CALL FOR TENDERS

MOVE/B1/2012-573

STUDIES ON THE TEN-T CORE NETWORK CORRIDORS

TENDER SPECIFICATIONS
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1. INFORMATION ON TENDERING

1.1. Participation

Participation in this tender procedure 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 on the conditions laid down in that agreement. Where the Multilateral Agreement on Government Procurement\(^1\) concluded within the WTO applies, the participation to the call for tender is also open to nationals of the countries that have ratified this Agreement, on the conditions it lays down.

1.2. Contractual conditions

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

1.3. Joint tenders

A joint tender is a situation where a tender is submitted by a group of economic operators (consortium). Joint tenders may include subcontractors in addition to the joint tenderers.

In case of joint tender, all economic operators in a joint tender assume joint liability and several liabilities towards the Contracting Authority for the performance of the contract as a whole.

These economic operators 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.

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.

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\(^1\) See [http://www.wto.org/english/tratop_E/gproc_e/gp_gpa_e.htm](http://www.wto.org/english/tratop_E/gproc_e/gp_gpa_e.htm)
1.4. **Subcontracting**

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

Tenderers must give an indication of the part of the services and proportion of the contract that they intend to subcontract.

Tenderers are required to identify subcontractors whose share of the contract is above 20%.

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

1.5. **Content of the tender**

The tenders must be presented as follows:

- **Part A:** Identification of the tenderer (see section 1.6)
- **Part B:** Evidence for exclusion criteria (see section 2.2)
- **Part C:** Evidence for selection criteria (see section 2.3)
- **Part D:** Technical offer (see section 2.5)
- **Part E:** Financial offer (see section 2.6)
- **Part F:** Power of attorney (for consortia only)

1.6. **Identification of the tenderer: legal capacity and status**

- The tenderer identification form in Annex 1 shall be filled in and signed by:
  - The tenderer (including any member of a consortium or grouping)
  - The subcontractor(s) whose share of the work represents more than 20% of the contract.

- In order to prove their legal capacity and their status, all tenderers (including any member of a consortium of grouping) must provide a signed **Legal Entity Form with its supporting evidence**. The form is available on: [http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm)

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

- If it has not been included with the Legal Entity Form, tenderers must provide the following information
  - For legal persons, a legible copy of the notice of appointment of the **persons authorised to represent the tenderer** in dealings with third parties and in legal proceedings, or a copy of the publication of such appointment if the legislation which applies to the legal entity concerned requires such publication. Any
delegation of this authorisation to another representative not indicated in the official appointment must be evidenced.

- For natural persons, where applicable, a proof of registration on a professional or trade register or any other official document showing the registration number.

- The tenderer (only the leader in case of joint tender) must provide a Financial Identification Form and supporting documents. The form is available on: http://ec.europa.eu/budget/contracts_grants/info_contracts/index_en.cfm

2. EVALUATION AND AWARD

2.1. Evaluation steps

The evaluation is based on the information provided in the submitted tender. It takes place in three steps:

1. Verification of non-exclusion of tenderers on the basis of the exclusion criteria
2. Selection of tenderers on the basis of selection criteria
3. Evaluation of tenders on the basis of the award criteria (technical and financial evaluation)

Only tenders meeting the requirements of one step will pass on to the next step.

2.2. Exclusion criteria

All tenderers shall provide a declaration on their honour (see Annex 2), duly signed and dated by an authorised representative, stating that they are not in one of the situations of exclusion listed in the Annex 2.

The declaration on honour is also required for identified subcontractors whose intended share of the contract is above 20%.

The successful tenderer shall provide the documents mentioned as supporting evidence in Annex 2 before signature of the contract and within a deadline given by the contracting authority. This requirement applies to all members of the consortium in case of joint tender. In case of doubt on this declaration on the honour, the contracting authority may also request the evidence for subcontractors whose intended share of the contract is above 20%.

2.3. Selection criteria

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

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

2.3.1. Economic and financial capacity criteria and evidence

In order to prove their economic and financial capacity, the tenderer (i.e. in case of joint tender, the combined capacity of all members of the consortium and identified subcontractors) must comply with the following criteria:

- The annual turnover of the last two financial years for which the accounts have been closed of minimum EUR 500,000. Should a tenderer bid for more than one lot this amount is increased by EUR 300,000 for each additional lot.

