



EUROPEAN COMMISSION
DIRECTORATE-GENERAL FOR MOBILITY and TRANSPORT
Directorate E - Aviation and international transport affairs

CALL FOR TENDERS

N° MOVE/E1/2014-132

"Origin/destination passenger travel flows by air"

TENDER SPECIFICATIONS

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1. INFORMATION ON TENDERING

1.1. Participation

The invitation was sent to 3 candidates but 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 Procurement¹ 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 contract provisions which specify the rights and obligations of the contractor, particularly those on payments, performance of the contract, confidentiality, and checks and audits.

1.3. 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.

1.4. Content of the tender

The tenders must be presented as follows:

Part A: Identification of the tenderer (see section 1.5)

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 See http://www.wto.org/english/tratop_E/gproc_e/gp_gpa_e.htm

1.5. Identification of the tenderer: legal capacity and status

- The tenderer's identification form in **Annex 1** shall be filled in and signed by:
 - The tenderer
 - subcontractor(s) whose share of the work represent more than 20% of the contract.
- In order to prove their legal capacity and their status, all tenderers 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

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 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.

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) must comply with the following criteria:

- The annual turnover of the last two financial years above €100.000

The following evidence should be provided:

- Copy of the profit & loss account for the last two years for which accounts have been closed,
- Failing that, appropriate statements from banks,
- If applicable, evidence of professional risk indemnity insurance;

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

a. Criteria relating to tenderers

Tenderers (in case of a joint tender the combined capacity of all tenderers) must comply with the following criteria:

- The tenderer must prove experience in the field of supplying worldwide Origin-destination data in electronic format with at least 5 projects delivered in this field in the last three years with a minimum value for each project of €50.000.
- The tenderer must prove experience of working in English

b. Criteria relating to the team delivering the service:

The team delivering the service should include, as a minimum, the following profiles:

Team for data dissemination/support: collectively the team should have a proven experience of three years in data dissemination/support of the data sets related to origin-destination of journeys by air.

c. Evidence:

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

- List of relevant services provided in the past three years, with sums, dates and recipients, public or private;
- The educational and professional qualifications of the persons who will provide the service for this tender (CVs) including the management staff. Each CV provided should indicate the intended function in the delivery of the service.

2.4. Award criteria

The tender will be awarded 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.

a. Award criteria

N°	Award Criteria	Weighting
1	Quality of the methodology used	40

	<p>This criterion will assess how the methodology used assists in securing the accuracy of the data related to true Origin-Destination journeys. The description of the methodology should mention the source of the data (booking or ticketing data, airline or passenger survey, public or commercial database) and explain whether the quality checks and/or adjustments (calibrations) are applied to estimate the real passenger flows.</p>	
2	<p>Features, scope and versatility</p> <p>Criterion for Lot1 (A service for O&D passenger flows):</p> <p>This criterion will assess the following items related to the application:</p> <ul style="list-style-type: none"> ○ user friendliness and easiness of use ○ richness of features (ability to analyse O&D markets by using various alternatives like by selecting itineraries by origin(s)/destination(s)/via point(s) on the basis of airport, city, country or region or by providing various views like a segment-view detailing local, beyond and behind traffic; ability to customise view of the browser and export results; etc...) ○ level of details (airline/flight details, codeshares, cabin classes, fare details, elapsed time, connecting times, number of connecting points, etc...) ○ availability of historical analysis (years covered, ability to make trend analysis, year-on-year comparisons) ○ geographical coverage <p>Criterion for Lot2 (O&D dataset):</p> <p>This criterion will assess the following items related to the dataset:</p> <ul style="list-style-type: none"> ○ versatility in terms of available data elements (fields). For example maximum number of connecting airports per itinerary or data availability of codeshares, cabin class and fares. This item is assessed based on the data structure (to be provided by the contractor). ○ geographical coverage ○ Quality indicator (more under item 3. Technical specifications - "Tasks") 	40
3	<p>Quality control measures</p>	20

	This criterion will assess the quality control system applied to the service foreseen in this tender specification concerning the timeliness of the deliverables, and continuity of the service in case of absence of the 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.
Total number of points	100

Tenders must score above 60% for each criterion and 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 evaluation of the quality of the tender, the tenders are ranked using the formula below to determine the tender offering best value for money. <A weight of 60/40> is given to quality and price.

$$\text{Score for tender } x = \frac{\text{total quality score for award criteria for tender } x}{100} \text{ multiplied by } 0.6$$

+

$$\frac{\text{price of lowest tender}}{\text{price of tender } x} \text{ multiplied by } 0.4$$

A contract will be awarded for each lot to the tenderer who offers the best quality/price ratio for the said lot.

2.5. Technical offer

The technical offer must cover all aspects and tasks required in the technical specification of the lot to which it applies 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.

