CALL FOR TENDERS
Nº MOVE/B3/2014-751

STUDY ON PERMITTING AND FACILITATING THE PREPARATION OF TEN-T CORE NETWORK PROJECTS IN PARTICULAR WATERBORNE PROJECTS AND CROSS-BORDER PROJECTS

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 and several liability 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.

\(^1\) 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's identification form in **Annex 1** shall be filled in and signed by:
  - The tenderer (including any member of a consortium or grouping)
  - 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 (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_contract legal_entities/legal_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contract legal_entities/legal_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 (in case of a joint tender the combined capacity of all tenderers and identified subcontractors) must comply with the following criteria:

- The annual turnover of each of the last two financial years for which the accounts have been closed of minimum € 1,000,000.

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 and identified subcontractors) must comply with the following criteria:

- The tenderer must prove experience in the field of transport infrastructure planning with at least 3 projects delivered (completed) in the last three years with a minimum value for each project of € 125,000. These projects in combination must comprise all the following elements:

  - be related to the field of waterborne transport

  - treat cross border projects related to more than one country

  - cover the aspects of authorisation and permitting procedures, the latter including the aspects of environmental legislation and environmental impact assessment

  - The tenderer must prove experience of working in English with at least 3 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 a variety of EU countries with at least 2 projects relating, as a minimum, to 13 countries 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 the preparation and organisation of high level international meetings with at least 2 events delivered in the last three years.

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

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

**Project Manager:** At least 10 years' experience in project management, the tasks including overseeing project delivery, quality control of delivered service, client orientation and conflict resolution experience in projects of a similar size (at least € 185,000) and coverage (geographical scope as minimum, 10 EU countries), with experience in management of team of at least 5 people.

**Team for the analysis of data ("experts"):**

- For each expert, relevant higher education degree and 3 years' professional experience in at least one of the following fields: transport infrastructure planning, waterborne transport projects, cross-border projects, and relevant related authorisation and permitting procedures, including on environmental issues (and environmental impact assessment). Collectively the team should cover all these fields.

- At least one senior expert who has at least 5 years' professional experience in two of the above-mentioned fields must be part of the team.

**Team for data collection:**

- Collectively the data collection team (minimum 3 persons) people should have knowledge of 7 EU official languages.

- Each data collection team member should have a proven experience of 2 years in data collection techniques.

**Language quality check:**

- All members of the team should have a good command of English in reading and writing; each member should have a good command of at least one other EU official language.

- At least 2 members of the team should have proficiency level language skills in English or equivalent, as guaranteed by a certificate or past relevant experience.

**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 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;

- The educational and professional qualifications as well as the linguistic skills 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.

- Description of the team composition specifying the function of each team member.

A check-list regarding administrative documentation to be provided is available in Annex 6. Regarding the technical and professional capacity criteria, a template is available in Annex 7.

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.

- **Quality of the proposed methodology** (60 points – minimum threshold 60%)

  Sub-criterion 1.1 (20 points): This criterion will assess the coverage of the objectives of the different tasks by the tenderer, the coverage of the geographic scope (Member States and territories concerned), the coverage of different transport investments (modes, kinds of investment – greenfield, brownfield, etc.) and the relevant types of procedures and support measures to be analysed. It will also assess the overall approach of the subject by the tenderer and the consistency with the broader EU transport infrastructure, waterborne transport, and environmental policies and related existing national and international policies and practices in transport planning. It will consider the quality of the methodologies applied to the different tasks. It will consider how far the tender proposes innovative elements. It will also assess the data collection methods by assessing how the tenderer will gather and organise all relevant data, and involve stakeholders. It will assess the consistency of Task 1 and Task 3 with Task 2a and Task 2b.

  Sub-criterion 1.2 (20 points): This criterion will assess the approach of the tenderer regarding the case study on waterborne projects (task 2a). It will assess the coverage of the objectives of the different tasks by the tenderer, the coverage of the geographic scope (Member States and territories concerned) and the relevant types of procedures and support measures to be analysed. It will consider the quality of the methodologies applied to address the various actions undertaken to carry out the case study, such as regarding the identification of relevant EU and national, regional and local legislations or administrative practices, as well as the realisation of a differentiated analysis according to the Member State, the type of infrastructure project (seaport, inland waterway and inland port) and the type of permit. It will consider how far the tender proposes innovative elements. It will also assess the data collection methods by assessing how the tenderer will gather and organise all relevant data, and involve stakeholders for this particular task.
Sub-criterion 1.3 (20 points): This criterion will assess the approach of the tenderer regarding the case study on cross-border projects (task 2b). It will assess the coverage of the objectives of the different tasks by the tenderer, the coverage of the geographic scope (Member States and territories concerned), the coverage of different cross-border transport investments (modes, kinds of investment – greenfield, brownfield, etc.) and the relevant types of procedures and support measures to be analysed. It will consider the quality of the methodologies applied to address the various actions undertaken to carry out the case study, such as regarding the identification of specific issues at stake for cross-border TEN-T projects and best practices, and the assessment of existing cooperation and coordination tools as well as the efficient use of public funds. It will also assess the data collection methods by assessing how the tenderer will gather and organise all relevant data, and involve stakeholders for this particular task.