The following evidence should be provided:

- Copy of the profit & loss account for the last two years for which accounts have been closed,

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

2.3.2. Technical and professional capacity criteria and evidence

Tenderers for all lots must confirm and demonstrate that they have the skills and experience needed to carry out the work specified in relation to the lot for which they apply and that they meet the requirements listed below. Tenderers who bid for more than one lot must prove compliance for each lot.

a. Criteria relating to tenderers

Tenderers (in case of a joint tender the combined capacity of all tenderers and identified subcontractors) must comply with the criteria specified below; (tenderers applying for more than one lot must prove compliance for each lot):

- The tenderer must prove experience in carrying out studies and research in the field of transport infrastructure as regards transport modes relevant to the respective core network corridor with at least 4 projects delivered in this field in the last three years with a minimum value for each project of EUR 50,000. The projects should at least cover 2 different transport modes.

- The tenderer must prove experience of working in English with at least four projects delivered in the last three years showing the necessary language coverage.

- The tenderer must prove capacity to draft reports in English.
- The tenderer must prove experience of working in the Member States covered by the respective core network corridor with at least 3 projects delivered in the last three years, the combination of which must show the necessary coverage.

- The tenderer must prove experience in survey techniques, data collection, statistical analyses and drafting reports and recommendations.

- The tenderer must prove experience in carrying out cross-border projects involving two or more Member States.

**b. Criteria relating to the team delivering the service:**

The team delivering the service should include, as a minimum, the profiles listed below. These are considered as minimum requirements for carrying out the work for one lot. Tenderers bidding for more than one lot will be expected to provide for separate resources for each lot.

**Project Manager:** At least 10 years' experience in project management, including overseeing project delivery, quality control of delivered service, client orientation and conflict resolution experience in projects of a similar size (at least € 300,000) and in the geographical area of the respective corridor, with experience in managing a team of at least 5 people.

**Linguistic capacity:** at least two members of the team should have native-level language skills in English or equivalent, as guaranteed by a certificate or past relevant experience.

**All experts:** Relevant higher education degree and at least 3 years' professional experience in the field of transport and transport infrastructure. At least one senior expert who has at least 5 years' professional experience in the field of transport and transport infrastructure must be part of the team. Expertise of the team should be proven in the fields of railway infrastructure, road infrastructure, and multi-modal logistics. For lots involving inland waterways, knowledge has to be proven in that field as well.

**Data collection:** collectively the team should have knowledge of three EU languages spoken in the countries of the respective corridor and proven experience of at least 2 years in data collection techniques.

**Organisation of meetings:** collectively the team should have knowledge of the preparation and organisation of high level international meetings with proven experience of at least 4 events in the last three years.

**Drafting skills:** collectively the team should have very good communication and drafting skills in English.

**c. Evidence:**

The following evidence should be provided to fulfil the above criteria:

- A complete listing of relevant services provided in the past three years, with sums, dates and recipients, public or private. The most important services shall be accompanied by certificates of satisfactory execution, specifying that they have been carried out in a professional manner and have been fully completed;
- Description of the team composition specifying the function of each team member.

- Curricula Vitae (CVs) of the persons who will provide the service for this tender including the management staff. CVs shall show the educational and professional qualifications as well as the linguistic skills of each person. Each CV provided should indicate the intended function of the person in the delivery of the service.

2.4. Award criteria

A separate contract will be awarded for each lot according to the best-value-for-money procedure. The quality of the tender will be evaluated based on the following criteria. (The maximum total quality score is 100 points.)

1. Quality of the proposed methodology (60 points – minimum threshold 60%)

Sub-criterion 1.1 (15 points – minimum threshold 50%): Coverage – how the tenderer proposes to cover the whole corridor both as regards the geographic scope (Member States and territories concerned) and as regards the relevant transport modes.

Sub-criterion 1.2 (15 points – minimum threshold 50%): Data collection – how the tenderer will gather and organise all relevant data.

Sub-criterion 1.3 (20 points – minimum threshold 50%): Corridor work plan – how the tenderer proposes to elaborate and structure the work plan, notably how he intends to carry out the market study.

Sub-criterion 1.4 (5 points – minimum threshold 50%): Corridor forum – how the tenderer intends to support the Corridor Forum and facilitate its work.

Sub-criterion 1.5 (5 points – minimum threshold 50%): Overall approach – in how far the tenderer proposes innovative elements in his methodology.

