CALL FOR TENDERS

N° MOVE/B3/2015-224

STUDY ON SUPPORT MEASURES FOR THE IMPLEMENTATION OF THE TEN-T CORE NETWORK RELATED TO SEA PORTS, INLAND PORTS AND INLAND WATERWAY TRANSPORT

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 tenders 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 Commission 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 Contracting authority.

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 Commission 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_contracts/legal_entities/legal_entit ies_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 Commission 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 tenders.

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 Commission 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 the last two financial years for which the accounts have been closed of minimum €600,000.

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 Commission 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 Commission considers appropriate. In any case, the Commission 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 maritime transport, seaport or inland port infrastructure, port or inland waterway services and logistics with at least 3 projects delivered (completed) in these fields (i.e. projects in combination should cover these fields). Each project must have a minimum value of €150,000.

Additionally, for lot 1 the tenderer must prove experience in the field of industrial policy, flow modelling, economics of transport and traffic forecast with at least 2 projects (completed) in these fields (i.e. projects in combination should cover these fields). Each project must have a minimum value of €150,000.

Additionally, for lot 2 the tenderer must prove experience in the field of digital services with at least one project (completed) with a minimum value of €150,000.

- 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 Member States with at least 2 projects delivered in the last three years, the combination of which must show the necessary coverage (minimum 13 EU Member States).

- 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, including overseeing project delivery, quality control of delivered service, client orientation and conflict resolution experience in project of a similar size (at least € 200.000) and coverage (geographical scope: minimum 10 EU Member States), with experience in management of team of at least 5 people.

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

- It musts be at least be composed of 4 experts
- For each expert, relevant higher education degree and 3 years' professional experience in at least one of the following fields: maritime transport, seaport or inland port infrastructure, port or inland waterway services and logistics. 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.
- Additionally for lot 1, at least one expert must have relevant higher education degree and 3 years' professional experience in the field of industrial policy, flow modelling, economics of transport and traffic forecast.
- Additionally for lot 2, at least one expert must have relevant higher education degree and 3 years' professional experience in the field of digital services.

**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%)

This criterion will assess the coverage of the objectives of the different tasks by the tenderer and the coverage of the geographic scope (Member States and territories concerned). It will also assess the overall approach of the subject by the tenderer and the consistency with the broader EU policies (Trans-European transport Network policy, transport infrastructure, waterborne transport and other policies specific to the lot for which the tenderer applies). 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.

- **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 minimum 60% for each criterion and minimum 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 70/30 is given to quality and price.

\[
\text{Score for tender } x = \frac{\text{Total quality score for award criteria for tender } x}{100} \times 0.7 + \frac{\text{Price of the lowest tender}}{\text{Price of tender } x} \times 0.3
\]

2.5. Technical offer

The technical offer must cover all aspects and tasks required in the technical specifications 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 not evaluated.

2.6. Financial offer

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

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

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

Indicative maximum price for lot 1: 1.500.000 €
Indicative maximum price for lot 2: 850.000 €
Indicative maximum price for lot 3: 350.000 €
Indicative maximum price for lot 4: 1.600.000 €
3. TECHNICAL SPECIFICATIONS

3.1. Introduction

The trans-European transport network (TEN-T) policy is a vital part of the European Union (EU)'s common transport policy. It is the policy framework for the development of transport infrastructure with a view to allowing the smooth functioning of the internal market and for ensuring economic, social and territorial cohesion and improved accessibility across the EU.

Guidelines defining the TEN-T objectives and priorities are set out in Regulation 1315/2013 (the TEN-T Guidelines), establishing a dual layer core and comprehensive network with strict standards and deadlines (implementation of the core network by 2030 and the comprehensive network by 2050) as well as horizontal priorities to help implementing the TEN-T.

Waterborne transport infrastructure comprising maritime ports, inland ports and inland waterways are addressed in sections 2 and 4 of the TEN-T guidelines that set some priorities for their development. This objective of integration of sea and inland ports and inland waterways in the corridors of the TEN-T network is also part of the strategies developed for these sectors at the EU level.

The strategy "Ports: an engine for growth"\(^2\) identifies the following priorities for action as regards maritime ports: connect ports to the TEN-T network, attract investment to ports as well as modernise port services, raise the environmental profile of ports, encourage innovation and promote the social dialogue.

For inland navigation, the NAIADES II package "Towards quality inland waterway transport"\(^3\) sets out a programme for policy action for the period 2014-2020 in the following key areas of intervention: quality infrastructure, integration of inland navigation into the multimodal logistics chain but also quality through innovation, smooth functioning of the market, environmental quality through low emissions and skilled workforce and quality jobs.

3.2. Purpose of the study

The aim of this study is to support the monitoring, coordination and implementation of the TEN-T core network related to sea ports, inland ports and inland waterway transport, the plan "ports: an engine for growth" and NAIADES II, including through data provision, monitoring, analysis and assessment, improving administrative capacity and support.

\(^2\) COM(2013)295

\(^3\) COM(2013)623
The study is divided into 4 lots:

- Lot 1: Assessment of potential of maritime and inland ports and inland waterways and of related policy measures
- Lot 2: Digital services in and between sea and inland ports: towards DINA/DMN
- Lot 3: Good navigation status – as required by article 15(3)b of the TEN-T guidelines
- Lot 4: Innovation facilitation for inland waterway operations focused on SMEs

**Lot 1: Assessment of potential of maritime and inland ports and inland waterways and of related policy measures, including industrial policy measures**

The objective of this lot is to identify and analyse in a forward-looking way the existing role and the maximum realistic potential of EU waterborne transport infrastructure along the TEN-T core network and to develop recommendations for strategies and measures to realise this potential in a 2020-2030 timeframe at TEN-T core network, TEN-T corridor and port levels.

The contractor shall report on a regular basis on the progress with the implementation of his tasks in the various Corridor fora and relevant Corridor working groups' meetings and at other relevant meetings (at least four per year) on request of the Commission to present the project and its results.

The tenderer shall propose a planning of the tasks in such a way as to optimise the synergies between the various subtasks, taking into account the scheduling of milestones referred to in 3.5.

**Tasks**

**Task A: Analysis of freight transport and logistics needs of the EU economy and industrial sectors at network and segment level and identification of maritime and inland ports and inland waterways potential and assessment of policy measures to maximise their potential**

The assessment shall combine analysis at macro and micro level, combining quantitative and qualitative assessment. The forecast of freight traffic flows based on econometric principles combined with qualitative forecasting techniques, including analysis of logistic needs of industrial sectors based on expert interviews, desk study and trend projections.

The sub-tasks below form a whole. The order indicated does not prejudice their chronological sequence and the interactions between subtasks. The tenderer should indicate their interactions to maximise their outcome and efficiency:

**A1. Analysis of major geopolitical and technological developments** affecting the future development of the EU seaport system such as new or upgrading of sea canals, the increase in size and number of ultra large vessels, changes in global trade patterns (including energy trades), consolidation of the shipping industry and related changes in market power, vertical integration of the port, terminal and shipping industry, evolution of commercial routes and emergence of major port and
logistics infrastructure developments. Consequences of these developments will be assessed for capacity usage and developments in ports, for port operations and the activities of the various port services (cargo-handling, nautical services, waste management, bunkering, dredging), for market functioning, for ports competition and for the development of the port hinterland in particular as regards the functioning and future development of the TEN-T core network corridors.

A2. **Quantitative and qualitative analysis of transport and logistics needs of** selected industrial sectors and patterns for which waterborne (maritime and inland waterway) transport plays a (potentially) important contribution to the logistic chains (including steel, automotive, energy, agro-industry, chemicals, mining, construction, e-commerce, circular economy). Where possible, this analysis shall be based upon the own analysis and forecast of the sectors as regards their future development. The needs of the sectors shall be projected upon the TEN-T core network and its corridors and shall cover all components of the logistic chains. This task will also include an in-depth assessment of potential of waterborne added value logistics and industrial production around ports and inland waterways. Identification of conditions for such potential to be realised, including innovative port logistic concepts and industrial development strategies taking into account work from task B.

A3. **Design of baseline scenario and provision of traffic forecast under assumptions reflecting business as usual policies at EU and Member States level**, for freight in/on TEN-T Core and comprehensive inland and sea ports and inland waterways. Preparation of datasets and modelling tools for the purposes of the other tasks. On the basis of the freight forecasts, the contractor shall analyse the variation of trends in the following maritime regions: Baltic, North Sea, Atlantic, North and South Mediterranean and Black Sea and for the various TEN-T corridors. **Selection of at least 20 ports and at least 15 inland waterway segments (including inland ports) with untapped potential:** on the basis of the forecast for the "unconstrained policy scenario" analysis referred to in subtasks A7 and A8, selection of ports and inland waterway segments with untapped potential. The methodology for this selection shall be developed and applied in close coordination with the Commission and the stakeholders concerned. As part of the methodology, the contractor shall categorise the core network ports according to common criteria (e.g. transhipment, gateways, energy node) to be agreed with the Commission with a view to identify strategic port network of hubs and spokes. The contractor shall seek the approval of the Commission for the segments and activities to be analysed, taking into account the diversity of situations in the EU and with a view to be able to draw overall conclusions valid for the whole TEN-T core network.