- **Organisation of the work** (25 points – minimum threshold 60%)

  This criterion will assess 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 assesses 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.

- **Quality control measures** (15 points – minimum threshold 60%)

  This criterion will assess the quality control system applied to the service foreseen in this tender specification concerning the quality of the deliverables, the language quality check, 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.

Tenders must score at least 60% for each criterion and at least 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.

\[
\text{Score for tender } x = \frac{\text{total quality score for award criteria for tender } x}{100} \times 60 + \frac{\text{cheapest price}}{\text{price of tender } x} \times 40
\]

### 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 eurozone 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.

**Indicative maximum price: €500,000**

3. **TECHNICAL SPECIFICATIONS**

3.1. **Introduction: background and rationale**

1. Transport is vital to the European economy: without good connections Europe will not grow or prosper. The new EU infrastructure policy will put in place a powerful trans-European transport network (TEN-T) across 28 Member States to promote growth and competitiveness. It will connect East with West, North with South and replace today’s transport patchwork with a genuinely European network. The new TEN-T as defined in regulation (EU) No 1315/2013 has a dual-layer structure. It will consist of a comprehensive network and of a core network. The comprehensive network will ensure accessibility and connectivity of all regions in the European Union whereas the core network will consist of those parts of the comprehensive network that are of the highest strategic importance for achieving the objectives for the development of the TEN-T. A deadline has been set to implement the core network by 2030.

2. It is expected that the timely completion of the core network (i.e. the strategic, most important part of the TEN-T), including its innovative equipment, as well as the efficient use of this network will have a significant positive impact on the EU competitiveness, growth and the creation of jobs in many economic sectors. It should be reminded that as a central point of its political agenda, the European Commission intends to propose a "Jobs, Growth, Investment and Competitiveness" package that includes the mobilisation of up to € 300 billion in additional public and private investment in the real economy over the next three years and the creation of a positive framework enhancing investor confidence. One of the key sectors covered include transport infrastructure.

3. The developing European policy framework for transport infrastructures creates an opportunity for the European transport however it creates new challenges as well. The implementation of the projects leading to the creation of an EU-wide transport infrastructure network has become more complex in terms of preparation and coordination, especially because of the existence of a variety of legal frameworks providing for permitting procedures. Besides various directly applicable EU legislations, the national measures of transpositions of EU directives can cause costs and delays for projects.
Furthermore existing procedures can also curb investors’ actions when they raise legal uncertainty. In fact besides difficulties linked to financial package, infrastructure projects, in particular the major European infrastructure projects, face non-financial difficulties that have an impact on the smooth planning and delivery of projects and ultimately their attractiveness for investors. These should be better understood in order to find solutions to overcome them.

4. The timely and cost-effective development of the core network therefore requires addressing these non-financial difficulties. The European Transport Ministers during their informal meeting held in Milan on 16-17 September 2014 stressed that one of the way of streamlining the delivery of transport projects is to make permitting procedures and other authorisations simpler, faster, better coordinated and more predictable. This was further reaffirmed in the Council Conclusions adopted on 3 December on transport infrastructure and the trans-European network. The Council considered "that permitting procedures are an essential part of the planning of projects, that an early consultation and coordination of parties is crucial to streamline these procedures, accelerate projects and avoid additional costs, thereby increasing investors’ confidence". The Council then invited the Commission to take stock of good practices and, where necessary, identify ways to simplify procedures for projects of common interest of the core network.

3.2. Purpose of the study

3.2.1. Scope, general and specific objectives

5. In order to reply to the invitation of the Council of Ministers to work on the simplification of procedures for projects of common interest, the Commission's Directorate general for Mobility and Transport (DG MOVE) has decided to conduct a study in view of identifying good practices and ways to streamline and simplify the procedures to carry out an infrastructure transport project. The study will analyse the existing legal frameworks and practices for permitting procedures. It will then take stock of already existing measures applied at national or regional level to make those procedures more efficient and create more legal comfort to project developers and investors. It will prepare a guide to good practices that can be used by Member States to develop effective facilitation tools. The study will eventually recommend policy options (that can be used in a subsequent impact assessment) for a positive EU framework for project development and investments.