2. Organisation of the work (30 points – minimum threshold 60%)

Under this criterion it will be assessed how the roles and responsibilities of the proposed team and of the economic operators (in case of joint tenders, including subcontractors if applicable) are distributed for each task. It also will be assessed the global allocation of time and resources to the project and to each task or deliverable, and whether this allocation is adequate for the work. The tender should provide details on the allocation of time and resources and the rationale behind the choice of this allocation.

3. Quality control measures (10 points – minimum threshold 60%)

This criterion concerns the control system applied to the services asked for in this tender specification concerning the quality of the deliverables, the language quality check, and continuity of the service in case of absence of any member of the team. The quality system should be detailed in the tender and specific to the tasks at hand; a generic quality system will result in a low score.
Tenders must score above 60% for each criterion and 50% for each sub-criterion, and above 70% in total. Tenders that do not reach the minimum quality thresholds will be rejected and will not be ranked.

After the evaluation of the quality of the tender, the tenders are ranked using the formula below to determine the tender offering the best value for money.

The contract will be awarded to the tender offering the best ratio quality/price according to the formula below (a weighting of 70:30 is given to quality and price):

\[
\text{Score for tender } x = \left( \frac{\text{total quality score for award criteria for tender } x}{100} \right) \times 0.7 + \left( \frac{\text{price of lowest tender}}{\text{price of tender } x} \right) \times 0.3
\]

2.5. Technical offer

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

2.6. Financial offer

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

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

The quoted price must be a fixed amount which includes all charges (including travel and subsistence). Travel and subsistence expenses are not refundable separately.

The average value of the contract for each lot has been estimated at EUR 500,000.

3. TECHNICAL SPECIFICATIONS

3.1. Introduction

The Trans-European transport network (TEN-T) policy is a vital part of the EU's common transport policy. It is the policy framework for the development of transport infrastructure with a view to allowing the smooth functioning of the internal market and for ensuring economic, social and territorial cohesion and improved accessibility across the EU.
Guidelines defining the TEN-T policy and the infrastructure planning were first adopted in 1996 and then revised in 2004, taking into account EU enlargement and the expected changes in traffic flows. Furthermore, the list of 14 priority projects was extended. In 2010, a recast of the TEN-T Guidelines was adopted (Decision No 661/2010/EU\(^2\)).

To date, the EU transport infrastructure as such is well-developed. However, it is still fragmented, both geographically and between and within transport modes. Therefore, the Commission has proposed new Guidelines in 2011\(^3\), which will replace Decision 661/2010. The aim is to establish a complete and integrated trans-European transport network, covering all Member States and regions and providing the basis for the balanced development of all transport modes.

The new TEN-T guidelines regulation (the Regulation) will define a multimodal core network which should be developed until 2030 by the Member States together with the EU and other relevant stakeholders such as the infrastructure managers, regions, etc. The Regulation also provides for the setting up of nine core network corridors. The work within each corridor is led by a European Coordinator. The alignment of these core network corridors is contained in the Annex to the Connecting Europe Facility. A detailed description of the core network corridors including a detailed listing of studies carried out in respect of each corridor is contained in the appendix 1 to the Tender Specifications.

### 3.2. General and specific objectives

The Regulation stipulates that work plans are drawn up for each corridor. Therefore, the Commission will launch nine studies on the nine core network corridors.

This call for tenders is issued for elaborating the nine corridor studies and for gaining the technical support necessary for the completion of the corridor work plans.

Each study will relate to a single core network corridor. The studies will provide the basis of discussion for drawing up the work plan. On the basis of these studies, the European Coordinator will finalise the work plan together with the Member States concerned and in consultation with the Corridor Forum. The Corridor Forum will be a consultative body for the corridor, chaired by the European Coordinator, involving Member States, regions, infrastructure managers, ports, airports, rail-road terminals, users and other stakeholders depending on the specific corridor.

### 3.3. Division into lots

This call for tenders is divided into lots. Each study corresponds to one lot and concerns one core network corridor. Each lot is subject of a separate contract. Tenderers may bid for any number of lots, but not for parts of lots.

Lot 1: Baltic-Adriatic corridor

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\(^3\) COM(2011) 650
Lot 2: North Sea-Baltic corridor
Lot 3: Mediterranean corridor
Lot 4: Orient/East-Med corridor
Lot 5: Scandinavian-Mediterranean corridor
Lot 6: Rhine-Alpine corridor
Lot 7: Atlantic corridor
Lot 8: North Sea- Mediterranean Corridor
Lot 9: Rhine-Danube Corridor

These tender specifications concern all nine lots likewise.

