day after simultaneous dispatch of information about the award decisions and decisions to reject, this Contract shall be null and void.

This article is not applicable for contracts not covered by Directive 2004/18/EC and in cases indicated in Article 158a(2) of the rules for the implementation of the Financial Regulation (Regulation No 2342/2002).

SIGNATURES

For the Contractor, [Company name/forename/surname/function] signature[s]: _______________________

For the Commission, [forename/surname/function] signature[s]: _______________________
Done at [Brussels], [date]  
Done at [Brussels], [date]  
In duplicate in English.
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 has 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 executes 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, 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.12.

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 sustained by the Commission in
performance of the Contract, including in the event of subcontracting under Article II.6 but
only up to three times the total amount of the Contract. Nevertheless, if the damage or loss is
caused by the gross negligence or wilful misconduct of the Contractor or by its employees,
the Contractor shall remain liable without any limitation as to the amount of the damage or
loss.

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
  unjustified 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.

ARTICLE II.4 – CONFIDENTIALITY

II.4.1. 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.4.2. 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.5 – DATA PROTECTION

II.5.1 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.5.2 The Contractor shall have right of recourse at any time to the European Data Protection
Supervisor.

II.5.3 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.5.4 The Contractor shall limit access to the data to the staff strictly necessary for the
performance, management and monitoring of the Contract.

II.5.5 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 use 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.
ARTICLE II.6 – SUBCONTRACTING

II.6.1. 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.6.2. 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.6.3. 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.20.

ARTICLE II.7 – AMENDMENTS

Any amendment to the Contract shall be the subject of a written agreement concluded by the contracting parties before fulfilment of all their contractual obligations. An oral agreement shall not be binding on the contracting parties.

ARTICLE II.8 – ASSIGNMENT

II.8.1. 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.8.2. In the absence of such authorisation, 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.9 - USE, DISTRIBUTION AND PUBLICATION OF INFORMATION ABOUT THE CONTRACT

II.9.1. 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 the Contract, in particular the identity of the Contractor, the subject matter, the duration and the amount paid. Where personal data is concerned, Articles I.8 and II.5 shall apply.

II.9.2. 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 distribute or publish the documents or information supplied, the Contractor may not have them distributed or published elsewhere without prior written authorisation from the Commission.

II.9.3. Any distribution or publication of information relating to the Contract or use of outcome of the implementation of the Contract and provided as such by the Contractor shall require prior written authorisation from the Commission and, if so requested, shall mention that it was produced within a contract with the Commission. It shall state that the opinions expressed are those of the Contractor only and do not represent the Commission's official position.

II.9.4. 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.10 – OWNERSHIP OF THE RESULTS - INTELLECTUAL AND INDUSTRIAL PROPERTY

II.10.1 A result shall be any outcome of the implementation of the Contract and provided as such by the Contractor.

A creator shall be any person who contributed to production of the result.

Pre-existing intellectual property rights, sometimes referred to as background technology, are any industrial and intellectual property rights which exist prior to the contract being entered into and include rights of ownership and use of the Contractor, the Commission and any third parties ("pre-existing rights").

It shall be a material term of the Contract and of the essence of the Contract that Contractors shall be under a duty to provide a list of pre-existing rights at the date of delivery of the final result the latest.

II.10.2 The ownership of all the results or rights thereon as listed in the tender specification and the tender attached to the contract, including copyright and other intellectual or industrial property rights, and all technological solutions and information embodied therein, obtained in performance of the Contract, shall be irrevocably and fully vested to the Union, which may use them as described in the Contract. All the rights shall be vested on the Union from the moment the results were delivered and accepted by the Commission.

For the avoidance of doubt and where applicable, any such vesting of rights is also deemed to constitute an effective transfer of the rights from the Contractor to the Union.

The payment of the fee under Article I.3 is deemed to include all forms of use by the Union of the results as set out in Article I.9.