6. The experience of implementation of large transport projects of EU importance proves that the process is lengthy and complicated requiring many administrative steps to be undertaken by project promoters. Actions related to waterborne transport often require a particularly high number of permits (e.g. industrial hazards, water quality) while those involving sections located on different sides of a border (cross-border projects) tend to face numerous difficulties which cause delays and cost overruns. The study will therefore analyse case studies and specific solutions covering these two types of projects. In the light of the results of this study and if necessary, the Commission will extend the case studies to other sectors and types of projects (e.g. airports) in a separate call for tender.

7. The specific objectives of this study are to:
a) Map and evaluate existing permitting procedures, identify and analyse the related obstacles and difficulties infrastructure projects have to face;

b) Examine and assess these procedures in the framework of waterborne transport and cross-border projects due to their particularly complex nature;

c) Make recommendations on identified good practices to streamline the project procedures and possible ways to encourage Member states to use them efficiently.

3.2.2. Description of tasks

Building on the background described above and on the basis provided by all other relevant EU Transport Policy references, the study is to carry out the following tasks:

**Task 1: Data collection and analysis on permitting procedures applied**

The overall aim of this task will be to make an inventory and analysis of those procedures that have an impact on the smooth implementation of TEN-T projects (cost, delay, legal uncertainty). It will cover the existing planning, permitting, budgeting and contracting procedures applicable in the preparation process for implementation of core network projects (notably rail, road, inland waterway, ports, airports, rail-road terminals). The analysis should in particular take into account the requirements deriving from legislation related to:

- Spatial planning from the strategic level to the project level (including the acquisition of the necessary land);
- All environmental procedures (incl. EIA, natural protection, water quality, industrial hazards, soil pollution, specific national, regional or local regimes or requirements, etc.);
- Public consultation requirements and civil society involvement;
- Competition (state aid) and public procurement/concession (in particular for public-private partnerships);
- Any other possible relevant authorisations (e.g. building permits linked to technical designs requirements, safety, security);

1.1. The analysis shall take into consideration all applicable legislation – adopted at local, regional, national, European and international levels (e.g. obligations linked to regional conventions ratified by Member States such as the "Espoo" Convention on Environmental Impact Assessment in a Transboundary Context, the UNECE "Aarhus" Convention on Access to Information, Public Participation in Decision-making and Access to Justice in Environmental Matters). As regards the EU legislation, a particular effort shall be made to distinguish the requirements agreed at EU level and those added by the national transposition measures and generating unnecessary burden. The detailed examination should cover at least Member States that have already taken measures in that domain, as well as countries which have waterborne transport infrastructure and shall ensure a good geographical coverage of the TEN-T core network corridors.

1.2. The analysis should take into account the existing and already applied streamlining measures (support tools) existing at all levels which are currently applied or planned to be applied soon by different actors ('fast-track' procedures,
guidelines, recommendations, support structures, advanced cost and risk estimates, cost control systems, long-term infrastructure planning etc.). Due attention shall be paid to the internal sectorial and political organisation of Member States (respective roles of the state, regions, local authorities, division of tasks between sectorial administrations).

1.3. The task shall cover both a description of official procedural paths across Member States and include 'real life' case studies, good national practices etc. Particular strengths and weaknesses of existing solutions should be analysed. Analysis should cover especially those deficiencies that lead to project delays and unforeseen costs.

1.4. After the identification of relevant stakeholders, the action should involve fora or platforms to be organised in Brussels where the representatives of the Member States included in the analysis (ministries, infrastructure managers, stakeholders, etc.) will be able to express their views on the subject and exchange their experience and possibly explain their ways of tackling the problems they encounter. Moreover, the Contractor will have to liaise at the request of the Commission with existing consultative bodies and other discussion committees (such as TEN-T Committee or EIA expert group) so as to maximise the existing experience in the subject and avoid creation of supplementary burden for interested stakeholders.

1.5. Following the above mentioned exercise, the analysis shall identify sources of encountered difficulties, a broad analysis of time and cost to permit and the issues arising from legal uncertainties. The action will then provide a broad indication of the cost of "non simplification" for the core transport network projects.

1.6. The task shall identify best practices related to their implementation and assess the availability and effectiveness of existing support measures (guidelines, recommendations, support structures etc.) at national and European levels. Apart from support measures, the study should identify most efficient 'classic' mechanisms of project preparations.

1.7. Finally, after gathering and examining all the above mentioned information, the analysis should provide possible options to take. These are to be discussed with the Contracting Authority. Out of these possibilities for actions, some options will be chosen by the Contracting Authority to be further analysed under Task 3, including options at national, regional, local and European levels.