A4. **Micro-analysis of selected ports and inland waterway segments and of corresponding maximum potential.** For each port and inland waterway segment identified in Task A4, identification of industrial sectors with the highest interest to develop activities in these ports and inland waterway segments and then detailed analysis of the selected inland waterway segments and ports in consultation with the industrial sector with a high potential interest with a view to define in more details the maximum potential for the selected ports and inland waterway segments and validate the macro analysis of maximum potential conducted under subtasks A7 and A8. The micro-analysis will identify capacity constraints and overcapacity, taking account of seasonal variation in demand. It shall be based on methodologies and models tailored to the selected ports and inland waterway segments considered.
The micro analysis shall be used to verify the robustness of the macro-analysis of untapped potential referred to above. The contractor shall update this macro analysis taking into account results obtained from the micro-analysis. The contractor shall consult with the members of the platform established in A12 on all aspects of this subtask.

A5. **Identification of at least 20 policy measures** to be taken at the level of the EU, Member States, regional and local authorities to maximise the uptake of potential for selected ports and inland waterways segments. Measures shall be categorised according to various parameters, such as potential contribution of the measure to realise the objective, difficulty to put the measure in place, the lead actor for the measure, degree of commitment of the actors to implement the measure, lead time for implementation (in years), the geographical validity of the measures (distinguishing between generally applicable measures and specific measures for each of the TEN-T Corridors). The identified measures shall be consistent with the Union transport policy.

A6. **Design of at least 4 policy scenarios with up to 3 variants.** The policy scenarios shall be based upon the policy measures identified in task A6. It shall include an 'unconstrained scenario' (no bottlenecks, optimal industrial and logistic development) and a 'no EU policy' scenarios. The purpose of this subtask together with subtasks A8 and A10 is to present a macro analysis of the cost of not implementing any EU policy and on the contrary the maximum realistic potential for developing maritime port activities and inland waterborne transport (inland waterways and inland ports) on the TEN-T Core network (induced activities and shift) and of the contribution of each the TEN-T Core network Corridors to this development. This scenario shall take into account the conditions and measures referred to in subtask A2. Scenarios and their variants shall be defined in close cooperation with the Commission and shall include specific sector measures (in the port sector it could for instance include measures aiming at reinforcing the competitive position of EU ports vis-à-vis ports in neighbouring countries, measures on ownerships and access of strategic port assets; as regards inland waterways, it could include various options for developing hinterland hubs and measures to reinforce the competitive position of inland waterway transport compared to road and rail transport).

A7. **Traffic forecasts under various policy scenarios.** Analysis of freight traffic forecasts (cargo and vessels) for maritime and inland ports and for inland waterways on the TEN-T core and comprehensive network, for the policy scenario's set out task A7. The forecast shall describe and take into account potential overcapacities and lack of capacities (areas, OD traffic, goods, period, segments where capacities are lacking). It shall take into account the developing performance of competing modes and potential modal shift.

A8. **Assessment of the identified measures.** The contractor shall assess to which extent the implementation of the identified measures would be sufficient to realise the projected uptake of the potential for ports and inland waterways. It shall then assess with a greater level of details the impacts of these measures at the level of the ports and segments selected and per network corridor. All relevant impacts shall be covered, including economic growth, jobs, industrial production and competitiveness of the EU industry, sustainability including energy efficiency of transport and congestion.
A9. **Assessment at network level of the policy scenarios.** This subtask shall include a broad comparative assessment of the socio-economic impacts of the policy scenarios identified in task A7, including the maximum potential for waterborne transport at network level (potential for developing inland waterborne transport and maritime port activities by attracting new goods or shift from other modes on the TEN-T core network and of the contribution of each of the TEN-T Corridors. The contractor shall then quantify and analyse the impact of each scenario in terms of economic growth, industrial production, jobs and freight traffic volume increase, modal rebalancing, and estimate the contribution of the development of TEN-T core network segments to this impact. The contractor shall analyse the variation of trends in the following maritime regions: Baltic, North Sea, Atlantic, North and South Mediterranean and Black Sea, and for the various TEN-T corridors.

A10. **Final recommendation on the most promising scenarios, policy packages and measures.** Based on the results of the previous tasks, the contractor shall formulate final policy recommendations to realistically develop the potential of maritime and inland ports and inland waterways.

A11. **Establishment of a platform for discussion** with industry managers, infrastructure managers, national and local authorities coming in particular but not exclusively from the segments and activities to be analysed. This platform shall use to the extent possible the overall framework of the TEN-T corridor fora and related working groups and may be used also for supporting all tasks of lot 1. This platform, which can create subgroups and be at variable geometry, shall be used to: validate assumptions and provide where appropriate comments on the draft deliverables of Lot 1. It shall be used to support a dialogue between terminal operators, port operators, shipowners and other relevant stakeholder and experts to exchanges views on key politically relevant issues which the Commission may ask during the project (e.g. ways to accommodate or manage megaships, how to facilitate the introduction of new inland waterway concepts). The platform shall be chaired by the Commission and the contractor shall act as secretary by preparing the preparatory documents of the meetings and agenda, consultation documents, minutes of the meetings, etc.

When assessing policy packages and measures, Task A shall provide a contribution complying with Commission IA guidelines. This contribution shall include the components required for Commission impact assessments, in conformity with the Better Regulation package by the Commission on 19 May 2015.

As regards inland navigation, when carrying out this task, the contract shall not duplicate but make use of the work carried out by the PLATINA II project in relation to the determination of market potential for inland waterway transport (in particular Deliverable 1.6 - Macro analysis of the market potential in the continental cargo market), in particular as regards subtask A7.

Freight inland waterway traffic and port traffic forecasts and assessment of policy scenarios and measures shall be analysed for various types of traffic in accordance with

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the Eurostat classifications\(^5\) (container, liquid bulk, dry bulk, Ro-Ro, general cargo) and where possible differentiated to the first level NACE\(^6\) codes, based upon a forecast of intercontinental and of intra-EU maritime traffic development that takes account of the analysis provided under A1, A2 and A3. The analysis shall include trend projections for 2030 and 2050 under the various policy scenarios, and the EU Reference scenario 2013 (and its 2015 update when available), to be adapted to take into account consistent with the International Transport Forum (ITF) transport outlook 2015\(^7\). It shall make geographical representations of the origin-destination (OD) for different goods transiting through the gateways (maritime ports) of the corridors, the largest inland ports and key sections of inland waterways. The contractor shall use the best available modelling techniques at European level for the purpose of the work.

The contractor shall, upon request by the Commission, update the TEN-TEC database with relevant data resulting from the analysis. The models used shall where appropriate be extended to improve the modelling for waterborne transport by integrating the TENTEC database in the version that will be referred to by the Commission. The tenderer is advised to make use of the ETISPLUS\(^8\) data for the modelling work and where necessary to complete and adjust it. Should the tenderer not propose to do so, the tender should explain why alternative data sets should be used for the purpose of the work.

**Task B: Elaboration of good practice guidance for port, waterway and regional authorities as regards cooperation and industrial development strategies and policies in ports and along inland waterways, including as regards the circular economy.**

While Task A identifies the spectrum of public policy mix to achieve the potential of waterborne transport infrastructure, this task shall be carried out in conjunction with task A4 and seeks to analyse in more details and document operational measures to attract and cluster industries in ports, around ports and along inland waterways. For the purpose of this task and these terms of reference industries shall comprise added value logistic services.

The task shall comprise the following components:

**B1. Mapping of European industrial settlements** in and around ports and along inland waterways, development and implementation of a scoreboard for added value logistics and industrial development potential for ports and inland waterways segments.

**B2. Assessment of existing waterborne industrial development and clustering strategies** at national and regional level to maximise use of port and inland

\(^8\) [http://www.etisplus.eu/default.aspx](http://www.etisplus.eu/default.aspx)
navigation assets. The measures to cover include but not only fiscal policies, land-use planning policies, infrastructure policies, financial policies, marketing and information policies and any other relevant measures likely to influence industrial location choice. The analysis will first conduct a comprehensive inventory at European and corridor level and then carry out an assessment, including a comparative assessment.

B3. Circular economy in ports and for inland navigation: Analysis of potential development of circular economy, inventory of existing large port and inland waterway based projects which implement the principles and concepts related to the circular economy, analysis of roles and possible measures, including private and public funding, and recommendation of EU measures, to facilitate the development of such projects in ports and for inland navigation.