The above vesting of rights in the Union under this Contract covers all territories worldwide and is valid for the whole duration of intellectual property rights protection.

II.10.3 Any intermediary sub-result, raw data, intermediary analysis made available to the Commission by the Contractor cannot be used by the Union without written consent of the Contractor, unless the tender specification explicitly provides for it to be treated as self-contained result.

II.10.4 The Contractor retains all right, title and interest in pre-existing rights not fully vested into the Union in line with Article I.9.2, and hereby grants the Union for the requested period a licence to use the pre-existing rights to the extent necessary to use the delivered results.

II.10.5 The Contractor shall ensure that delivered results are free of rights or claims from third parties including in relation to pre-existing rights, for any use envisaged by the Commission. This does not concern the moral rights of natural persons and rights referred to in Article II.10.4.

II.10.6 The Contractor shall clearly point out all quotations of existing textual works made by the Contractor. The complete reference should include as appropriate: name of the author, title of the work, date of publishing, date of creation, place of publication, address of publication on internet, number, volume and other information allowing to identify the origin easily.

II.10.7 The Contractor shall clearly indicate all parts to which there are pre-existing rights and all parts of the result originating from external sources: parts of other documents, images, graphs, tables, data, software, technical inventions, know-how etc. (delivered in paper, electronic or other form).
For non-textual results or results provided in electronic form only, the description, instruction or information document shall list all parts coming from external sources: IT development tools, routines, subroutines and/or other programs (“background technology”), concepts, designs, installations or pieces of art, data, source or background materials or any other parts of external origin.

II.10.8 If the Commission so requires, the Contractor shall provide proof of ownership or rights to use all necessary rights to the materials referred to in Article II.10.7.

II.10.9. By delivering the results the Contractor confirms that the creators undertake not to oppose their names being recalled when the results are presented to the public and confirms that the results can be divulged.

The Contractor shall possess all relevant agreements of the creator and provide proof by way of documentary evidence.

II.10.10. By delivering the results the Contractor warrants that the above transfer of rights does not violate any law or infringe any rights of others and that he possesses the relevant rights or powers to execute the transfer. He also warrants that he has paid or has verified payment of all fees including fees to collecting societies, related to the final results.

II.10.11. The Contractor shall indemnify and hold the Union harmless for all damages and cost incurred due to any claim brought by any third party including creators and intermediaries for any alleged breach of any intellectual, industrial or other property right based on the Union’s use of the works and in relation to which the Contractor has granted the Union user rights.

ARTICLE II.11 – FORCE MAJEURE

II.11.1. 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.11.2. Without prejudice to 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.11.3. 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.11.4. The contracting parties shall take the necessary measures to reduce damage to a minimum.

ARTICLE II.12 – 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 per calendar day of delay according to the following formula:

\[ 0.3 \times \frac{V}{d} \]

\( V \) is the amount specified in Article I.3.1;
\( d \) is the duration specified in Article I.2.3 expressed in days

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.13 – SUSPENSION OF THE CONTRACT

Without prejudice to the Commission's right to terminate the Contract, where the Contract is subject to substantial error, irregularity or fraud the Commission may suspend execution of the Contract or any part thereof. Suspension shall take effect on the day the Contractor receives notification by registered letter with acknowledge of receipt or equivalent, or at a later date where the notification so provides. The Commission shall as soon as possible give notice to the Contractor to resume the service suspended or inform that it is proceeding with contract termination. The Contractor shall not be entitled to claim compensation on account of suspension of the Contract or of part thereof.

ARTICLE II.14 – TERMINATION BY THE COMMISSION

II.14.1. 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 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;

(c) where the Commission has evidence or seriously suspects the Contractor or any related entity or person, of professional misconduct;

(d) where the Commission has evidence or seriously suspects the Contractor or any related entity or person, of fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Union's financial interests;

(e) where the Commission has evidence or seriously suspects the Contractor or any related entity or person, of substantial errors, irregularities or fraud in the award procedure or the performance of the Contract;

(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.14.2. In case of force majeure, notified in accordance with Article II.11, 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.14.3. Prior to termination under point c), d), 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.14.4. 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 execute or complete the services. The Commission shall be entitled to claim from the Contractor all extra costs incurred in doing so, without prejudice to any other rights or guarantees it has under the Contract.