Task 2: Assessment of procedures related to waterborne and cross-border projects of the TEN-T core network

This task will cover a more in-depth analysis of the procedures under Task 1 for two specific project categories which involve particular procedural challenges:

**Task 2 a In-depth analysis for waterborne projects (seaports, inland ports, inland waterways).** It shall include in particular:

1) A description of the relevant EU legal requirements which affect permitting procedures for such TEN-T Core network projects by providing a more detailed description than in Task 1 and by covering requirements which are specific or particularly relevant
for this type of project (e.g. water framework directive, legislation on industrial hazard);

2) The identification and analysis of the way Member States, regional and local authorities apply the planning and permitting procedures and requirements to plans, projects and activities (e.g. maintenance dredging) related to the above mentioned infrastructures;

3) A comparative analysis, based on a sound evaluation framework, of the way the relevant EU legislation impacting specifically this type of projects is transposed and national, regional and local legislations or administrative practices applied and interrelate in practice. Areas with (potential) frictions between the TEN-T objectives and those of other EU-level legislative frameworks shall be identified (e.g. between environmental and transport objectives), mechanisms to cope with these frictions shall be identified and described and their degree of implementation and their effectiveness shall be analysed;

4) An analysis of time and cost to permit, from the early stages of project idea to the stage where all necessary permits are obtained in order to start the project;

5) Identification and analysis of legal certainty issues. It will include the analysis of possibilities for appeal procedures and of costs and delays due to such procedures, both the theoretical costs/delays and those experienced in practice; identification of best practices on how to deal with appeal procedures;

6) An identification of the other key factors causing delays, costs or legal uncertainties, specifying in which Member States and for which plans, projects and actions and for which waterways and ports, these challenges are the most prevalent. In this step, existing solutions implemented or envisaged by Member States to overcome these challenges shall be documented.

The above analysis shall be conducted in a differentiated way for each Member State, for each type of infrastructure project: seaport, inland waterway and inland port and for each type of permit.

Task 2b In-depth analysis for cross-border projects. It shall include in particular:

1) An identification of the specific issues at stake for cross-border TEN-T projects from the planning, consultation, authorisation to the necessary international or bilateral agreements and structures to manage the procurement/concession and project and the way they are addressed for on-going key projects;
2) An identification of particular legal requirements for cross-border projects (e.g. transboundary EIAs). It should be followed by an identification of sources of encountered difficulties and best practices related to their implementation;

3) An assessment of the factors linked to the cross-border nature of the budgetary or financial arrangements which may have negative impact on the timely delivery of projects or on their attractiveness for innovative financial instruments;

4) An ex-post evaluation of case studies for project preparation (e.g. Brenner Base Tunnel or Fehmarn Belt Fixed Link) to identify best practices possible to apply across the EU;

5) An ex-post evaluation of the efficiency of cross-border project implementation based on analysis of case studies. There should be an assessment included of specific issues for cross-border projects that have negative impact on project delivery and identification of best practices possible to apply across EU;

6) An identification of existing facilitating tools/streamlining procedures for cross-border projects (if existing) designed and applied with a view to tackle the negative aspects of the fact that an investment involves different Member States;

7) An assessment of the appropriateness and efficiency of relevant existing cooperation and coordination tools (including dedicated organisational structures) and the possible need for new organisational/legal approaches;

**Task 3: Evaluation and final recommendations and guidance**

Finally, task 3 will provide horizontal analyses and support to the Commission, including the previously accomplished analyses which shall be summarised to provide an EU perspective and conclusions. It shall include at least:

- An identification and description of the most commonly encountered difficulties to be addressed (for core network projects in general, for waterborne transport projects and for cross-border projects in particular);

- An overview of well-functioning approaches as well as three guides of good practices providing effective facilitation tools for Member States (one general on core network transport infrastructure, one specific to waterborne transport projects and one specific to cross-border projects);

- Recommendations for the implementation of permitting procedures at Member States, regional and local level, where appropriate differentiated for different types of permits (including specific recommendations as regards waterborne transport projects and cross-border projects);
The provision of assistance to the Commission to carry out a formal public consultation on the matter (preparation of the consultation document and analysis of the replies);

Options at the EU level which the Commission can assess in a formal impact assessment with a view to ensure a more favourable European framework regarding permitting;

Support to the Commission to assess options in the context of a formal impact assessment.

3.3. Input by the Contracting Authority

A list of available background material is already provided in Annex 8.

The Contracting Authority will provide an updated list and a list of existing facilitation tools that should be expanded by the Contractor.

The Contracting Authority will provide a list of key cross-border projects to be analysed as a minimum.

3.4. Reporting and deliverables

The contractor must ensure that all reports under the contract are clear, concise and comprehensive. All reports should be drafted in English, using simple and non-technical language for a non-specialised audience. Technical explanations shall be given in annexes.

All relevant evidence of the analysis process (questionnaires, results of surveys, calculations, etc.) has to be annexed to the report to allow the argument to be followed in a transparent manner. Excel sheets including active formulas for any calculations carried out by the consultants to support tables or graphs in the study should also be provided.