B4. Guidelines to good practices and recommendations for industrial, logistic and urban development strategies between, in and around ports and along inland waterways to maximise use of port and waterways assets, including description of good practices, integrating the lessons learned from tasks A and B. The guidelines shall include strategies for cooperation between neighbouring ports and waterway authorities, between maritime, inland ports and waterway authorities. The guidelines shall address issues related to the application of state aid rules where relevant and applicable. The guidelines shall be drafted in a way which can be used by project developers to show evidence of consistent industrial policies when submitting EU funding request to develop transport infrastructure.

Task C: Support to horizontal coordination of TEN-T corridor implementation as regards ports and inland waterborne transport. The task shall contribute to the harmonized approach of dealing with inland waterway, inland port and sea port across the TEN-T Corridors.

The task shall include the following components:

C1. The contractor shall extend the PLATINA II information packages\(^9\) so as to cover also maritime ports and regularly update them to reflect the first version of the work plans (when adopted by the Commission) and the developments at Member State and sector level. The contractor shall provide a consolidated version of the information packages including also maritime ports. The update of the information package shall take into account the implementation of the TEN-T network, in particular as regards the results from the TEN-T and CEF-funded projects.

C2. The contractor shall make a detailed comparative analysis of the degree of coherence between the corridor analyses as delivered by the contractors selected under the call for tender MOVE/B1/2014-710\(^10\) as well as of the work plans themselves, and the relevant national and regional transport plans in the Member States as well as the recommendations contained in the information packages.

\(^9\) http://www.naiades.info/downloads/

\(^10\) Studies on TEN-T core network corridor and support of the European coordinators
referred to in subtask C1. He shall prepare draft detailed recommendations to deal with any deviations encountered for each of the corridors.

C3. The contractor shall formulate guidance for the preparation of the TEN-T corridor work plans, including specific guidance and recommendations tailored to the specific situation of each of the TEN-T corridors. Special attention shall be given to the harmonisation, coherence and improvement of market analyses, identification and addressing of (infrastructure and non-infrastructure) bottlenecks and prioritization of inland waterway, inland port and sea port projects, to the harmonised development of key performance indicators and to the identification of infrastructure and non-infrastructure measures to realize the full potential of the waterborne dimension of the corridors as identified in task A. Where appropriate, this guidance shall be integrated in the information packages referred to in C1.

C4. The contractor shall participate in all the TEN-T Corridor fora meetings and Corridor working group meetings relevant for waterborne transport. When requested by the Commission, it shall provide an update to the meeting of the work performed under this task and shall prepare flash notes reporting on the key issues discussed at the meeting which are relevant to ports and inland waterways within five working days.

The contractor shall organise its work in such a way to avoid any possible conflict of interest between the partner and/or teams carrying out this task and the teams working on the parallel studies "Studies on TEN-T core network corridor and support of the European coordinators"11, in particular when addressing subtask C2. Evidence of the arrangements taken to avoid any conflict of interest must be provided in the tender.

Task D: Unforeseen tasks related to the above mentioned activities (max. 20% of the workload).

The Commission may request:

- collecting additional data in relation to the previous tasks, based on the publically available sources;
- performing additional analysis in relation to the previous tasks (e.g. additional assessment of scenarios or policy measures);
- extending the modelling tools developed for the realisation of the previous tasks;
- accompanying officials of the Commission in meetings with local stakeholders or decision makers.

The duration of the tasks shall not exceed: 24 months. This period is calculated in calendar days.

Execution of the tasks begins on the date on which the Contract enters into force.

Lot 2: Towards Digital Inland Waterway Area and Digital Multimodal Nodes: waterborne digital services between maritime and inland ports

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**Objective**

The objective of this lot is to provide analytical input for the development of strategies to create a Digital Inland Waterway Area (DINA) and Digital Multimodal Nodes (DMN) as part of the implementation of the Digital Single Market Strategy and to ensure continuity as regards the development of River Information Services, an important component of DINA, throughout its revision.

**Policy context**

The Commission Communication on A Digital Single Market Strategy\(^\text{12}\) highlights that digitisation offers unprecedented opportunities to economic sectors such as transport. The concept of E-Transport, as further developed in the accompanying staff working document, points to the role of legislation to support access to traffic and transport data within specific modes such as River Information Services (RIS) for inland waterways. This legislation however needs to be further developed to take account of the developments of the sectors. For inland waterways, this development will take place in the framework of strategies to create a Digital Inland Waterway Area, Digital Multimodal Nodes and the Corridor Information Pipelines.

Strategies to create Digital Inland Waterway Area (DINA) and Digital Multimodal Nodes planned for 2017 will aim at unlocking the potential of and interconnecting information systems on infrastructure, people, vessels, management and cargo components of inland waterway infrastructure. Moreover, port based stakeholders and data (maritime and inland ports) have a key role to play to facilitate the emergence of integrated freight digital services between maritime and inland ports or between inland ports. These strategies will therefore identify actions to enhance this role, building among others on pilots implementing cooperative actions between ports according to a common conceptual model.

As part of these strategies, the Commission envisages to propose to review Directive 2005/44/EC on River Information Services (2017) to ensure that RIS fully contributes in a coordinated way to the integrated management of inland-waterway transport related services. Inland waterways is one of the areas where deployment of harmonised ITS system has known one of the most widespread penetrations. Yet, there is scope for reaping far more benefits if RIS is further developed in a broader context, focussing not only on infrastructure-related aspects but also on cargo, people, operations and craft. Approaches needs to be developed for interlinking data from various sources, by improving data gathering through smart, monitoring-enabled vessels and cargo, by linking workers-related data with vessel operations, by developing ITS-enabled tools for supporting vessel-operations and by devising strategies for improving data collection, management and broader use of inland waterway related data including also in interconnection with ITS systems covering other modes of transport. Throughout this process, it is important that continuity is ensured as regards the operation for the existing RIS governance in order to manage a seamless transition to the DINA and DMN.

\(^{12}\) COM(2015) 192 final
Tasks

The contractor shall perform the following tasks:

Task A: Contribute to the elaboration of a strategy establishing a Digital Inland Waterway Area (DINA) and Digital Multimodal Nodes (DMN)

The task shall comprise the following subtasks:

A1. Establish and operate a DINA/DMN subgroup of the 'Digital Transport and Logistics Forum'. The Members of this sub-group shall be appointed by the Commission. The subgroup shall act as an advisory body for the Commission for the development of DINA and DMN. The subgroup shall act as advisory board for the implementation of this task. The contractor shall execute all secretarial tasks for the functioning of this subgroup, including the screening of possible participants, the preparation of agendas, the preparation of discussion documents and the drafting of minutes of the meetings.

A2. Provide an overview of policies and relevant projects, including TEN-T and CEF funded projects, relevant for DINA and for DMN and provide a state of play as regards their results. Analyse how these policies and projects interrelate to one another. Identify key projects with high potential to affect/guide/support the future implementation of DINA and of DMN. The lists of projects shall be regularly reviewed.

A3. Provide an overview of relevant digital technologies, provide a perspective of their future development and of how they could support inland waterway transport in the future.

A4. Identify and describe technical, legal, organisational and operational barriers to data use and sharing and to interoperability of digital services in the field of inland navigation, taking into consideration the need for its integration into multimodal logistics chains.

A5. Develop a logical framework for the development of DINA and DMN, identify and describe all the components and their interactions, describe the interaction of DINA and DMN with the components of the Digital Single Market strategy and with the e-Transport initiative.

A6. Identify DINA and DMN actors and stakeholders at strategic level, describe and categorise them according to relevant criteria. Identify the responsibilities for private and public actors in the development of DINA and DMN and develop a rationale for this division of responsibilities.

A7. Identify and describe DINA and DMN data and application needs for the various actors and stakeholders. Make an inventory of existing data and system in use or under development today and provide a perspective of how these policies could develop in the future.
A8. Develop a concept model and detailed information architecture for European components of DINA and of DMN, taking account of and extending the Information architecture for European Infrastructure-related information prepared by the PLATINA II project\textsuperscript{13} with non-infrastructure-related components. The data architecture shall assess in this context the possible role of the use of IMI (Internal Market Information system) in DINA and DMN.

A9. Identify and describe the systems that interface with DINA, including ITS systems in other modes of transport. Describe requirements for interoperability and standardisation of DINA and of DMN components with these other systems. Identify and describe areas where further work on standardisation and interoperability is required. Develop an overall Information Architecture for DINA and for DMN, taking account of the outcome of the subtasks 3 to 8.

