



**Invitation to tender MOVE/B3/2014-vigie n°589 for a service contract regarding a "Study on differentiated port infrastructure charges to promote environmentally-friendly maritime transport activities and sustainable transport"**

**Contract notice in OJEU 2014/S 105-184205 of 03/06/2014**

**QUESTIONS & ANSWERS**

**Latest update 24/07/2014**

**Question 1:**

- I have only been able to find a brief abstract of the subject matter of the contract. Is there a more detailed description of what the project sponsors expect?

**Answer 1:**

All the documents related to the details of the call for tender (contract notice, invitation to tenderers, tender specifications, draft contract) are available on the following website: [http://ec.europa.eu/transport/facts-fundings/tenders/index\\_en.htm](http://ec.europa.eu/transport/facts-fundings/tenders/index_en.htm)

**Question 2:**

- Are institutions from outside the EU eligible to compete for these contracts? Are they generally let to academic institutions, consultancies or others?

**Answer 2:**

The answer is provided for in paragraph 1.1 ("Participation") of the tender specifications. Tenderers outside the EU are eligible on the conditions foreseen in the WTO Multilateral Agreement on Government Procurement:

[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)

If fulfilling the criteria of the specifications, academic institutions, consultancies or others are allowed to take part in this tender procedure and can submit a tender alone or through a consortium as specified in paragraph 1.3 ("Joint tenders") of the tender specifications.

It has to be noted that selection criteria detailed in paragraph 2.3 of the tender specifications, stressing in particular the familiarity of the tenderer with the European Union (EU) port policy and environmental aspects of the EU maritime policy, must be met.

### **Question 3:**

- I would like clarification on the language quality check paragraph on page 7. Specifically “collectively the team must have the ability to communicate in at least one other EU language”.

Do you require that the whole team must be able to communicate in English and the same other EU language, or do you require everyone in the team to have at least two EU languages of which one has to be English but the second can vary between the team members? [For example: do all have to speak English and French or can one speak English and French, another English and Spanish and a third English and German?]

### **Answer 3:**

"Collectively the team must have the ability to communicate in at least one other EU language" means that some members of the team must be able to master another language than English. This criterion is in fact already covered by the criterion related to the "team for data collection" (p.7) i.e. "collectively the team should have knowledge of at least 7 EU languages including the three working languages of the Commission (English, French and German)". This is indeed needed as documents to be collected for the study (e.g. from ports and national authorities) will be provided in different EU languages.

### **Question 4:**

- Could you confirm that there are no conditions regarding the format and the size (number of pages) of the tender to be presented and that the format can thus be freely chosen?

### **Answer 4:**

There is indeed no specific template for the tender. However the presentation of the tender should follow indications given under paragraph 1.5 ("Content of the tender") of the tender specifications. The tender will not be assessed e.g. on its length but according to the fulfilment of criteria listed in chapter 2 of the tender specifications ("Evaluation and award").

As specified in the invitation for tender, "you should submit a tender in one original and two copies in one of the official languages of the European Union. A copy of the offer on a CD/DVD/USB stick has also to be submitted".

### **Question 5:**

- I understood that tenders could be submitted in the 24 official languages of the EU. Is that correct?

### **Answer 5:**

As indeed specified in the invitation for tender, "you should submit a tender in one original and two copies in *one of the official languages* of the European Union". However once the contract awarded, reports should be drafted in English as announced in paragraph 3.5 ("Reporting and deliverables") of the tender specifications.

### **Question 6:**

- On page 14 of the tender specifications and more specifically on section 3.3.2 and at the data collection section (A.a), the tender specifications mentions that the study must provide an overview of all types of shipping emissions and wastes.
  - The question is what DG MOVE means as emissions and wastes?
  - For example is “noise” among the factors that the study must examine?

Also the tender specifications mentions ship (generated) wastes.

- Based on this should we exclude cargo wastes from our analysis?
- What about scrap waste, are they considered as ship related waste according to the tender?

### **Answer 6:**

As already mentioned in footnote 4 (p. 14) of the tender specifications, "emissions have to be understood as all type of air emissions, *including* greenhouse gas emissions but also air pollutants, and *noise*".

Regarding waste, footnote 5 (p. 14) of the tender specifications states that "ship-generated waste has to be understood as all waste, including sewage, and residues *other than cargo residues*, which are generated during the service of a ship and fall under the scope of Annexes I, IV and V to Marpol 73/78 and cargo-associated waste as defined in the Guidelines for the implementation of Annex V to Marpol 73/78. The definition of "cargo residues" is also given in the footnote: it "shall mean the remnants of any cargo material on board in cargo holds or tanks which remain after unloading procedures and cleaning operations are completed and shall include loading/unloading excesses and spillage". Thus "cargo residues" or as formulated in your question "cargo waste" are excluded from the analysis. However some ports could consider types of goods transported in their charging schemes and related data have to be collected as specified in paragraph 3.3.2 A.b of the tender specifications.

"Scrap waste" is not the main focus of this study, however information on relevant systems applied to ships going for recycling (e.g. "green passport") would be appreciated.

### **Question 7:**

- On page 15 of the tender specifications and on section B.a, the tender specifications mentions that the study must provide an economic and environmental assessment of the 5 most promising schemes using several scenarios. What kind of scenarios does DG MOVE have in mind? Should we take into account economic, technological aspects to build such scenarios?