As all study reports shall be available to the public, no form of confidential data shall be contained in the final report (if relevant, such data shall be provided in a separate annex).

The reports shall be transmitted in electronic Microsoft Word format according to the indicative timetable as specified below. Three copies of the draft and intermediate reports (including the ones on waterborne and cross-border projects) shall be supplied in paper form. The final report and the executive summary approved by the Commission shall be of publishable quality, provided also in the Adobe portable document format (pdf) format and supplied in ten hard copies. The final report will be accompanied by a set of PowerPoint presentations. The contractor is requested to present:

1) The Inception Report, at the latest four weeks after the signature of the contract, specifying the detailed work programme and planning of the assessment in order to complete the tasks as listed above. This should also include a further specification of the methodological approach set out in the tender, including preliminary identification of stakeholders to be consulted on the permitting process. The report should also identify any additional need for information to be collected. A detailed work plan, including the allocation of experts per task per number or working-days, should also be provided. It shall not exceed 20 pages (annexes excluded) and should reflect the conclusions of the kick-off meeting.

2) The Draft Intermediate Report should summarise the preliminary results of Task 1. The Draft Intermediate report should also outline the preliminary conclusions drawn and
outlook for the Task 2. It should also give clear indications and detailed planning of the work still to be accrued out. It should flag any changes in the initially planned methodology and raise any problems encountered with sufficient information to permit reorientation, if appropriate. It should include a proposal for the structure of the final report which will be agreed with the Commission. The draft intermediate report should be submitted for approval to the Commission and then presented to the "general platform" gathering relevant stakeholders.

3) The Intermediate Report should summarise the results of Task 1, including a summary of feedback given by the representatives of Member States and relevant stakeholders' views presented in the "general platform". The intermediate report should also demonstrate outline the preliminary conclusions drawn and outlook for the Task 2 (including options for further analysis). Outline of task 3 including documents for a formal public consultation to be carried out by the Commission and proposals for options at the EU level which the Commission can assess for a formal impact assessment. It should take account of the comments made by the Commission earlier in the process. The intermediate report shall not exceed 45 pages (annexes excluded).

4) The Intermediate Report on Waterborne Projects should summarise the preliminary results of the Task 2a. It should include a proposal for the structure of the Report on Waterborne Projects which will be agreed with the Commission. The Intermediate Report on Waterborne projects should be submitted for approval to the Commission and then presented to the platform gathering relevant stakeholders in the waterborne sector (waterborne platform).

5) The Final Report on Waterborne Projects will follow the structure of the Intermediate Report with particularities explained on the waterborne projects, as set out in the description of Task 2a. The report should especially develop on the applicability and interactions of the relevant legislations, in particular the Water Framework Directive\(^2\) and its transpositions to the national legal frameworks. It should take into account the comments made by the Commission earlier in the process and the input given in the meetings of the "waterborne platform" and the "general platform".

6) The Intermediate Report on Cross-border Projects should summarise the preliminary results the completion of the Task 2b. It should include a proposal for the structure of the Report on Cross-border Projects which will be agreed with the Commission. The Intermediate Report on Cross-border projects should be submitted for approval to the Commission and then presented to the platform gathering relevant stakeholders involved in the cross-border projects (cross-border projects platform).

7) The Final Report on Cross-border Projects (WP 3) will follow the structure of the Intermediate Report with particularities explained on the cross-border projects, as set out in the description of Task 2(b). It should take into account the comments made by the Commission earlier in the process and the input given in the meetings of the "cross-border projects platform" and the "general platform".

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Regarding the deadlines related to reports: bearing in mind the timetable below, the Commission has the right to give the contractor the deadlines to make improvements to all draft reports, or request the new versions of these reports to be submitted. This deadline (with the exception of that relating to the inception report) may not be shorter than 20 calendar days. In his response, the contractor must address all Commission's comments.

8) A **Draft Final Report** will include summary of findings, analyses and conclusions resulting from the previous stages of the study and will include elements as set out in Task 3, including the results of the public consultation to be carried out by the Commission and if requested, assessment of options at EU level to be used for a formal impact assessment. It should take account of all the comments made by the Commission and the platforms earlier in the process. It should provide a sound analysis of findings along with factually based preliminary conclusions and recommendations, in line with the scope and the description of tasks of this call. The draft final report will be composed of:

i. An executive summary;

ii. A clear summary of the methodology followed and a final assessment of the limitations of both the approach taken and the data used;

iii. A clear chain of logic between the analysis and findings presented, the answers to the questions raised by the study and the conclusions drawn.

In overall it shall not exceed 75 pages (annexes excluded).