A10. Where appropriate, support to forthcoming and ongoing key projects identified in subtask A2 and test through this support whole or part of the architecture and interoperability components developed in A8 and A9. The support shall consist in i) defining generic specifications that can be used by the Commission and project developers to initiate pilot projects (e.g. under CEF) ii) defining common evaluation methodology and provide support to the pilot projects to apply them iii) provide guidance to projects identified in subtask A2 to promote convergence with the concept, model and architecture developed in the previous tasks.

A11. Prepare an in-depth examination of legal obstacles such as the data ownership, data protection and data privacy issues and propose legal and technical solutions to overcome these obstacles that hamper the overall benefits of implementing DINA and DMN.

A12. Elaborate feasible business cases for the development and operation of components of the overall Information Architecture for DINA and for DMN which require shared ownership of stakeholders.

A13. Assess the costs and benefits of the implementation of DINA and of DMN at a strategic level and prepare an implementation plan for DINA and for DMN.

**Task B: Ensure continuity for the operation of RIS**

This task shall comprise the following subtasks:

B1. Provide, from 1 January 2017 onwards, technical and administrative support to the RIS expert groups, consisting of support to the organisation and hosting of four “RIS Weeks”\textsuperscript{14}, of performing the function of RIS Expert group secretariat

\textsuperscript{13} http://www.naiades.info

\textsuperscript{14} The four RIS Expert Groups meet twice a year at the RIS week which are hosted by governmental delegations participating in the RIS Expert Groups in their country. The contractor shall cover costs for catering (lunch and coffee breaks) during the RIS week, for organising the full day “Common Issues”
back office and of drafting technical documentation (e.g. XSD) for updating the various RIS standards, ready for approval by the members of the RIS Expert Groups and the official standardisation bodies.

B2. From 16 March 2017 onwards, maintenance of Inland ENC (Electronic Navigational Charts) Register and the digital parts of the Inland ENC (IENC) standard, comprising of the following duties: maintenance of the IENC Register in the IHO Registry by the IENC Register Manager (8 days for the duration of the contract), participation at the annual IEHG meetings as IENC Register Manager (4 days for the duration of the contract), assistance as IENC Register Manager to the moderation of the discussion forum for IENC change requests (5 days for the duration of the contract), production and maintenance of the lookup tables for IENC 2.3/2.4 (4 days for the duration of the contract), production and maintenance of the symbol files for IENC 2.3/2.4 (4 days for the duration of the contract), production and maintenance of an example IENC exchange set containing an IENC 2.3/2.4 and referenced files (6 days for the duration of the contract), production and maintenance of an IENC legend (chart 1 in IHO terminology) for IENC 2.3/2.4 including a viewer by the IENC Register Manager (14 days for the duration of the contract), host the server, operate and maintain the website of the Inland ENC Harmonization Group (IEHG), i.e. http://ienc.openecdis.org/ on the basis of the specifications available on that website (7 days for the duration of the contract).

Task C Hosting and operation of the RIS community portal and the related websites of the RIS Expert Groups (from 1 March 2016 onwards)

This task shall comprise the following subtasks:

meeting and bear all directly related costs, including if relevant the costs for the premises. Locations for the RIS Week meetings should be chosen in agreement with the hosting organisation.

This back office shall be operated in close cooperation with the Chairperson of the RIS Expert groups and consists of maintenance of lists of members of RIS Expert Groups and of their subgroups, of preparation and distribution of invitations and agendas, technical and administrative documents, meeting reports and change requests, of keeping up to date the document repository of the RIS Expert Groups on their dedicated web space on the RIS community portal, of follow-up of actions agreed at the Expert group meetings and of management of the inventory of change requests.

The maintenance of Inland ENC (Electronic Navigational Charts) Register and the digital parts of the Inland ENC (IENC) standard is currently performed on behalf of the Commission following the call for tender (contract notice JO S 50-080916). This contract will end in February 2017.

The Inland ENC register is technically operated by IHO, the management of the content needs however to be done by accredited staff (according to the procedures of IHO and the Inland ECDIS Harmonisation Group) to be provided by the successful bidder. Accreditation procedures are defined in the S99 standards Inland ENC harmonisation group is responsible for the nomination of the IENC Register Manager in accordance with S99 standard and its terms of reference (see http://ienc.openecdis.org/files/ToR_for_IEHG_2011.pdf).

The RIS Community portal and the related websites of the RIS Expert Groups are hosted, operated and maintained until end of February 2016 within the PLATINA II project.
C1. Hosting the RIS Community portal (www.ris.eu) and the related websites of the RIS Expert Groups (ris.eu and ienc.openecdis.org) on a server (in accordance with the functional description and the technical parameters available on the RIS Community portal). The portal shall be operational within the timeframe between 8 am and 9pm. Unplanned non-availability of the portal shall be less than 4 hours per week and less than 12 hours per month and less than 48 hours yearly within this timeframe.

C2. Functional maintenance of the website according to user needs (40 person days).

C3. Keep content (policy context, services, system suppliers, technologies, EU funded RIS projects,…) of website pro-actively up to date (update frequency at least every month).

C4. Publish e-news (at least every two months) on cross-border and major national developments and maintain an event calendar.

C5. At the end of the contract, wrapping up of software and databases, update of installation guide, installation scripts and technical guidance documents so as to ensure a handover without significant technical problems.

C6. Assistance during hand-over (3 person-days).

At the start of the contract, a full set of documentation of the portal (all technical documents prepared during the system implementation and operation phase) will be handed over to the contractor together with the application source code and installation scripts and guide.

The contractor shall take over the existing operational system (including all data) at the date specified by the Commission (presumably 1 March 2016) and assure its seamless operation with a maximum downtime of 5 calendar days. Security tests verifying measures against any type of attacks shall be done right after the transfer and within the above mentioned downtime.

The ownership of the system resides with the Union. The Commission shall retain at the end of the project full ownership rights of the system and of the data it contains, including of any modifications which have been made by the contractor.

The Commission cannot be held liable for any use that is made of the system or of the data it contains.

Six months before the end of the contract, the contractor shall hand over to the Commission a migration plan, together with the full documentation of the system. Before the end of this project, the Commission will decide on the continuation of the operation. The contractor shall take the necessary measures so that a ready-to-deploy system (including all documentation and software licences) is made available to the

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19 Problems which require expert intervention of more than two hours.
Commission or to a third party designated by the Contracting authority. Before the end of the contract, the contractor shall carry out the handover of the system to the new operator in such a way as to allow for seamless business continuity. In the framework of the hand-over, a downtime of the system of up to five calendar days can be accepted.

At the end of the contract, the contractor shall hand over to the Commission a functioning copy of the system, together with the data as well as all ownership rights. The tenderers shall describe in their tenders how they intend to ensure the continuity of the services.

**Task D: Unforeseen tasks related to the above mentioned activities (max. 10% of the workload).**

The Commission may request:

- collecting additional data in relation to the previous tasks, based on the publically available sources;
- performing additional analysis in relation to the previous tasks;
- accompanying officials of the Commission in meetings with local stakeholders or decision makers;
- participating in events relevant for the above tasks on behalf of the Commission with a view to present the activities of the project and/or to collect relevant documentation information.

The contractor shall report on a regular basis on the progress with the implementation of his tasks in the various Corridor fora and relevant Corridor working group meetings and at other relevant meetings (at least four per year) on request of the Commission to present the project and its results.

**The duration of the tasks shall not exceed: 36 months.** This period is calculated in calendar days.

The contract may be renewed two times, each time for a period of 12 months as regards the execution for tasks B and C, for the annual value of a maximum of 25% of the contract.

Execution of the tasks begins on the date at which the contract enters into force, except when stipulated differently.

**Lot 3: Good Navigation status - in accordance with Article 15(3)b of the TEN-T guidelines**

The objective of this lot is to substantiate the concept of "good navigation status" referred to in article 15 paragraph 3(b) of Regulation 1315/2013 of the European Parliament and of the Council with a view to support the implementation of this Regulation.

The contractor shall perform the following Tasks:

1. Establishment of a dedicated good navigation status working group composed of all relevant stakeholders including interested Commission services, Member State authorities, waterway authorities, River Commissions, inland ports, seaports with inland connections, freight forwarders, shippers, skippers, etc.; preparation, support and follow up of the meetings of this working group, including preparation of
agenda, of invitation of relevant stakeholders and drafting of minutes; the meetings will take place in Brussels in premises organised by the contractor and shall be co-chaired by the Commission and the Danube River Commission, with the support of the contractor.

2. Conduct a desk study on existing definitions and approaches as regards navigation status, including the organisation aspects of defining and monitoring of navigation status and the identification of values and parameters applied at national, regional and local level across the entire TEN-T inland waterway network including inland ports and access to inland ports.