3.4. Tasks

Each study should encompass the following tasks:

1. identification of all relevant stakeholders (with contact persons and contact details);

2. gathering and review of all relevant studies on sections and parts of the corridors, starting from the list of relevant studies set out in Appendix 1; the relevant data on the parameters of the infrastructure\(^4\) (e.g. length of section, type, capacity, traffic flows, etc.) shall be checked against the existing data in the TENtec Information System and, if necessary completed or updated (see section 3.5. below);

3. preparation of all elements of the work plan as foreseen in the new Regulation (see below); taking into account relevant existing studies and plans as well as similar material.

4. preparation, support and follow up (including drafting of the minutes) of the meetings of the Corridor Forum (max 4 in the contract period).

With regard to point 3, the study shall include:

(a) a description of the characteristics of the core network corridor for all modes including at least:

1. the compliance of the infrastructure with the requirements set out in the Regulation (the parameters of the infrastructure shall be encoded by the contractor in TENtec system);

2. the bottlenecks and missing links, in particular as regards cross border sections;

\(^4\) See Appendix 2 for the complete glossary of parameters.
iii. the intermodal nodes (ports, railroad terminals, airports, stations) and their connections within the corridor;

iv. the deployment of traffic management systems (ERTMS, RIS, etc.);

(b) the objectives for the core network corridor in particular in terms of performance expressed as the quality of the service, and in terms of sustainability, notably CO2 reduction.

(c) the programme of measures necessary for developing the core network corridor;

(d) a multimodal transport market study;

(e) an implementation plan including:

i. a deployment plan relating to interoperable traffic management systems; special attention should be paid to the ETCS implementation at the cross-border sections;

ii. a plan for the removal of physical, technical, operational and administrative barriers between and within transport modes and for the enhancement of efficient multimodal transport and services;

iii. where appropriate (for instance in Member States eligible for the cohesion fund), measures to improve the administrative and technical capacity to conceive, plan, design, procure, implement and monitor projects of common interest;

iv. an assessment of risks and the identification of measures to be taken in order to mitigate negative environmental impacts, including noise and air pollution, as well as possible impacts of climate change and to enhance infrastructure resilience.

(f) the investments on the core network corridor, including:

i. the list of projects for the extension, renewal or redeployment of transport infrastructure for each of the transport modes involved in the core network corridor;

ii. the various sources envisaged in partnership with the Member States concerned for funding and financing, at international, national, regional, local and EU level, including, whenever possible, earmarked cross-financing systems as well as private capital, together with the amount of commitments already made and, where applicable, reference to the contribution of the Union envisaged under the Union's financial programmes.

3.5. **Input by the Contracting Authority**

Appendix 1 contains information on the core network corridors and lists the relevant studies for each of them.

The Commission will put at the contractors' disposal access to the TENtec Information System in order to consult the database and encode new data on the infrastructure. Access to the TENtec Information System will be possible through the internet. Contractors shall use this system for data collection and as data base. There is thus no need for contractors to set up a separate database or to create a new tool; consequently, no such activity needs to be priced into the offer.
Using the Commission's TENtec Information System the contractor can collect/encode the data directly into the TENtec Information System, which includes using the validation workflow to check and accept the data as it is being collected online. Relevant data already existing in TENtec may be used by the contractor. The structure of existing data fields is given in the TENtec Glossary (Appendix 2). The filling rate for individual fields varies largely, with high rates for all EU27 to be expected for all shaded fields only. Additionally required data fields should be specified by the contractor.

In TENtec there is a two-step validation for data input (by the Member State concerned and by the Commission). The TENtec tools allow the judging of the data quality on the incoming data stream (acceptance/rejection). Consequently, the analysis of the data by the contractor will be carried-out on a double validated, high quality, final dataset. Online access to drafts, incomplete datasets as well as down- and upload of Excel data files are supported. A Business Objects data universe is available for reporting.

### 3.6. Intermediate outputs and deliverables

A first progress report showing progress of the work shall be submitted to the Commission at the latest 3 months after the date of signature of the contract. The progress report shall in particular provide the results of the tasks 1 and 2 and show the progress on task 3. This report shall be the basis for the first meeting of the Corridor Forum which is to be held 4 months after signature of the contract at the latest and which shall be prepared by the contractor together with the Commission.

A second progress report shall be submitted to the Commission at the latest 5 months after the date of signature of the contract. It shall be the basis for the second meeting of the Corridor Forum which shall take place not later than 6 months after signature of the contract. The contractor shall present at the meeting a PowerPoint presentation with the results of the study and provide a document for distribution to the participants. The contractor shall draft the minutes of the meeting and take account of the contributions in the Forum when drafting the final report.