Each lot is the subject of a separate contract. Tenderers may bid for one or both lots by separate tenders, but not just specific parts in lots.

2.6. Financial offer

The tender must contain a separate and complete financial proposal for each lot.

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.

3. TECHNICAL SPECIFICATIONS

- General background

The trend in airline industry in recent years is towards global alliances, joint ventures and hub airports. This trend leads to an increasing number of transfer passengers, who change flight or flights on their way to the final destination. The Commission is seeking detailed data on the real travel patterns of passengers by air in order to get better understanding of these aspects.

Existing data collections by the Commission are not able to follow the travel flows of passengers from the true origin up to the final destination ("true O&D") in the case their journey includes change(s) in the flight number. The "true O&D"-data would complement the existing data collection on "on-flight O&D"² by providing a more detailed, comprehensive and timely set of data enabling the Commission to reflect on current industry trends and properly analyse the actual markets in relation to EU.

It is also intended to assess whether it is feasible to establish an in-house database for this type of analysis - ideally by extracting a set of data for a period of one year from the database of the service.

Therefore the purpose of this contract is to have access to an on-line service/application containing the "real" passenger traffic flows by air on the basis of a system which is capable in establishing a reliable model for the O&D passenger demand by air.

This contract is divided in two lots: a) access to an on-line service/application (hereinafter referred as "the service") containing the "real" origin-destination (O&D) passage traffic flows by air on journeys (Lot 1) and b) the supply of an O&D dataset (Lot 2).

Specifications for Lot 1

- General and specific objectives

The Commission needs to analyse the traffic flows to/from/with EEA + CH (EU, Norway, Iceland, Switzerland) as they relate to bilateral issues and international market access, analyse the market for 5th, 6th, 7th, 8th³ and 9th⁴ freedoms as well as to analyse the volume of codesharing.

² REGULATION (EC) No 437/2003 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 27 February 2003 on statistical returns in respect of the carriage of passengers, freight and mail by air

³ To carry passengers within a country by an airline of another country on a route with origin/destination in its home country

⁴ To carry passengers within a country by an airline of another country on a free standing route

In Lot1 the tenderer has to provide an access to a user friendly web-based or/and PC-client application enabling analyses on the O&D data.

The service for O&D passenger flows should be able to provide the following capacities, functions, parameters and data elements:

Capacities and functions related to Markets

By a given origin-destination pair (where origin and/or destination can be an airport, a city, a country or a region) and time (year/month) the service should as a minimum identify the main traffic flows (city- and/or airport-pairs) and break the itineraries to direct and non-direct connections with gateway/intermediate stops by means of number of passengers by operating airline(s). All journeys which include an airport in EEA + CH (EU, Norway, Iceland, Switzerland) in their routing shall be included as a minimum.

Ideally the service could give an indication of the distribution of cabin classes and/or provide average fares for each O&D traffic flow. Also information on codeshares and possibly information on the travel by other modes related to the journey would be of interest.

Parameters

The service should include also historical data in order to perform historical analysis. Therefore it should be possible to select the data at least by giving a month and year. Equally the aggregation of the traffic flows should allow annual and monthly analysis.

Ideally the connections could be selected by "online connections" (excluding interline connections).

Data elements

The on-line service (as well as the dataset) should include various elements related to the journey such as the information on:

- origin (airport)
- destination (airport)
- connecting points (airports)
- carrier details - (1) the operating carrier; (2) the marketing carrier; and (3) the membership of such carriers in airline alliances or (4) joint ventures
- flight number
- flight date (month/year)
- number of passengers
- cabin class
- fare (inclusive of all taxes and fees paid by the consumer at the time of the itinerary purchase)
- aircraft type

The application/dataset must use industry standard coding (codes for countries, airports, airlines, etc...).

The Commission is aware that this data may include sensitive or confidential data. Therefore the contractor should pay attention to this and clearly advice regarding the level

of aggregation which can be used if the Commission wishes to use the data in its publications.

-Tasks

The contractor should provide a solid on-line service for a period of one year which is capable (at least but not limited) in:

- assessing the complete market related to true O&D journeys which include an airport in EEA + CH (EU, Norway, Iceland, Switzerland) as a minimum in the routing. Apart from booking or ticketing data it should cover also data related to Low Cost Carriers (LCC) as well as Direct sales.
- analysing historical data.
- supporting 3 simultaneous users by the Commission services as a minimum.

Note: For evaluation purposes a trial system/period should be offered (minimum evaluation period of 3 weeks from the moment of the opening of the tenders should be included).

It is of great importance for the award of the contract to describe in details the methodology applied, both concerning the data collection (eg.: original data sources, validation and data quality checks) as well as aggregation and any additional data handling (adjustments, methodology applied in case of missing data, etc.) which might have influence on the data quality (more under item 2.4 – Award criteria 1).