3. On the basis of Task 2, specify the concept of good navigation status to be achieved by 2030. The specification shall cover for rivers, canals and lakes of the TEN-T network, requirements for the following aspects:
   - physical infrastructure (e.g. as regards fairways, locks, elevators, bridges, reservoirs etc.),
   - marking of the fairway,
   - monitoring of water levels measurement and prognosis,
   - operational services (e.g. in relation to locks and movable bridges),
   - fairway maintenance including maintenance planning and coordination requirements,
   - rehabilitation of rivers in case of structural problems or one-off events resulting in a deviation from good navigation status,
   - provision of information on water levels and navigation status to fairway users.

The requirements for good navigation status shall take into account the potential for inland waterway transport as established in lot 1.

4. Develop KPIs and formulate monitoring and reporting requirements on good navigation status and fairway maintenance and propose where appropriate adaptations to the TEN-TEC OMC (Open Method of Coordination) environment to facilitate such reporting.

5. Assess the TEN-T Core inland waterway network with respect to the specifications defined in Task 3 and enter the resulting information on good navigation status of TEN-T sections in the TEN-TEC system; the work prepared in the framework of the Fairway Rehabilitation and Maintenance Master Plan for the Danube and its navigable tributaries shall be taken duly into account.

6. On the basis of Task 5, identify critical sections with respect to good navigation status, prepare in close cooperation with key stakeholders a roadmap for the rehabilitation of these critical locations (including budget estimation), without duplicating the work done for the Master Plan for the Danube.

7. On the basis of the identification of good practices in waterway management and maintenance, elaborate guidelines for the stepwise improvement of the TEN-T waterway towards achieving good navigation status; these guidelines shall also take
into account the requirement to respect the applicable environmental law. These guidelines shall differentiate between the various TEN-T core network corridors.

8. Provide a contribution to a possible assessment of the impact in accordance with Commission IA guidelines\(^\text{20}\) for an adaptation of the TEN-T guidelines with regard to the following measures: (i) introduction into the legal framework of the specification of good navigation status resulting from task 3, (ii) broadening the reporting requirements in relation to the navigation status and the maintenance of the waterways (iii) requirement for Member States to elaborate national fairway maintenance and rehabilitation plans in a coordinated way. This contribution shall include the components required for Commission impact assessments, in conformity with the Better Regulation package by the Commission on 19 May 2015.

9. Elaboration of criteria for justification of exemption of the minimum requirements on draught and heights under bridges, in accordance with article 15 paragraph 3(a) second subparagraph of Regulation 1315/2013 of the European Parliament and of the Council.

The contractor shall ensure regular coordination with the activities of the Danube Commission and activities in relation to the implementation of the Fairway Rehabilitation and Maintenance Master Plan endorsed by Danube Ministerial Meeting on 3rd December 2014 in Brussels.

The contractor shall report on a regular basis on the progress with the implementation of his tasks in the various Corridor fora and relevant Corridor working group meetings and at other relevant meetings (at least four per year) on request of the Commission to present the project and its results.

**The duration of the tasks shall not exceed: 24 months.** This period is calculated in calendar days.

Execution of the tasks begins on the date on which the Contract enters into force.

**Lot 4: Innovation facilitation for inland waterway operations**

**Overall objective**

The objective of this lot is to establish a European Union Platform of Innovation Centres to promote the uptake of innovation by the inland waterway transport sector on the TEN-T Core network, in particular by shipowners/operators, by identifying and addressing barriers to and facilitating market transfer of innovation, covering technological, organisational and financing aspects.

**Rationale**

\(\text{http://ec.europa.eu/smart-regulation/impact/index_en.htm}\)
\(\text{http://ec.europa.eu/smart-regulation/guidelines/ug_chap3_en.htm}\)
Inland waterways are a sustainable mode of transport. However, its full potential to contribute to the sustainability and efficiency of the Union transport and logistics is not fully exploited. There is a need for more innovation in the Inland Waterway Transport sector in order to keep up with the state-of-the-art of developments in logistics and technology. In particular, fuel efficiency, emission of pollutants and unexploited potential market share are key areas where the introduction of more innovation can lead to improvements.

However, the structure of IWT sector hampers innovation. The sector is characterised by a highly fragmented supply side consisting almost exclusively of SMEs, with many small sized companies owning one or a few vessels (about 80% of the fleet) and a limited number of larger shipowners operating up to a few hundreds of inland waterway vessels. Overall, the sector lacks capacity to innovate, both in terms of identifying and assessing technological know-how, in terms of identifying and developing business opportunities to increase efficiency and develop new markets and in terms of organising appropriate financing.

The long lifetime of equipment (e.g. vessels and engines) hampers the adaptation of the equipment to new transport and logistics market developments and renders the business case for investing in research, development and innovative equipment for technology suppliers less attractive.

The Commission already supports innovation in the inland waterway sector through the Platina II project. This project has for instance adopted a Strategic Research and Innovation Agenda for Inland Waterway Transport and operates a funding database focussed on public funding possibilities for innovation.

In order to break out of this deadlock situation, there is a need for consolidation both as regards technological developments, making technological solutions market ready and in terms of financing of innovation. A platform of innovation centres shall contribute to this consolidation by facilitating both the supply and demand side through coordination, knowledge dissemination, technical assistance and matchmaking actions.

**General requirements**

The present action intends to establish a European inland waterway innovation platform, hereinafter called “the Platform”, that provides technical assistance to suppliers and users of innovative solutions in the inland waterway transport sector. The Platform shall bring about the necessary critical mass and economies of scale by bringing together and raising the interest of technology suppliers, investors and users of inland waterway transport around common initiatives with a view to bring innovation to the market.

The Platform shall have the capacity and the relational networks necessary to combine technological, market, inland waterway sector, business and financial knowledge necessary to facilitate the uptake of innovation by the sector.

The Platform shall collaborate closely with the representative organisations of the sector at European level such as EBU, ESO, INE, CLECAT, ESC, EFIP – and with their affiliates that can contribute to bringing innovation to the inland waterway sector.
The Platform shall develop close links with EU, nationally and regionally funded initiatives to promote research, development and innovation development and deployment actions.

The Platform shall not crowd out or overlap with initiatives/organisations that already exist in the Member States at the time of publication of the call for tender. Where such organisations exist in a certain Member State, the tenderer shall list them and describe how crowding out or overlapping with their activities shall be avoided. Where such organisation exist, the tenderer shall clearly describe how the Platform shall operate in a synergistic way. Such a description shall be provided for each of these existing organisations.

The Platform shall focus its activities on areas where innovation take up is hampered by a demonstrated market failure and may comprise the following areas:

- equipment on board ships
- innovative vessel designs and concepts
- onshore installations for servicing of vessels
- loading/unloading concepts and equipment
- information sharing and exchange in relation to waterborne transport and logistics, including River information services.

The Platform shall facilitate the large scale roll out of a least five mature innovative concepts and technologies and the experimental demonstration of at least three radically new logistic concepts, with a particular focus on the TEN-T core network.

The Platform shall comprise a Network of Innovation Centres and a Platform Secretariat hereinafter called “the Secretariat”. The Innovation Centres shall facilitate the uptake of innovation in inland waterway transport by identifying and addressing innovation barriers, prepare business cases for innovation uptake and by conducting promotion and awareness campaigns. The Innovation Centres shall cooperate closely with one another through the facilitation of the Secretariat, which shall ensure overall coordination of activities across the Platform and shall act as a knowledge and expertise repository.

The tenderer shall establish three new Innovation Centres within distinct, clearly identified geographical markets in such a way as to ensure, where appropriate together with pre-existing innovation facilitation centres, a maximal coverage of the potential Inland Waterway Transport market by the Platform. The new Innovation Centres may not operate in markets where existing organisations, of which the mandate comprises the tasks described below for the new Innovation Centres, already operate at the date of the publication of the call for tender. Neither the Secretariat, nor the new Innovation Centres may act as a beneficiary of EU funded innovation projects.

The Innovation Centres shall focus on innovation actions that contribute to the following results in their geographical market:

i. the uptake of alternative fuels (e.g. LNG, CNG, electricity) in the IWT market
ii. the reduction of energy consumption,
iii. the reduction of pollutant emissions from ships (NOx, particulate matter)
iv. the introduction of new vessel or inland waterway based logistic concepts to attract markets that are currently not using inland waterways

The tenderers shall put forward in their offer realistic and measurable output targets for the progress under points i) to iv) for the geographical markets of each of the Innovation
Centres for the years 2016, 2017, 2018, 2019 and 2020 which is directly related to uptake of innovation realised through the intermediation by the Innovation Centres. The level of ambition of these output targets shall be justified by the tenderers through the description of a realistic scenario for uptake of innovation of various technologies and concepts as well as through the efforts to be deployed by the innovation centres to stimulate this uptake, in particular in the framework of subtask IC4. Both the level of ambition and the credibility of uptake through the proposed measures shall be taken into account in the evaluation of the tenders. The activities of the project should contribute to an overall reduction by 2030 of pollutant emissions with 50% and a reduction of 15% of energy consumption per tonne kilometre for the existing inland waterway fleet compared to the situation in 2014.

