CALL FOR TENDERS

MOVE/B1/2014-710

COMMUNICATION SERVICES ON THE PROGRAMMING AND IMPLEMENTATION OF THE TEN-T CORE NETWORK CORRIDORS and TEN-T HORIZONTAL PRIORITIES

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 concluded within the WTO applies, the participation to the call for tender is also open to nationals of the countries that have ratified this Agreement, on the conditions it lays down.

1.2. Contractual conditions

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

1.3. Joint tenders

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

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

These economic operators shall designate one of them to act as leader with full authority to bind the grouping or the consortium and each of its members. It shall be responsible for the receipt and processing of payments for members of the grouping, for managing the service administration and for coordination. The composition and constitution of the grouping or consortium, and the allocation of the scope of tasks amongst the members, shall not be altered without the prior written consent of the Commission.

The tenderers should indicate in their offer whether the partnership takes the form of:

a) a new or existing legal entity which will sign the contract with the Commission in case of award

or

b) a group of partners not constituting a new legal entity, who via a power of attorney, signed by an authorised representative of each partner (except the lead partner), designate one of the partners as lead partner, and mandate him as lead contractor to sign the contract with the Commission in case of award.

1 See http://www.wto.org/english/tratop_E/gproc_e/gp_gpa_e.htm
1.4. **Subcontracting**

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

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

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

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

1.5. **Content of the tender**

The tenders must be presented as follows:

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

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

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

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

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

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

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

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

2. EVALUATION AND AWARD

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

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

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

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

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

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

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

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

2.3.1. Economic and financial capacity criteria and evidence

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

- The annual turnover of each the last two financial years for which the accounts have been closed of minimum EUR 500.000.

The following evidence should be provided:

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

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

2.3.2. Technical and professional capacity criteria and evidence

Tenderers must confirm and demonstrate that they have the skills and experience needed to carry out the work and that they meet the requirements listed below.

a. Criteria relating to tenderers

Tenderers (in case of a joint tender the combined capacity of all tenderers and identified subcontractors) must comply with the criteria specified below:

- The tenderer must prove experience in carrying out dissemination and communication activities in transport, infrastructure or logistics with at least 4 projects delivered in this field during the last three years with a minimum value for each project of EUR 150.000, the combination of projects must show the required coverage.

- The tenderer must prove experience in website building and managing with at least 4 projects delivered in this field during the last three years with a minimum value for each project of EUR 50.000.

- The tenderer must prove experience of working in English with at least four projects delivered during 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 at least 10 EU Member States with at least three projects delivered during the last three years, the combination of projects must show the required coverage.

b. Criteria relating to the team delivering the service:

The team delivering the service should include, as a minimum, the profiles listed below.

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

Communication Senior Expert: At least 5 years of professional experience in the area of communication and dissemination activities, involving large groups of stakeholders.

Transport Senior Expert: Relevant higher education degree and at least 5 years of professional experience in the field of transport infrastructure, transport services and/or logistics.

WWW Senior Expert: At least 5 years of professional experience in the field of website building and managing with at least 5 projects delivered.

All experts: Higher education degree and at least 3 years of professional experience in the relevant fields (communication strategies, transport services, logistics and/or transport infrastructure). Collectively the team shall have knowledge of seven EU official languages of countries involved in at least 2 Core Network Corridors.

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

Drafting skills: collectively the team should have very good communication and drafting skills in English. This should be proved with examples of at least 3 projects delivered in the last three years which involved text drafting of the similar nature (press releases, information sheets, etc.).

c. Evidence:

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

- A complete listing of relevant services provided in the past three years, with amounts, dates and recipients, public or private. The most important services should be accompanied by certificates of satisfactory execution, specifying that they have been carried out in a professional manner and have been fully completed.

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

- Curricula Vitae (CVs) of the persons who will provide the service for this tender, including the management staff. CVs should show the educational and professional qualifications as well as the linguistic skills of each person. Each CV provided should indicate the intended function of the person in the delivery of the service.
Regarding the technical and professional capacity criteria, a template is available in Annex 6.

2.4. Award criteria

The quality of the tender will be evaluated based on the following criteria. (The maximum total quality score is 100 points.)

1. **Quality of the proposed methodology** (70 points – minimum threshold 60%):

   This criterion will assess understanding of the scope of the tender and its objectives and proposed approach to the tasks as described in point 3.3 below. The points will be attributed as follows:

   - Approach to the dedicated communication strategy, including its relevance to the objectives and scope of the tender, up to 30 points
   - Approach to the dedicated website, including its completeness and relevance to the description in point 3.3, usage of innovative communication tools, the methods of communication with the relevant stakeholder – up to 20 points
   - Approach to other tasks than the dedicated communication strategy and dedicated website, including the effectiveness of the branding strategy, distribution of news and information to stakeholders, etc., up to 20 points

2. **Organisation of the work** (20 points – minimum threshold 60%):

   This criterion will assess how the roles and responsibilities of the proposed team are distributed (in case of joint tenders, including subcontractors if applicable) for each task. It will also assess how the communication between the team members will be arranged, in particular in order to ensure the consistency of actions across all the nine corridors and two horizontal priorities.