A third progress report is due at the latest 9 months after the signature of the contract. It shall include all the elements of the final report and take due account of the contributions made in the meetings of the Corridor Forum. At the latest 10 months after the signature of the contract a third meeting of the Corridor Forum shall be held. The contractor shall draft the minutes of the meeting and take account of the contributions in the Forum when drafting the final report.

A draft final study report shall be submitted to the Commission at the latest 11 months after the contract was signed.

The Commission will have 15 working days to provide the Contractor with its comments.

**Final output and deliverable** will consists of the final report (in Microsoft Word and PDF format), PowerPoint presentations made, and any contribution from stakeholders received by the contractor. The deliverables shall be in English. The contractor will submit the final study report to the Commission at the latest 12 months after the signature of the contract. In addition to the electronic version 10 paper copies of the study shall be provided.

The Commission may publish the results of the studies. For this purpose, the tenderers must ensure that the study is not subject to any restrictions deriving from intellectual property rights of third parties. Should a tenderer intend to use date in the study, which cannot be published, this must be explicitly mentioned in the offer.
The duration of the tasks shall not exceed 12 months. This period is calculated in calendar days.

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 incurred by subcontractors or other third parties (except for rare cases of force majeure). Adequate resources and appropriate organisation of the work including the management of potential delays should be put in place in order to observe the timetable below.

3.7. Meetings

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, reports and meetings to be undertaken.

Additional meetings shall take place in Brussels after the submission of the first, the second, and the third progress report. The contractor shall draft the minutes of these meetings.

Following the submission of the draft final study report, a meeting will be organised in Brussels to discuss the Commission’s observation. The exact date will be agreed upon with the Contractor.

4. Content, Structure and Graphic Requirements of the Final Deliverables

All studies produced for the European Commission and Executive Agencies shall conform to the corporate visual identity of the European Commission by applying the graphic rules set out in the European Commission's Visual Identity Manual, including its logo. The Commission is committed to making online information as accessible as possible to the largest possible number of users including those with visual, auditory, cognitive or physical disabilities, and those not having the latest technologies. The Commission supports the Web Content Accessibility Guidelines 2.0 of the W3C.

For full details on Commission policy on accessibility for information providers, see: http://ec.europa.eu/ipg/standards/accessibility/index_en.htm

PDF versions of studies destined for online publication should respect W3C guidelines for accessible PDF documents. See: http://www.w3.org/WAI/GL/WCAG20-TECHS/pdf.html

5 The Visual Identity Manual of the European Commission is available upon request. Requests should be made to the following e-mail address: comm-visual-identity@ec.europa.eu
4.1. Content

4.1.1. Final study report

The final study report shall include:

- an abstract of no more than 200 words and an executive summary of maximum 6 pages, both in English and the other languages relevant for the respective corridor;

- the following standard disclaimer:

  “The information and views set out in this [report/study/article/publication...] are those of the author(s) and do not necessarily reflect the official opinion of the Commission. The Commission does not guarantee the accuracy of the data included in this study. Neither the Commission nor any person acting on the Commission’s behalf may be held responsible for the use which may be made of the information contained therein.”

- specific identifiers which shall be incorporated on the cover page provided by the Contracting Authority.

4.1.2. Publishable executive summary

The publishable executive summary shall be provided in both in English and the other languages relevant for the corridor and shall include:

- the following standard disclaimer:

  “The information and views set out in this [report/study/article/publication...] are those of the author(s) and do not necessarily reflect the official opinion of the Commission. The Commission does not guarantee the accuracy of the data included in this study. Neither the Commission nor any person acting on the Commission’s behalf may be held responsible for the use which may be made of the information contained therein.”

- specific identifiers which shall be incorporated on the cover page provided by the Contracting Authority.

4.2. Structure

The final report shall contain in a separate section the parts which are requested for the work plan of the corridor according to Art 53 of the proposed Regulation.

4.3. Graphic requirements

For graphic requirements please refer to the template available at Annex 4. The cover page shall be filled in by the contractor in accordance with the instructions provided in the template. For further details you may also contact comm-visual-identity@ec.europa.eu.
5. APPENDICES

5.1. Appendix 1 – Description of the Core Network Corridors

The Appendix 1 contains a detailed description of the core network corridors including a detailed listing of studies carried out in respect of each corridor. The appendix is published as a separate document.