The Platform shall be open to existing organisations established in the Union of which the mandate comprises the tasks described for the new Innovation Centres. Such organisations may benefit from the services of the Secretariat subject to a formal agreement with the Secretariat on cooperation and sharing of information.

The Platform shall to the extent possible provide policy-relevant information on innovation (e.g. as regards the deployment of alternative fuel infrastructure) into the databases operated by or on behalf of the Commission.

The Platform shall aim to become financially self-sufficient.

**Tasks to be performed by the new Innovation Centres**

IC1. Provision during normal office hours of services as described in the present call for tender and including answering requests relevant to the mandate of the Innovation Centres within 24 hours through state of the art means of communication.

IC2. Operation of a website in the language(s) of the target audience, informing about the activities of the Innovation Centre. The website shall be updated at least monthly. The websites of the various Innovation Centres shall have a common logo, structure and identity and may be based upon the website referred to in task S2.

IC3. Elaboration of a strategy for uptake of innovation in the geographical market covered by the Innovation Centre, identifying and documenting opportunities for innovation uptake, identification of innovation barriers and of action to address these barriers with a view to achieve the output targets referred to in the section on general requirements. The strategy shall be reviewed on a yearly basis.

IC4. A) Performance of general networking, coordination, awareness raising, knowledge collections, dissemination and transfer activities, with a view to bringing together actors within sector and across various sectors, technology providers and users, technology developers and investors, technology buyers and financing institutions etc. Organisation of three conferences on innovation in inland navigation.

B) Provision of direct and indirect assistance to market operators with a view to facilitate uptake of innovation, including technical assistance, matchmaking, facilitation of access to finance, preparation of business cases for the uptake of the technologies, formation of various cooperation structures such as consortia
and European interest groups. The assistance shall be provided by experts having at least 15 years of experience either in innovation actions described above or in the preparation of business or financing plans for relevant investment projects.

The activities described under this task shall be framed in the context of the general requirements referred to above and shall be geared towards achieving the output targets. The tenderer shall indicate in its financial offer in detail the resources that it intends to allocate to this particular task – notably the percentage of the overall budget of the lot that will be attributed to this task. This percentage shall be substantial and will be taken into account when evaluating the tender as regards the organisation of work criterion.

IC5. Reporting and monitoring of the efforts deployed in the framework of subtask IC4 and of the achievement of output targets referred to above. Only results shall be reported that can be directly traced back to the uptake of innovation triggered by the activity of the Innovation Centres, in accordance with an unbiased and solid but non-bureaucratic monitoring mechanism described by the project proponent in his proposal. The monitoring mechanism shall include the establishment of a baseline from where progress is measured.

IC6. Identifying additional sources of funding for the operation of the centre. By the end of the first year, the centres shall aim at being co-funded for at least 15% by (groupings of) technology-neutral private sector actors. For the following years, the co-funding target shall increase each year with 15%.

Tasks to be performed by the Secretariat

S1. Develop tools and services for the efficient and effective functioning of the Platform. It shall develop and disseminate content on IWT innovation themes at European level, provide access to available data and analyses, provide second line innovation expert assistance to the Innovation Centres, provide coordination services for the activities across the Innovation Centres, provide expert assistance to the European Commission or its designated bodies for the preparation of innovation-related standards or legislative initiatives.

S2. Operation of an at least weekly updated Platform Website informing about the activities of the Platform and linking to the Innovation Centres. Provision of a website template/model with a common logo, structure and identity for the new Innovation Centres.

S3. Administer the new Innovation Centres referred to above, determine their budget allocation, monitor and report on their activities and their progress with achieving the output targets referred to in the section on general requirements and with the co-funding targets referred to in IC6. Ensure their quality control, adequate levels of services and a common identity for all the actors involved in the network.

S4. Organise the budget allocation to the Innovation Centres, applying an incentivising mechanism in terms of budget re-allocation on a yearly basis in favour of the Innovation Centres that achieve their output and co-funding targets and at the expense of the Innovation Centres that do not achieve their targets.
S5. Promote and govern the participation of pre-existing Innovation Centres in the Platform. The Secretariat shall aim at concluding agreements with as many existing organisations as possible which are established in the Union and of which the mandate comprises the tasks described for the new Innovation Centres. The Commission expects the participation of at least three pre-existing Innovation Centres.

S6. Establish and operate a Platform Advisory Board chaired by the Commission. The Advisory Board shall meet at least once a year.

S7. Elaborate an EU-wide strategy for fostering the uptake of innovation by the inland waterway sector and coordinate contribution of the Innovation Centres participating in the Platform to the implementation of this strategy.

S8. Take over the hosting and operation of the Funding Database (including the system and all data), in accordance with its functional description and its technical parameters available on the funding database website, from the PLATINA II project at the date specified by the Commission (presumably 1 March 2016) and assure its seamless operation with a maximum downtime of 5 calendar days. Security tests verifying measures against any type of attacks shall be done right after the transfer and within the above mentioned downtime. The Secretariat shall ensure the continued functioning of the database and shall report on the use and operation of the database to the Commission on a 6-monthly basis. The portal shall be operational within the timeframe between 8 am and 9pm. Unplanned non-availability of the portal within this timeframe shall be less than 4 hours per week and less than 12 hours per month and less than 48 hours yearly. The Secretariat shall keep the database up to date with an updating frequency of at least two weeks. The ownership of the system resides with the Union. The Commission shall retain at the end of the project full ownership rights of the system and of the data it contains, including of any modifications which have been made by the contractor. The Commission cannot be held liable for any use that is made of the system or of the data it contains. Six months before the end of the contract, the contractor shall hand over to the Commission a migration plan, together with the full documentation of the system. Before the end of this project, the European Commission will decide on the continuation of the operation. The contractor shall take the necessary measures so that a ready-to-deploy system (including all documentation and software licences) is made available to the Commission or to a third party designated by the Contracting authority. Before the end of the contract, the contractor shall carry out the handover of the system to the new operator in such a way as to allow for seamless business continuity. In the framework of the hand-over, a downtime of the system of up to five calendar days can be accepted. At the end of the contract, the contractor shall hand over to the Commission a functioning copy of the system, together with the data as well as all ownership rights. The tenderers shall describe in their tenders how they intend to ensure the continuity of the services. At the end of the contract, the contractor shall wrap up the software and database, update of installation guide, installation scripts and technical guidance documents so as to ensure a
handover without significant\textsuperscript{21} technical problems and provide assistance during
hand-over (3 person-days).

S9. Finalise 6 months before the end of the period of 36 months an evaluation of
the functioning of the Platform by an independent body. The evaluation shall
include recommendations for the continued operation of the Platform.

S10. Prepare a business plan for the continued operation of the Platform after 36
months of operation of the Platform. Specific attention will be paid to objective
to ensure self-supporting operations after a period of 36 months. The financing
model shall be based on private sector funds.

The contractor shall report on a regular basis on the progress with the implementation of
his tasks in the various Corridor fora and relevant Corridor working group meetings and at
other relevant meetings (at least four per year) on request of the Commission to present the
project and its results.

Duration of the tasks:

The duration of the tasks shall not exceed 36\textbf{ months}. This period is calculated in calendar
days.

Execution of the tasks shall start at the date of entry into force of the Contract.

The contract may be renewed two times, each time for a period of 12 months and for a
maximum amount representing one third of the value of the contract each time.

\textbf{3.3. Input by the Contracting Authority}

The Commission will put at the contractors' disposal the nine core network corridor studies
prepared in 2014, available at the Commission's website\textsuperscript{22}.

The ownership of the Funding Database referred to in Lot 4 task S8 shall be transferred to
the contractor at the end of the PLATINA II project. Further information on the RIS Portal,
and the Funding Database, including their functional description and their technical
parameters, can be found respectively on the website \url{http://www.ris.eu/} and
\url{http://www.naiades.info/funding/}.

The Commission will put at the contractors' disposal access to the TENtec Information
System in order to consult the database on the infrastructure, in particular the GIS data of the
relevant TEN-T infrastructure. Access to the TENtec Information System will be possible
through the internet. Contractors shall use this system to the extent possible for data collection
and as database. There is thus no need for contractors to set up a separate database or to
create a new tool; consequently, no such activity may be priced into the offer.

\textsuperscript{21} Problems which require expert intervention of more than two hours.

\textsuperscript{22} \url{http://ec.europa.eu/transport/themes/infrastructure/ten-t-guidelines/corridors/corridor-studies_en.htm}
References to the available background material are already provided in the technical specifications. Additionally the tenderer can consult reports and studies published on DG MOVE website: http://ec.europa.eu/transport/modes/maritime/ports/ports_en.htm, and deliverables of the PORTOPIA project: http://www.portopia.eu/, as well as studies on ports produced by the OECD/ITF\textsuperscript{21}.