   In addition, the criterion will assess the tenderer’s approach to and readiness to perform the auxiliary tasks as indicated in point 3.3 below.

3. **Quality assurance** (10 points – minimum threshold 60%):

   This criterion will assess the quality control system applied to the services asked for in this tender specification concerning the quality of the contents of the website and other materials produced by the Contractor, the language quality check, and continuity of the service in case of absence of any member of the team. The quality system should be detailed in the tender and specific to the tasks at hand; a generic quality system will result in a low score.

   Tenders must score 60% for each criterion and 70% in total. Tenders that do not reach the minimum quality thresholds will be rejected and will not be ranked.

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

   The contract will be awarded to the tender offering the best ratio quality/price according to the formula below (a weighting of 70:30 is given to quality and price):
Score for tender $x = \frac{\text{total quality score for award criteria for tender } x}{100} \text{ multiplied by } 70 + \frac{\text{price of lowest tender}}{\text{price of tender } x} \text{ multiplied by } 30$

2.5. **Technical offer**

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

2.6. **Financial offer**

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

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

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

The value of the contract has been estimated at EUR 400,000. Tenders exceeding this amount will be excluded from further evaluation.
3. TECHNICAL SPECIFICATIONS

3.1. Introduction

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

Guidelines defining the TEN-T policy and the infrastructure planning were first adopted in 1996 and then revised in 2004, taking into account EU enlargement and the expected changes in traffic flows. Furthermore, the list of 14 priority projects was extended. In 2010, a recast of the TEN-T Guidelines was adopted (Decision No 661/2010/EU). A complete review was adopted in December 2013 (the TEN-T Regulation), establishing a dual layer core and comprehensive network with strict standards and deadlines as well as horizontal priorities to help implementing the TEN-T. The key implementation tool of TEN-T are the core network corridors (corridors, CNC), whereas the Motorways of the Sea (MoS) represent the maritime dimension of the TEN-T and the ERTMS deployment represents the interoperability of railways (Horizontal Priorities, HP).

An extensive work has been done since the adoption of the TEN-T Regulation. However, this work not always was particularly visible and thus did not involve all the stakeholders that might have interest in the TEN-T policy. Therefore, another set of work is needed to provide a specific and targeted publicity to the TEN-T policy as well as the activities of the European Coordinators.

3.2. General and specific objectives

The main objective of this project is to ensure the necessary level of publicity of the TEN-T policy and the actions of the European Coordinators in order to promote the development of the TEN-T. Moreover, the TEN-T Regulation stipulates that the work plans for individual corridors shall include details of public consultations which support the development of the work plan and its implementation. Therefore, the widest possible engagement of civil society as well as dissemination activities will help the general public to understand how the TEN-T policy is implemented, and it will thus broaden the scope of the work plan related actions and their implementation.

These activities aim at providing for each of the CNC and the HP a platform for the exchange of information, knowledge, experience, good practices etc. They address not only the traditionally recognized entities linked to trans-European infrastructure development, like national authorities or infrastructure managers. It shall range from national, regional to local authorities, transport providers, civil society, associations, etc. A system needs to be set up to

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enable the exchange of information between all these actors interested in the development of a specific CNC or HP.

3.3. Tasks

The Tasks concern a dedicated communication strategy for the nine core network corridors (CNC) as well as TEN-T horizontal priorities (HP), i.e. Motorways of the Sea and ERTMS\(^4\) deployment.

With regard to Core Tasks, the Contractor is required to: 3.3.1 Propose and develop a dedicated communication strategy for the TEN-T activities involving all the stakeholders (national, regional and local authorities, transport providers, civil society, associations, etc.) along the CNC;

3.3.2 Set up a dedicated website for each of the nine CNC as well as for the both HP, which will be hosted on the "europa" portal in a dedicated location (11 sub-websites) updated with key pieces of information related to the given CNC or priority, at least once a week, which:

- provides information on the European Coordinators and their activities and meetings and contain any other relevant documents, etc.;
- provides general news relevant to the respective CNC or HP based on the generally available sources, such as press agencies, including clippings and other relevant information from authorities and stakeholders along the CNC/HP or linked to them and organise their automated exchange (e.g. via the newsletter), etc.;
- provides details on the developments of the corridors, including based on the minutes from the Corridor Forum meetings, as well as working group meetings. These minutes will be supplied to the Contractor;
- provides information on the activities of related entities (Rail Freight Corridors, EGTC\(^5\), other organisations);
- contains necessary information on the corridor: interactive maps with zooms for relevant countries and sections (making use of the TENtec Interactive Map Viewer), as well as, if appropriate, videos, web-streaming and links, etc.;
- contains information about transport projects co-financed from the Connecting Europe Facility, and when relevant, from other Union sources; these projects should be located on the maps referred to above, links to the relevant sources/websites (notably INEA, but also ESIF managing authorities, where applicable) will have to be set up;
- links to stakeholders' websites, reports, etc.;
- links to official documents as provided by the Contracting Authority;

\(^4\) European Rail Traffic Management System

\(^5\) European Grouping of Territorial Cooperation
o disseminates timely and accurate information about the European Coordinators' activities and developments along the nine CNC and the two HP;

o introduces a calendar of events where European Coordinators missions and events related to the nine CNC and to the two HP are indicated;

o will be appropriately positioned in the web search engines;

o complies with the quality standards defined in the EU Internet Handbook for Information Providers (IPG) available at: http://ec.europa.eu/ipg/

− introduce a newsletter sent out to subscribers every time the website is updated (or weekly, if requested so by interested users);

− based on the activities of the European Coordinators (or in view of planned events, if necessary), prepare press releases and distribute them among stakeholders and journalists once approved;

− develop the branding strategy for the Corridor;

− monitor the events organised in the EU and beyond that might be of interest for the corridor activity and European Coordinators, and provide a monthly update for the Contracting Authority;

− the Contractor is required to attend the corridor forum meetings (including relevant working groups, if necessary) and once, at the beginning of the contract, present their activities to the Forum attendees for each corridor, in form of a PowerPoint presentation. In particular, the attendance in the meetings shall provide to the Contractor necessary contacts with stakeholders in order to fully exploit the possibilities of the websites and newsletters. For this, coordination to avoid duplication of efforts will also be ensured with the consultancy company in charge of the corridor studies and organisation of the CNC forum meetings.

Unforeseen auxiliary tasks related to the above mentioned activities (max. 20% of the workload) could be required by the Contracting Authority. This part should be quoted in the main offer.

All the websites shall be in English only, and shall comply with data protection and copyright regulations.

3.4. 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 website6.

Moreover, the Commission will provide the Contractor with all the relevant materials produced under the contracts signed for the nine CNC7, ERTMS8 and MoS.

6 http://ec.europa.eu/transport/themes/infrastructure/ten-t-guidelines/corridors/corridor-studies_en.htm
3.5. Intermediate outputs and deliverables

During the duration of the contract, and unless otherwise indicated by the Commission, the contractor will send **monthly progress reports** to the Commission's contact person, also highlighting any issue that might hinder achievement of the objectives of the tender. The reports will be sent by e-mail, by the last date of each month, and should not exceed 1-2 pages.

An **Inception report** shall be submitted to the Commission at the latest 1 month after the date of signature of the contract. The inception report shall in particular provide the project of the website to be established, detailed work programme and planning for the tasks, including preliminary identification of information to be included in the website apart from materials provided by the Contracting Authority. The report should also identify any additional need for information to be collected in order to improve the website's content and the general way the tasks are to be completed.

A **First draft Progress Report** showing progress of the work shall be submitted to the Commission at the latest 10 months after the date of signature of the contract. The progress report shall in particular provide the description and summary of the actions fulfilled under the contract during the period Month 0 – Month 7. This report shall also contain conclusions drawn from the first period of the implementation of the contract to be used in the second year.

A **Second draft Progress Report** showing progress of the work shall be submitted to the Commission at the latest 22 months after the date of signature of the contract. The progress report shall in particular provide the description and summary of the actions fulfilled under the contract during the period Month 0 – Month 19. This report shall also contain conclusions drawn from the second period of the implementation of the contract to be used in the final stage of the project implementation.

The **draft Final Report** shall be submitted to the Commission at the latest 24 months after the date of signature of the contract. The final report shall provide the description and summary of the actions fulfilled under the contract from the beginning to the submission of the final deliverable.

**Final output and deliverable** will consist of the final report (in Microsoft Word and PDF format).

For all reports, the contractor must take into account all Commission's comments made on the draft report, by submitting the new version of the report in 20 days – 25 days for the draft final report - after receiving the comments.

All deliverables shall be in English.

The Commission may publish the results of the project (reports: see above). For this purpose, the tenderers must ensure that the materials contained in the reports are not subject to any restrictions deriving from intellectual property rights of third parties. Should a tenderer intend to use materials, which cannot be published, this must be explicitly mentioned in the offer.