### **Answer 7:**

Scenarios for each scheme must be elaborated taking into account e.g. economic and technological aspects, degree of (voluntary) implementation of the scheme, policies and industrial strategies' development and their impact (e.g. favours the region implementing that scheme compared to others).

### **Question 8:**

- On page 15 of the tender specifications, point B.b, the tender specifications requests a quantified assessment of environmental benefits etc., by means of case studies. A clarification is needed on how these case studies are going to be selected and which is the minimum number that must be included in the study.

### **Answer 8:**

As mentioned in the tender specifications, assessment is going to be done "by means of case studies covering the types of charging reflecting the different environmental/sustainability objectives". The tenderer has then to identify these objectives for which a number of case studies will be selected accordingly.

### **Question 9:**

- On page 15, point B.c, the tender specifications requests an assessment of the necessary resources to implement and enforce these schemes. In this case there is the difficulty of estimating the cost of infrastructures at an average level.
  - Does any port, for example, need an LNG facility?
  - Is there a specific threshold of port size that we should take into account?
  - Shall we focus on TEN-T ports?

### **Answer 9:**

Considering the number of EU ports, the study will mainly focus on TEN-T ports including comprehensive ports, but priority will be given to core ports. There is no other specific threshold of port size mentioned in the tender specifications and it is up to the tenderer to explain if and why such thresholds would be useful. *[see also answer 14]*

Regarding LNG facilities, LNG vessels should know where refuelling areas are available; some studies have already been done on the subject and will not need to be redone.

### **Question 10:**

- The proposal (and the study) shall take into account inland ports or should it focus exclusively on sea ports? In page 16 of the tender specifications it is mentioned that European Federation of Inland Ports is a stakeholder that might need to be consulted.

### **Answer 10:**

The European Federation of Inland Ports was indeed mentioned as "stakeholders that may need to be consulted", but focus of the study will be on sea ports. If elements from inland ports' practices are relevant, they may of course be taken into account when elaborating criteria and scenarios.

**Question 11:**

- Shall the proposal include letter of support from the stakeholders mentioned in page 16?

**Answer 11:**

No.

**Question 12:**

- My question refers to task C.a (p. 15) and the toolbox: Are you expecting something like a decision support guide, with recommendations of best practices, check lists etc or are you expecting that a web-based solution is developed. The latter is a much bigger scope so it would be good to receive some clarification on your expectations.

**Answer 12:**

The tender specifications do not provide more detail on that task, since it is up to the tenderer to propose suitable content/format/materials.

**Question 13:**

- In the task description and more specifically on task A point a) (p. 14) you ask a qualitative and quantitative analysis of costs and benefits. Are you looking for a general approach (for example to identify the quantitative and qualitative costs and benefits for ports and the cities) or you are looking for a more detailed approach? In the latter case there is the issue that costs and benefits are varied among ports and areas!

**Answer 13:**

The level of "generality" of the approach could be similar to the one required in Task B.a) with various maritime regions to be covered. As task A.a) requires that findings are well documented, costs and benefits for some ports in particular – chosen according to available data from the most updated research and current works in progress – will also be mentioned ("detailed" approach similar to Task B.b)).

**Question 14:**

- In page 26 and in point no. 23 the tender mentions that the study will focus on European ports in the TEN-T corridors. This means that we should not take into account the TEN-T core ports but only those belonging into a corridor?

**Answer 14:** *[this answer completes answer 9]*

Ports to be studied can be prioritised as follows: TEN-T core ports from TEN-T corridors, other TEN-T core ports, comprehensive TEN-T ports, other ports.

**Question 15:**

- I'd like to know whether there are any templates/forms for the technical and financial proposal, and in what envelope administrative documents (Identification of the tenderer, Exclusion criteria, Selection criteria, Power of attorney) are to be placed. I understand they are to be placed in the same envelope as the technical tender. Is that correct?

**Answer 15:**

See answer n°4.

The following documents: Identification of the tenderer, Exclusion criteria, Selection criteria, Power of attorney can be placed in the same envelope as the technical tender.

**Question 16:**

- I would like to ask you if the tenderer will have to proceed with the publication of the guide of good practices mentioned in TASK C. Will be for example obliged to produce a number of copies in order to be distributed to the port authorities?

**Answer 16:**

If taking the form of a publication, ten copies of the Guide of good practices will have to be provided to the Commission with the copies of the final report mentioned under 3.5 paragraph 27 of the tender specifications. No additional copies are expected from the contractor.

**Question 17:**

- We would require clarification on the exact tender number: Front page N° MOVE/B3/2014-589 while Annex 1 reads N° MOVE/B3/2014-289.

**Answer 17:**

The number of the call for tender is MOVE/B3/2014-589. Annex 1 should indeed be completed for call for tender MOVE/B3/2014-589.

**Question 18:**

- Concerning section “C.3.3 List of Accomplished projects”, voice “overall project value” And “Proportion carried out by legal entity (%)”, we would like to know (only for TEN-T projects) whether we must insert the value of the EU Decision or the value resulting from the final reporting and, in case the final reporting has begun but is not finished yet, what amount should we insert?

**Answer 18:**

TEN-T funding are grants and cannot as such be considered as “services” for which evidences have to be provided as referred to in point c), p. 7 of the tender specifications i.e. “List of relevant services provided in the past three years, with sums, dates and recipients, public or private”.