3.4. Intermediate outputs and deliverables

The contractor shall ensure that all reports under the contract are clear, concise and comprehensive. Reports shall 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.) shall be annexed to the report to allow the arguments to be followed in a transparent manner. Any Excel sheets including formulas for any calculations carried out by the contractor to support tables or graphs in the deliverables should also be provided to the Contracting authority.

The contractor shall present for each lot the following reports:

1) An inception report, at the latest four weeks after the entry into force of the contract, providing more details on the methodology, planning, actors and milestones related to the implementation of activities require to complete the tasks. The report shall also identify any additional need for information to be collected and present data collection methodology and tools. It shall not exceed 20 pages (annexes excluded) and shall reflect the conclusions of the kick-off meeting.

2) The intermediate report shall summarise the results achieved until that moment. It shall take account of the comments made by the Commission and by stakeholders. It shall provide a detailed description of the activities planned for the next reporting period. It shall clearly spell out any deviation from the initially planned activities or any changes in the methodology initially envisaged. It shall describe any problems encountered along with proposals on how to address the problems or how the problems have been addressed. The last intermediate report before the submission of the final report shall include a proposal for the table of content of the final report which shall be agreed with the Contracting authority.

The intermediate report shall not exceed 45 pages (annexes excluded).

3) The draft final report shall cover all study tasks and take account of the comments made earlier in the process. It shall 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 shall 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.

\textsuperscript{21} http://www.internationaltransportforum.org/jtrc/maritime/index.html
The draft final report shall not exceed 75 pages (annexes excluded).

4) The final report follows the same structure as the draft final report while taking into account Contracting authority’s comments and requests.

Two copies of interim and draft reports and three copies of the final report approved by the Commission shall be supplied in paper form and two copies of each report in electronic form, one in MS Word and one in pdf format. The final reports will be accompanied by corresponding PowerPoint presentations.

The Commission may publish the results of the projects. For this purpose, the contractor shall ensure that the results of the project are not subject to any restrictions as regards intellectual property rights of third parties. Should the tenderer intend to use data in the project which cannot be published, this must be explicitly mentioned in the offer.

Any results or rights, including copyright and other intellectual or industrial property rights, obtained in performance of the contract, shall be owned solely by the Union. The Commission services will be responsible for deciding the possible dissemination of the findings and conclusion and related materials produced under the contract.

3.5. Organisation and meetings

The contract will be managed by the Unit B.3 of DG MOVE responsible for inland waterway and ports policy. The Commission will appoint a technical officer in charge, who will participate in the meetings with the contractor, facilitate access to information, monitor the work and validate the results of the services of the contractor.

The implementation of the study will be monitored by an inter-services group of the Commission chaired by DG MOVE. The inter-services group/steering committee will examine and approve the inception report, assess and approve progress reports, including the interim technical report and the final report of the study.

The contractor must ensure that activities progress properly, are reported upon regularly and for that purpose designate a person responsible for permanent and regular contact with the Contracting authority. The contractor is to provide the required reports and documents in accordance with the conditions agreed.

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.

<table>
<thead>
<tr>
<th>Deadline</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lot 1</td>
<td>Lot 2</td>
</tr>
<tr>
<td>T0</td>
<td>T0</td>
</tr>
<tr>
<td>T0+4 weeks</td>
<td>T0+4 weeks</td>
</tr>
<tr>
<td>Entry into force of contract: Starting date</td>
<td>Inception report: The contractor submits an inception report. Within</td>
</tr>
<tr>
<td>Time from reception of report</td>
<td>Action/Event</td>
</tr>
<tr>
<td>------------------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>no later than T0+5 weeks)</td>
<td>Kick-off meeting in Brussels</td>
</tr>
<tr>
<td>T0+34 weeks</td>
<td>Intermediate report n°1: The contractor submits a report showing progress of the work.</td>
</tr>
<tr>
<td>4 weeks from the reception of the intermediate report n°1</td>
<td>Comments on the intermediate report n°1: The report should be approved or rejected by the Commission.</td>
</tr>
<tr>
<td>N/A</td>
<td>Intermediate report n°2: The contractor submits a report showing progress of the work.</td>
</tr>
<tr>
<td>N/A</td>
<td>Comments on the intermediate report n°2: The report should be approved or rejected by the Commission.</td>
</tr>
<tr>
<td>T0+83 weeks</td>
<td>Draft final report: The contractor submits the draft final report.</td>
</tr>
<tr>
<td>5 weeks from the reception of the draft final report</td>
<td>Comments on the draft final report: The Commission will provide the contractor with comments on the draft final report and suggest a meeting date for discussion with the contractor.</td>
</tr>
</tbody>
</table>
Final report: The contractor submits the final report which reflects the Commission's comments.

<table>
<thead>
<tr>
<th>Duration of the tasks shall not exceed:</th>
<th>24 months</th>
<th>36 months</th>
<th>24 months</th>
<th>36 months</th>
</tr>
</thead>
</table>

The list of additional intermediate reports will be agreed with the Commission in the inception reports. As an indication it shall include the following topics:

<table>
<thead>
<tr>
<th>Lot 1</th>
<th>Task 1: subtasks A1 to A2 interim results</th>
<th>T0+6 months</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lot 1</td>
<td>Task A: subtask A3</td>
<td>T0+8 months</td>
</tr>
<tr>
<td>Lot 1</td>
<td>Task A: subtask A4 interim results</td>
<td>T0+10 months</td>
</tr>
<tr>
<td>Lot 1</td>
<td>Task A: subtask A5 interim results</td>
<td>T0+14 months</td>
</tr>
<tr>
<td>Lot 1</td>
<td>Task A: subtask A6 interim results</td>
<td>T0+10 months</td>
</tr>
<tr>
<td>Lot 1</td>
<td>Task A: subtask A7 interim results</td>
<td>T0+10 months</td>
</tr>
<tr>
<td>Lot 1</td>
<td>Task A: subtask A8 +A10 interim results</td>
<td>T0+12 months</td>
</tr>
<tr>
<td>Lot 1</td>
<td>Task A: final results</td>
<td>T0+20 months</td>
</tr>
<tr>
<td>Lot 1</td>
<td>Task B: subtask B1</td>
<td>T0+6 months</td>
</tr>
<tr>
<td>Lot 1</td>
<td>Task B: subtask B2 interim</td>
<td>T0+8 months</td>
</tr>
<tr>
<td>Lot 1</td>
<td>Task B: subtask B3 interim</td>
<td>T0+8 months</td>
</tr>
<tr>
<td>Lot 1</td>
<td>Task B: subtask B2/B3</td>
<td>T0+18 months</td>
</tr>
<tr>
<td>Lot 1</td>
<td>Task B: subtask B4</td>
<td>T0+20 months</td>
</tr>
<tr>
<td>Lot 1</td>
<td>Task C</td>
<td>Reports to be delivered in function of the rhythm of implementation of the TEN-T Corridors</td>
</tr>
<tr>
<td>Lot 1</td>
<td>Task D: interim results</td>
<td>T0+12 months</td>
</tr>
<tr>
<td>Lot 1</td>
<td>Task D: final results</td>
<td>T0+20 months</td>
</tr>
<tr>
<td>Lot 2</td>
<td>Task A subtask A1 – A6</td>
<td>T0+6 months</td>
</tr>
<tr>
<td>Lot 2</td>
<td>Task A subtask A7 – A11 interim report</td>
<td>T0+10 months</td>
</tr>
<tr>
<td>Lot 2</td>
<td>Task A subtask A7 – A11 final report</td>
<td>T0+14 months</td>
</tr>
<tr>
<td>Lot 2</td>
<td>Task A subtask A12 – A13 interim report</td>
<td>T0+14 months</td>
</tr>
<tr>
<td>Lot 3</td>
<td>Task 1 - 5: interim report</td>
<td>T0+8 months</td>
</tr>
<tr>
<td>Lot 3</td>
<td>Task 6 - 7: interim report</td>
<td>T0+10 months</td>
</tr>
<tr>
<td>Lot 3</td>
<td>Task 1 - 5: final report</td>
<td>T0+14 months</td>
</tr>
<tr>
<td>Lot 3</td>
<td>Task 6 - 7: final report</td>
<td>T0+18 months</td>
</tr>
<tr>
<td>Lot 3</td>
<td>Task 8 - 9 : interim report</td>
<td>T0+22 months</td>
</tr>
<tr>
<td>Lot 4</td>
<td>Subtasks IC1 – IC3 : interim report</td>
<td>T0 +3 months</td>
</tr>
<tr>
<td>Lot 4</td>
<td>Subtasks IC1 – IC3 : interim report</td>
<td>T0 +12 months</td>
</tr>
<tr>
<td>Lot 4</td>
<td>Subtasks IC1 – IC3 : interim report</td>
<td>T0 +24 months</td>
</tr>
<tr>
<td>Lot 4</td>
<td>Subtasks S1 – S5 + S8 : interim report</td>
<td>T0 +3 months</td>
</tr>
<tr>
<td>Lot 4</td>
<td>Subtasks S1 – S14 : interim report</td>
<td>T0 +12 months</td>
</tr>
<tr>
<td>Lot 4</td>
<td>Subtasks S1 – S14 : interim report</td>
<td>T0 +14 months</td>
</tr>
</tbody>
</table>
Meetings (applicable to all lots):

- A kick-off meeting will take place in Brussels, at the latest one month following the entry into force 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. On some occasion, the meeting will involve members from the inter-service group/steering committee.
- For each meeting, including the kick-off meeting, preparatory documents and a draft agenda have to be delivered by the contractor to the Contracting authority’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 consult with industry experts. For this purpose panel discussions with representatives of stakeholders (who must be relevant, depending on each lot, be proposed by the tenderers and be as representative as possible for the purpose of the specific task) will be carried out on a biannual basis (twice a year).\(^\text{24}\).
- 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 at the end of the contract.