7) The **Final Report** follows in principle the same structure as the draft final report while taking into account input the Commission's comments and requests.
The following outline work plan and indicative timetable are envisaged:

<table>
<thead>
<tr>
<th>Deadline (from starting date)</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature (T&lt;sub&gt;0&lt;/sub&gt;)</td>
<td></td>
</tr>
<tr>
<td>Kick-off meeting (T&lt;sub&gt;0&lt;/sub&gt; + 2 weeks)</td>
<td>The project is kicked off at the meeting between the contractor and the Commission. The kick-off meeting will ensure that the contractor has a clear understanding of the terms of the contract and the objectives of the project. The contractor will be provided with all relevant available documents and be informed of useful information sources for data collection.</td>
</tr>
<tr>
<td>Inception Report (T&lt;sub&gt;0&lt;/sub&gt; + 4 weeks)</td>
<td>The contractor submits the inception report. This report shall specify, for both study phases, in more detail the methodology, empirical approach, working assumptions to be pursued. It shall also describe the accessibility to relevant data and preliminary list of stakeholders to be consulted.</td>
</tr>
<tr>
<td>Draft Intermediate Report (T&lt;sub&gt;0&lt;/sub&gt; + 4 months)</td>
<td>The contractor submits the Draft Intermediate report on the results of Task 1, as described in the task specifications. Along with the draft intermediate report, the contractor will submit invoice for the interim payment.</td>
</tr>
<tr>
<td>Workshops/fora (T&lt;sub&gt;0&lt;/sub&gt; + 5 months)</td>
<td>After the approval by the Commission, the Draft Intermediate Report should be circulated among the pre-identified stakeholders. The contractor organises a meeting of the &quot;general platform&quot; within 30 calendar days after the circulation of the Draft Intermediate report to give the stakeholder an opportunity to express their views on the subject.</td>
</tr>
<tr>
<td>Intermediate Report (T&lt;sub&gt;0&lt;/sub&gt; + 6 months)</td>
<td>The contractor submits the Intermediate report on the results of Task 1, as described in the task specifications. Outline of task 3 including documents for a formal public consultation to be carried out by the Commission and proposals for options at the EU level which the Commission can assess for a formal impact</td>
</tr>
<tr>
<td>Report Type</td>
<td>Description</td>
</tr>
<tr>
<td>------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Intermediate Report on Waterborne projects (T₀ + 7 months)</td>
<td>The contractor submits the Intermediate report on the results of Task 2a, as described in the task specifications. After the approval by the Commission, the Intermediate Report should be circulated among the pre-identified stakeholders. The contractor organises a meeting of the &quot;waterborne platform&quot; within 30 calendar days after the circulation of the Intermediate report to give the stakeholder an opportunity to express their views on the subject.</td>
</tr>
<tr>
<td>Final Report on Waterborne Projects (T₀ + 10 months)</td>
<td>The contractor submits the Final intermediate report on the results of Task 2a, as described in the task specifications.</td>
</tr>
<tr>
<td>Intermediate Report on Cross-border projects (T₀ + 7 months)</td>
<td>The contractor submits the Intermediate report on the results of Task 2b, as described in the task specifications. After the approval by the Commission, the Draft Intermediate Report should be circulated among the pre-identified stakeholders. The contractor organises a meeting of the &quot;cross-border projects platform&quot; within 30 calendar days after the circulation of the Draft Intermediate report to give the stakeholder an opportunity to express their views on the subject.</td>
</tr>
<tr>
<td>Final Report on Cross-border Projects (T₀ + 10 months)</td>
<td>The contractor submits the Final intermediate report on the results of Task 2b, as described in the task specifications.</td>
</tr>
<tr>
<td>Draft Final Report (T₀ + 11 months)</td>
<td>The contractor submits the Draft Final report containing finding on all tasks, including Task 3.</td>
</tr>
<tr>
<td>Comments on the draft final report (20 working days from the reception of the draft final report)</td>
<td>The Commission will provide the contractor with comments on the draft final report and suggest a meeting date for discussion with</td>
</tr>
</tbody>
</table>
3.5. Meetings

A kick-off meeting will take place in Brussels, at the latest one month following the signature of the contract, in order to settle all the details of the study, data collection methodology, list of contacts, planning, reports, etc… to be undertaken, that should be reflected in the inception report.

The Contractor will attend co-ordination meetings for ensuring adequate progress and a common understanding of the process. It is expected that six co-ordination meetings will take place in Brussels.

For each meeting, including the kick-off meeting, preparatory documents and a draft agenda have to be delivered by the Contractor to the Commission’s services three working days before the meeting. Within five calendar days, the Contractor will produce minutes of the meeting that will reflect the discussion, inter alia the content of the indications provided by the Commission and the agreements reached during the meeting.