In addition during the contract(s) the contractor should be ready to provide a help-desk function to respond on ad-hoc requests; for example on additional methodological details (i.e. possible reasons of especially low quality levels for certain O&D-pairs), details related to the data elements, etc. The functioning of this service should be described (Award criteria 3).

- Final output and deliverables

All services shall be provided in English.

Access to the application shall be granted to the Commission at the latest 1 month after the date of signature of the contract.

The Commission shall have thirty days from granting the access to the service to approve or reject the service and the Contractor shall have 20 days in which to propose a revised service.

- Duration of the contract

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 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.

Specifications for Lot 2

- General and specific objectives

The Commission needs to analyse the traffic flows to/from/with EEA + CH (EU, Norway, Iceland, Switzerland) as they relate to bilateral issues and international market access, analyse the market for 5th, 6th, 7th, 8th⁵ and 9th⁶ freedoms as well as to analyse the volume of codesharing.

In Lot2 the tenderer has to provide an O&D dataset.

The Commission needs a set of data for journeys started in 2013 from the database of the service. It should include the same "Data elements" as mentioned above in Lot1.

The application/dataset must use industry standard coding (codes for countries, airports, airlines, etc...).

The practicalities and the medium for the possible transfer of the dataset to the Commission shall be decided in consultation with the informatics unit of the DG MOVE.

The Commission is aware that this data may include sensitive or confidential data. Therefore the contractor should pay attention to this and clearly advice regarding the level of aggregation which can be used if the Commission wishes to use the data in its publications.

- Tasks

The contractor should supply an O&D dataset which includes all journeys with a departure date between 1/1/2013-31/12/2013 (departure day of the journey) aggregated at monthly level and include an airport in EEA + CH (EU, Norway, Iceland, Switzerland) as a minimum in the full routing of a journey.

Note: For evaluation purposes a data structure of this dataset must be provided. This should include all elements provided with the data together with their descriptions.

As the availability of data sources for the O&D data may considerable vary depending on the related geographical area affecting inevitable to the quality it would be most useful to include to the dataset a *data quality indicator* for each O&D-pair.

It is of great importance for the award of the contract to describe in details the methodology applied, both concerning the data collection (eg.: original data sources, validation and data quality checks) as well as aggregation and any additional data handling (adjustments, methodology applied in case of missing data, etc.) which might have influence on the data quality (more under item 2.4 – Award criteria 1).

In addition during the contract(s) the contractor should be ready to provide a help-desk function to respond on ad-hoc requests; for example on additional methodological details

⁵ To carry passengers within a country by an airline of another country on a route with origin/destination in its home country

⁶ To carry passengers within a country by an airline of another country on a free standing route

(i.e. possible reasons of especially low quality levels for certain O&D-pairs), details related to the data elements, etc. The functioning of this service should be described (Award criteria 3).

- Final output and deliverables

All services shall be provided in English.

The dataset related to true O&D journeys in 2013 shall be submitted to the Commission at the latest 1 month after the date of signature of the contract.

The Commission shall have thirty days from granting the access to the service to approve or reject the service and the Contractor shall have 20 days in which to propose a revised service.

- Details on deliverables

The dataset related to true O&D journeys in 2013 shall be provided in an electronic format (CD/DVD/USB-stick/ftp-site) in a manner which enables it to be imported to an Oracle or a MS Access database.

- Duration of the contract

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 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.

4. ANNEXES

1. Tenderer 's Identification Form
2. Declaration related to the exclusion criteria and absence of conflict of interest
3. Draft Contract

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)

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Identity	
Name of the tenderer	
Legal status of the tenderer	
Date of registration	
Country of registration	
Registration number	
VAT number	
Description of statutory social security cover (at the level of the Member State of origin) and non-statutory cover (supplementary professional indemnity insurance) ⁷	
Address	
Address of registered office of tenderer	
Where appropriate, administrative address of tenderer for the purposes of this invitation to tender	
Contact Person	
Surname:	
First name:	
Title (e.g. Dr, Mr, Ms) :	
Position (e.g. manager):	

⁷ For natural persons

Telephone number: Fax number: E-mail address:	
Legal Representatives	
Names and function of legal representatives and of other representatives of the tenderer who are authorised to sign contracts with third parties	
Declaration by an authorised representative of the organisation⁸	
I, the undersigned, certify that the information given in this tender is correct and that the tender is valid.	
Surname: First name:	Signature:

⁸ 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 parentheses)

[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 control⁹ 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 penalties¹⁰ 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.

⁹ This covers the company directors, members of the management or supervisory bodies, and cases where one natural person holds a majority of shares.

¹⁰ As provided for in Article 109 of the Financial Regulation (EU, Euratom) 966/2012 and Article 145 of the Rules of Application of the Financial Regulation

Full name

Date

Signature