**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\(^\text{25}\).

The Commission is committed to making online information as accessible as possible to the largest possible number of users including those with visual, auditory, cognitive or physical disabilities, and those not having the latest technologies. The Commission supports the Web Content Accessibility Guidelines 2.0 of the W3C.

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\(^{24}\) These panel discussions will be organised under the supervision of the Commission; cost of the room will be borne by the Commission.

\(^{25}\) 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](mailto:comm-visual-identity@ec.europa.eu)
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 intended 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 6 pages in English [and French];
- the following standard disclaimer:

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

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

#### 4.1.2. Publishable executive summary

The publishable executive summary shall be provided in both in English and French 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 provided in the 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
ANNEX 1

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

Call for tenders MOVE/B3/2015-224

<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)</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>
</tbody>
</table>

\(^{26}\) For natural persons
<table>
<thead>
<tr>
<th>Position (e.g. manager):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone number:</td>
</tr>
<tr>
<td>Fax number:</td>
</tr>
<tr>
<td>E-mail address:</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Declaration by an authorised representative of the organisation</th>
<th></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>
<td></td>
</tr>
</tbody>
</table>

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

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27 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

(Check the parts in grey italics in parenthese)

[Choose options for parts in grey between square brackets]

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

☐ in [his][her] own name (for 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 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 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 grant and will not have granted, 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 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 power 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.

Full name

Date

Signature

---

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

29 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
ANNEX 3

POWER OF ATTORNEY

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

The undersigned:

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

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

HEREBY AGREES TO THE FOLLOWING:

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

2) If the European Commission awards the Contract to the group of partners constituted by Company 1, Company 2, Company N, and led by Company X on the basis of the joint tender to which this power of attorney is attached, all the partners shall be co-signatories of the Contract in accordance with the following conditions:

(a) All partners shall be jointly and severally liable towards the European Commission for the performance of the Contract.

(b) All partners shall comply with the terms and conditions of the Contract and ensure the proper delivery of their respective share of the services and/or supplies subject to the Contract.

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

2) The partners grant to the lead partner all the necessary powers to act on their behalf in the submission of the tender and conclusion of the Contract, including:

(a) The lead partner shall submit the tender on behalf of the group of partners.

(b) The lead partner shall sign any contractual documents — including the Contract, and Amendments thereto — and issue any invoices related to the Services on behalf of the group of partners.

(c) The lead partner shall act as a single contact point with the European Commission in the delivery of the services and/or supplies subject to the Contract. It shall co-ordinate the delivery of the services and/or supplies by the group of partners to the European Commission, and shall see to a proper administration of the Contract.

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

Signed in ……………………… on [dd/mm/yyyy]

Place and date:

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

30 To be filled in and signed by each partner in a joint tender except the lead partner.
ANNEX 4
Standard Word template for studies
ANNEX 5

DRAFT CONTRACT

Please see separate document
# 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><strong>Identification of the tenderer (Part A)</strong></td>
<td><strong>Letter of intent</strong> accompanying the tender</td>
</tr>
<tr>
<td>Annex 1 signed in original</td>
<td>By each tenderer, including any member of a consortium + subcontractor(s) representing + 20% services</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 (Part B)</strong></td>
<td><strong>Annex 2 Declaration</strong> to be signed</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 (Part C)</strong></td>
<td><strong>Financial capacity</strong></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 (part F)</strong></td>
<td>Original signed by each partner but not by the leader</td>
</tr>
</tbody>
</table>
## Criteria relating to the tenderer

### Experience in the field of maritime transport, seaport or inland port infrastructure, port or inland waterway services and logistics

<table>
<thead>
<tr>
<th>Project</th>
<th>Field and short description of the project</th>
<th>Amount (at least €150,000)</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>

**For lot 1: Experience in the field of industrial policy**

<table>
<thead>
<tr>
<th>Project</th>
<th>Field and short description of the project</th>
<th>Amount (at least €150,000)</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 X</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**For lot 2: Experience in the field of digital services**

<table>
<thead>
<tr>
<th>Project</th>
<th>Field and short description of the project</th>
<th>Amount (at least €150,000)</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 X</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Experience of working in English

<table>
<thead>
<tr>
<th>Project</th>
<th>Field and short description of the project</th>
<th>Amount (at least €150,000)</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 X</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Capacity to draft reports in English

### Examples of projects

#### Experience of working in a variety of EU Member States (minimum 13 Member States)

<table>
<thead>
<tr>
<th>Project</th>
<th>Short description of the project</th>
<th>Geographical coverage</th>
<th>Year (last 3 years)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of project 1</td>
<td></td>
<td>List the countries or indicate EU-28 when applicable</td>
<td></td>
</tr>
<tr>
<td>Name of project 2</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 in survey techniques, data collection, statistical analyses and drafting reports and recommendations

<table>
<thead>
<tr>
<th>Survey techniques</th>
<th>Examples of projects where this task has been carried out</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data collection</td>
<td></td>
</tr>
<tr>
<td>Statistical analyses</td>
<td></td>
</tr>
<tr>
<td>Reports</td>
<td></td>
</tr>
<tr>
<td>Recommendations</td>
<td></td>
</tr>
</tbody>
</table>

#### 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</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Event</td>
<td>Number of Participants</td>
<td>(last 3 years)</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Event 1</td>
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<tr>
<td>Event 2</td>
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<tr>
<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>---------------------------------------------------</td>
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<td></td>
<td></td>
</tr>
<tr>
<td><strong>Project manager</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Name of the team member</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>Years of experience in project management</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(at least 10 years)</td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>Projects already worked on as a project manager</strong></td>
<td></td>
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</tr>
<tr>
<td>(at least €200,000) – also include the geographical coverage</td>
<td></td>
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</tr>
<tr>
<td><strong>Experience of managing a team of at least 5 people</strong></td>
<td></td>
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</tr>
<tr>
<td><strong>Languages</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(minimum English + another EU language) – also include the level</td>
<td></td>
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</tr>
<tr>
<td><strong>Person A</strong></td>
<td></td>
<td></td>
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<tr>
<td>(please include for each column the relevant elements from the CV)</td>
<td></td>
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<td></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><strong>Name of the team member</strong></td>
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<tr>
<td><strong>Higher education degree</strong></td>
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<tr>
<td><strong>Relevant years of professional experience</strong></td>
<td></td>
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<tr>
<td>(minimum 3; 5 years for a senior level)</td>
<td></td>
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<tr>
<td><strong>Field</strong></td>
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<tr>
<td>(i.e. maritime transport, seaport or inland port infrastructure, port or inland waterway services and logistics)</td>
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<tr>
<td><strong>Languages</strong></td>
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<tr>
<td>(minimum English + another EU language) – also include the level</td>
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<tr>
<td><strong>Person B</strong></td>
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<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>
<td><strong>Name of the team member</strong></td>
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<tr>
<td><strong>Years of relevant experience</strong></td>
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<tr>
<td>(minimum 2 years)</td>
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<tr>
<td><strong>Proven professional experience in data collection techniques</strong></td>
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<tr>
<td><strong>Languages</strong></td>
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</tr>
<tr>
<td>(minimum English + another EU language) – also include the level</td>
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</tr>
<tr>
<td><strong>Collectively the team should cover 7 EU languages</strong></td>
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</tr>
<tr>
<td><strong>Person C</strong></td>
<td></td>
<td></td>
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<tr>
<td>(please include for each column the relevant elements from the CV)</td>
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<tr>
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<td></td>
</tr>
<tr>
<td><strong>Person D</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Person E</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Person F</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>