The contractors should have regular contacts with Member states and relevant stakeholders. For this purpose three platforms should be established: one will be composed of relevant waterborne transport stakeholders, another one with relevant cross-border projects' stakeholders and the third "general" platform will gather members of the waterborne transport and cross-border projects platforms. They will be inter alia consulted on intermediate reports related to their domain of competence. The platforms on waterborne transport and cross-border projects are expected to meet three times each, whereas the "general platform" is expected to meet at least twice during the duration of the study.

The contractor will be asked by the Commission to present and disseminate the results of the final report at an open workshop or a public conference jointly organised with the Commission at the end of 2016.
3.6. **Duration of the tasks**

The indicative starting date of the study is Spring 2015. **The duration of the tasks shall not exceed 12 months.** This period is calculated in calendar days, as are all the other deadlines (unless clearly stated otherwise). Execution of the tasks begins after the date on which the Contract enters into force.

3.7. **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.

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\(^3\).

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](http://www.w3.org/WAI/) 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](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/](http://www.w3.org/WAI/)

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 8 pages, both in English, French and German. It should present a clear overall synthesis of the findings and conclusions of the report;
- 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*

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\(^3\) 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
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, French and German, 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. 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. **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
5. Draft Contract
6. Check-list for administrative documents
7. Template for selection criteria
8. List of relevant studies
## 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/B3/2014-751

<table>
<thead>
<tr>
<th>Identity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of the tenderer</td>
</tr>
<tr>
<td>Legal status of the tenderer</td>
</tr>
<tr>
<td>Date of registration</td>
</tr>
<tr>
<td>Country of registration</td>
</tr>
<tr>
<td>Registration number</td>
</tr>
<tr>
<td>VAT number</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)⁴</td>
</tr>
</tbody>
</table>

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

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

---

⁴ For natural persons
Fax number:  
E-mail address:  

<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>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Declaration by an authorised representative of the organisation</strong>&lt;sup&gt;5&lt;/sup&gt;</th>
</tr>
</thead>
<tbody>
<tr>
<td>I, the undersigned, certify that the information given in this tender is correct and that the tender is valid.</td>
</tr>
</tbody>
</table>

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

<sup>5</sup> 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

(The parts in grey italics are optional and may be completed or deleted)

[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): [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 [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\(^6\) 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\(^7\) 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.

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

\(^6\) This covers the company directors, members of the management or supervisory bodies, and cases where one natural person holds a majority of shares.

\(^7\) 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
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:

8 To be filled in and signed by each of the partners in a joint tender, except the lead partner;
ANNEX 4

Standard Word template for studies
ANNEX 5

DRAFT CONTRACT
## ANNEX 6
### CHECK-LIST FOR ADMINISTRATIVE DOCUMENTS

<table>
<thead>
<tr>
<th>Administrative documentation for the tender</th>
<th>Provided</th>
</tr>
</thead>
<tbody>
<tr>
<td>Letter of intent</td>
<td></td>
</tr>
<tr>
<td><strong>Identification of the tenderer</strong> (Part A)</td>
<td></td>
</tr>
<tr>
<td><strong>Annex 1</strong> signed in <strong>original</strong></td>
<td></td>
</tr>
<tr>
<td>By each tenderer, including any member of a consortium + subcontractor(s) representing + 20% services</td>
<td></td>
</tr>
<tr>
<td><strong>Legal entity form</strong> with its supporting evidence i.e. proof of registration:</td>
<td></td>
</tr>
<tr>
<td>Private entities: copy of an official doc with name, address of head office and registration + official document with VAT n°</td>
<td></td>
</tr>
<tr>
<td>Public entities: copy of decree/law/resolution or failing that other official doc establishing the entity</td>
<td></td>
</tr>
<tr>
<td>Individual: legible photocopy of ID or passport)</td>
<td></td>
</tr>
<tr>
<td>By each tenderer including any member of a consortium</td>
<td></td>
</tr>
<tr>
<td>For the supporting evidence: in the case of already being registered in the Commission's system, please make the relevant reference</td>
<td></td>
</tr>
<tr>
<td>- For legal persons: a legible copy of the notice of appointment of the persons authorised to represent the tenderer or a copy of the publication of such appointment if the legislation which applies to the legal entity concerned requires such publication.</td>
<td></td>
</tr>
<tr>
<td>- For natural persons, where applicable, a proof of registration on a professional or trade register or any other official document showing the registration number.</td>
<td></td>
</tr>
<tr>
<td><strong>Financial identification form</strong></td>
<td></td>
</tr>
<tr>
<td>Original filled in and signed by authorised representative of tenderer and banker or bank statement</td>
<td></td>
</tr>
<tr>
<td>In case of consortium: by only the leader</td>
<td></td>
</tr>
<tr>
<td><strong>Exclusion criteria</strong> (Part B)</td>
<td></td>
</tr>
<tr>
<td><strong>Annex 2 Declaration</strong> to be signed</td>
<td></td>
</tr>
<tr>
<td>By each tenderer, including any member of a consortium + subcontractor(s) representing + 20% services</td>
<td></td>
</tr>
<tr>
<td><strong>Selection criteria</strong> (Part C)</td>
<td></td>
</tr>
<tr>
<td><strong>Financial capacity</strong></td>
<td></td>
</tr>
<tr>
<td>List of documentary proof required in Chapter 2.3.1.</td>
<td></td>
</tr>
<tr>
<td><strong>Professional capacity</strong></td>
<td></td>
</tr>
<tr>
<td>List of documentary proof required in Chapter 2.3.2.</td>
<td></td>
</tr>
<tr>
<td><strong>Power of attorney for consortia only</strong> (part F)</td>
<td></td>
</tr>
<tr>
<td>Original signed by each partner but not by the leader</td>
<td></td>
</tr>
</tbody>
</table>
ANNEX 7