5.2. Appendix 2 – TENtec Glossary

The Appendix 2 contains the list of TENtec technical and financial parameters and their definitions. The appendix is published as a separate document.
6. ANNEXES

1. Tenderer’s Identification Form
2. Declaration related to the exclusion criteria and absence of conflict of interest
3. Power of Attorney (mandate in case of joint tender)
4. Standard Word template for studies (separate document)
5. Draft Contract (separate document)
ANNEX 1

IDENTIFICATION OF THE TENDERER
(Each service provider, including any member of a consortium or grouping and subcontractor(s) whose share of the work is more than 20% of the contract must complete and sign this identification form)

Call for tender MOVE/B1/2012-573

<table>
<thead>
<tr>
<th>Identity</th>
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<tbody>
<tr>
<td>Name of the tenderer</td>
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<tr>
<td>Legal status of the tenderer</td>
<td></td>
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<tr>
<td>Date of registration</td>
<td></td>
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<tr>
<td>Country of registration</td>
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<tr>
<td>Registration number</td>
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<tr>
<td>VAT number</td>
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<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>
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<table>
<thead>
<tr>
<th>Address</th>
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</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>
</tbody>
</table>

6 For natural persons
<table>
<thead>
<tr>
<th>Telephone number:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Fax number:</td>
<td></td>
</tr>
<tr>
<td>E-mail address:</td>
<td></td>
</tr>
</tbody>
</table>

**Legal Representatives**

<table>
<thead>
<tr>
<th><strong>Names and function of legal representatives and of other representatives of the tenderer who are authorised to sign contracts with third parties</strong></th>
</tr>
</thead>
</table>

**Declaration by an authorised representative of the organisation**

I, the undersigned, certify that the information given in this tender is correct and that the tender is valid.

<table>
<thead>
<tr>
<th>Surname:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>First name:</td>
<td></td>
</tr>
<tr>
<td>Signature:</td>
<td></td>
</tr>
</tbody>
</table>

---

7 This person must be included in the list of legal representatives; otherwise the signature on the tender will be invalidated.
ANNEX 2

Declaration of honour on exclusion criteria and absence of conflict of interest

(Complete or delete the parts in grey italics in parenthese)
[Choose options for parts in grey between square brackets]

The undersigned (insert name of the signatory of this form):

☐ in [his][her] own name (for a natural person) or

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

full official name:
official legal form:
full official address:
VAT registration number:

➢ declares that [the above-mentioned legal person][he][she] is not in one of the following situations:

a) is bankrupt or being wound up, is having its 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) has been convicted of an offence concerning professional conduct by a judgment of a competent authority of a Member State which has the force of res judicata;

c) has been guilty of grave professional misconduct proven by any means which the contracting authorities can justify including by decisions of the European Investment Bank and international organisations;

d) is not in compliance with 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 performed;

e) has been the subject of a judgement which has the force of res judicata for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such activity is detrimental to the Union's financial interests;

f) is a subject of an administrative penalty for being guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in a procurement procedure or failing to supply this information, or having been declared to be in serious breach of its obligations under contracts covered by the Union's budget.
(Only for legal persons other than Member States and local authorities, otherwise delete) declares that the natural persons with power of representation, decision-making or control\(^8\) over the above-mentioned legal entity are not in the situations referred to in b) and e) above;

- declares that [the above-mentioned legal person][he][she]:

g) has 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 affinity, family, emotional life or any other shared interest;

h) 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) 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 award of the contract;

j) provided accurate, sincere and complete information to the contracting authority within the context of this procurement procedure;

- acknowledges that [the above-mentioned legal person][he][she] may be subject to administrative and financial penalties\(^9\) if any of the declarations or information provided prove to be false.

In case of award of contract, the following evidence shall be provided upon request and within the time limit set by the contracting authority:

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.

If the tenderer is a legal person, information on the natural persons with power of representation, decision making or control over the legal person shall be provided only upon request by the contracting authority.

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\(^8\) This covers the company directors, members of the management or supervisory bodies, and cases where one natural person holds a majority of shares.

<table>
<thead>
<tr>
<th>Full name</th>
<th>Date</th>
<th>Signature</th>
</tr>
</thead>
</table>

22
ANNEX 3

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:

ANNEX 4

10 To be filled in and signed by each of the partners in a joint tender, except the lead partner;
Standard Word template for studies

See separate document.

ANNEX 5
DRAFT CONTRACT

See separate document.