ARTICLE II.14a – SUBSTANTIAL ERRORS, IRREGULARITIES AND FRAUD ATTRIBUTABLE TO THE CONTRACTOR

Where, after the award of the Contract, the award procedure or the performance of the Contract prove to have been subject to substantial errors, irregularities or fraud, and where such errors, irregularities or fraud are attributable to the Contractor, the Commission may refuse to make payments, may recover amounts already paid or may terminate all the contracts concluded with the Contractor, in proportion to the seriousness of the errors, irregularities of fraud.

ARTICLE II.4 – INVOICING AND PAYMENTS
II.15.1. Pre-financing guarantee:

Where required by Article I.4.1 or if the pre-financing is over €150,000, 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 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.15.2. Interim payments and payment of the balance:

Payments shall be executed only if the Contractor has fulfilled all his contractual obligations by which the invoice is submitted.

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

If providing a progress report is a condition for payment, on receipt the Commission shall have the period of tile 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 progress report.

Approval of the progress report shall not imply recognition of the regularity or of the authenticity, completeness and correctness of the declarations or information it contains.

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 progress report shall likewise be subject to the above provisions.

II.15.3. Payment currency and costs:

Payments are executed in the currency of the contract.

Costs of the transfer are borne in the following way:

- costs of dispatch charged by the bank of the Commission are borne by the Commission,
- cost of receipt charged by the bank of the Contractor are borne by the Contractor,
- all costs of repeated transfer caused by one of the parties are borne by the party who caused repetition of the transfer.
ARTICLE II.16 – GENERAL PROVISIONS CONCERNING PAYMENTS

II.16.1. Payments shall be deemed to have been made on the date on which the Commission's account is debited.

II.16.2. 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 invoice is not admissible, either because the amount is not due or because the necessary supporting documents have not been properly produced. The Commission may proceed with further verification, including an on-the-spot check, in order to ascertain, prior to payment, that the invoice is admissible.

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.16.3. 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.17 – TAXATION

II.17.1. 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.17.2. 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.17.3. 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.17.4. 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.18 – REIMBURSEMENTS

II.18.1. Where provided by the Special Conditions or by Annex II, 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.18.2. Travel and subsistence expenses shall be reimbursed, where appropriate, on the basis of the shortest itinerary.
II.18.3. 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.18.4. 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.

II.18.5. The cost of shipment of equipment or unaccompanied luggage shall be reimbursed
provided the Commission has given prior written authorisation.

II.18.6. Conversion between the euro and another currency shall be made using the daily euro
exchange rate published in the C series of the **Official Journal of the European Union** of
the day on which the expense was made.

**ARTICLE II.19 – RECOVERY**

II.19.1. If total payments made exceed the amount actually due 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.19.2. In the event of failure to pay by the deadline specified in the debit note, the sum due shall
bear interest at the rate indicated in Article II.16.3. 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.19.3. 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.20 – CHECKS AND AUDITS**

II.20.1. 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.20.2. 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.20.3. 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.
ANNEX A1

Statement of Contractor concerning right to delivered result

General statement - low risk situations, e.g. limited use of the results

I, [insert name of the authorised representative of the Contractor] representing [insert name of the Contractor], party to the Contract [insert title and/or number of the contract] warrants that the Contractor holds full right to the delivered [insert title and/or description of result] which is free of any claims, including claim of the creators who transferred all their rights and [were fully paid] [will be paid as agreed within [complete] weeks from [delivery of this statement.] [receipt of confirmation of acceptance of the work].

Date, place, signature