TEMPLATE FOR SELECTION CRITERIA
## Criteria relating to the tenderer

Experience in the field of waterborne transport and cross-border projects, including on the authorisation and permitting procedure, the latter including the issues of environmental legislation and of environmental impact assessment.

<table>
<thead>
<tr>
<th>Project</th>
<th>Field and short description of the project</th>
<th>Amount (at least €125.00)</th>
<th>Year (from the last 3 years)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of project 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name of project 2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name of project 3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name of project X</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Experience of working in English

- Project 1
- Project 2
- Project 3

## Capacity to draft reports in English

**Examples of projects**

**Experience of working in a variety of EU countries**

<table>
<thead>
<tr>
<th>Project</th>
<th>Short description of the project</th>
<th>Geographical coverage</th>
<th>Year (last 2 years)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of project 1</td>
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<tr>
<td>Name of project 2</td>
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<tr>
<td>Name of project X</td>
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</tbody>
</table>

## Experience in survey techniques, data collection, statistical analyses and drafting reports and recommendations

- Survey techniques
- Data collection
- Statistical analyses
- Reports
- Recommendations

**Examples of projects where this task has been carried out**

## Experience in the preparation and organisation of high level international meetings

<table>
<thead>
<tr>
<th>Event</th>
<th>Short description of the event</th>
<th>Targeted audience and number of participants</th>
<th>Year (last 3 years)</th>
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</thead>
<tbody>
<tr>
<td>Event 1</td>
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<td>Event 2</td>
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<td>Event X</td>
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<tr>
<td>Criteria related to the team delivering the service</td>
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<tr>
<td><strong>Project manager</strong></td>
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<tr>
<td>Name of the team member</td>
<td>Years of experience in project management (at least 10 years)</td>
<td>Projects already worked on as a project manager (at least €185,000) – also include the geographical coverage</td>
<td>Experience of managing a team of at least 5 people</td>
</tr>
<tr>
<td><strong>Person A</strong></td>
<td>(please include for each column the relevant elements from the CV)</td>
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<tr>
<td><strong>Team for the analysis of data (&quot;experts&quot;)</strong></td>
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<tr>
<td>Name of the team member</td>
<td>Higher education degree</td>
<td>Relevant years of professional experience (minimum 3; 5 years for a senior level)</td>
<td>Field (i.e. transport infrastructure planning, waterborne transport projects, cross-border projects, related environmental issues)</td>
</tr>
<tr>
<td><strong>Person B</strong></td>
<td>(please include for each column the relevant elements from the CV)</td>
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<tr>
<td><strong>Person ...</strong></td>
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<tr>
<td><strong>Team for data collection</strong></td>
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</tr>
<tr>
<td>Name of the team member</td>
<td>Years of relevant experience (minimum 2 years)</td>
<td>Proven professional experience in data collection techniques</td>
<td>Languages (minimum English + another EU language) – also include the level Collectively the team should cover 7 EU languages</td>
</tr>
<tr>
<td><strong>Person C</strong></td>
<td>(please include for each column the relevant elements from the CV)</td>
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<td><strong>Person D</strong></td>
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<td><strong>Person E</strong></td>
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<tr>
<td><strong>Person ...</strong></td>
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</tr>
</tbody>
</table>
ANNEX 8
LIST OF RELEVANT STUDIES


IV. Regulation on Guidelines for Trans-European Energy Infrastructure (TEN-E)


VIII. Regulatory Fitness and Performance Programme (REFIT): State of Play and Outlook, COM(2014) 368 final

IX. Pre-Final Study Putting in Place a More Cooperative Decision-Making Process for European Union Transport Policies and Projects, European Economic and Social Committee.

X. Evaluation Study To Support The Fitness Check Of The Birds And Habitats Directives – DG ENV (IN PROGRESS)

XI. Study on the Functioning of the Internal Market, Part 2: Land-use Planning and Management in the EU – DG TREN (November 2005).