The following **indicative timetable** is envisaged:

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<tr>
<th>Task 1</th>
<th>Other relevant events</th>
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<tbody>
<tr>
<td>Dec-15</td>
<td>Kick-off/VI Corridors forum meetings</td>
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<td>Jan-16</td>
<td>Inception report, launching of the websites</td>
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<td>Feb-16</td>
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<td>Mar-16</td>
<td>VII Corridors forum meetings</td>
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<td>Month</td>
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<tr>
<td>Apr-16</td>
<td>First draft progress report</td>
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<td>May-16</td>
<td>EP hearing, TEN-T Days, VII Corridors forum meetings</td>
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<td>Jun-16</td>
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<td>Jun-17</td>
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<tr>
<td>Nov-17</td>
<td>Draft final report</td>
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<tr>
<td>Jan-Feb-18</td>
<td>XI Corridors forum meetings</td>
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</tbody>
</table>

**The duration of the tasks shall not exceed 26 months.** This period is calculated in calendar days.

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

In principle, the deadlines set out below cannot be extended. The Contractor is deemed solely responsible for delays incurred by subcontractors or other third parties (except for rare cases of force majeure). Adequate resources and appropriate organisation of the work including the management of potential delays should be put in place in order to observe the timetable below.

### 3.6. Meetings

A kick-off meeting will take place in Brussels, at the latest 20 days following the signature of the contract, in order to settle all the details of the tasks to be carried out, reports and meetings to be undertaken.

Additional meetings shall take place in Brussels after the submission of each deliverable. In addition, the Commission can foresee **up to two additional meetings** that the contractor is obliged to take part of.

The Contractor shall draft the minutes of these meetings, in the case of Commission's comments, the contractor must submit a new draft that takes these comments into account.

The Contractor is required to attend meetings of the corridor forums taking place in Brussels (and working groups if necessary, these may take place elsewhere along the corridor). At the first corridor forum meeting of each of the nine CNC after the signature of the contract, the Contractor is required to make a PowerPoint presentation about the planned activities and get in contact with the relevant stakeholders.

**Working language shall be English.**
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\(^9\).

The Commission is committed to making online information as accessible as possible to the largest possible number of users including those with visual, auditory, cognitive or physical disabilities, and those not having the latest technologies. The Commission supports the [Web Content Accessibility Guidelines 2.0](http://www.w3.org/WAI/GL/WCAG20-TECHS/pdf.html) of the W3C.

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

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

4.1. Content

4.1.1. Final report

The final report shall include:

- an abstract of no more than 200 words and an executive summary of maximum 6 pages, in English, French and German;

- 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 English 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

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\(^9\) 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
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 theContracting Authority.

**4.2. Graphic requirements**

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

**5. ANNEXES**

1. Tenderer 's Identification Form
2. Declaration related to the exclusion criteria and absence of conflict of interest
3. Power of Attorney (mandate in case of joint tender)
4. Standard Word template for studies (separate document)
5. Draft Contract (separate document)
6. 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 tender MOVE/B1/710

<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)(^\text{10})</td>
</tr>
</tbody>
</table>

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

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

\(^\text{10}\) For natural persons
<table>
<thead>
<tr>
<th>Telephone number:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Fax number:</td>
<td></td>
</tr>
<tr>
<td>E-mail address:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Legal Representatives</th>
<th></th>
</tr>
</thead>
</table>

| Names and function of legal representatives and of other representatives of the tenderer who are authorised to sign contracts with third parties |  |

<table>
<thead>
<tr>
<th>Declaration by an authorised representative of the organisation\textsuperscript{11}</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>

\textsuperscript{11} This person must be included in the list of legal representatives; otherwise the signature on the tender will be invalidated.
ANNEX 2

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

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

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

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

- representing the following legal person: (only if the economic operator is a legal person)
  
  full official name:
  
  official legal form:
  
  full official address:
  
  VAT registration number:

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

a) is bankrupt or being wound up, is having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or is in any analogous situation arising from a similar procedure provided for in national legislation or regulations;

b) has been convicted of an offence concerning professional conduct by a judgment of a competent authority of a Member State which has the force of res judicata;

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

d) is not in compliance with all its obligations relating to the payment of social security contributions and the payment of taxes in accordance with the legal provisions of the country in which it is established, with those of the country of the contracting authority and those of the country where the contract is to be performed;

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

f) is a subject of an administrative penalty for being guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in a procurement procedure or failing to supply this information, or having been declared to be in serious breach of its obligations under contracts covered by the Union's budget.

▸ (Only for legal persons other than Member States and local authorities, otherwise delete) declares that the natural persons with power of representation, decision-
making or control\textsuperscript{12} over the above-mentioned legal entity are not in the situations referred to in b) and e) above;

\begin{itemize}
  \item declares that [the above-mentioned legal person][he][she]:
    \begin{itemize}
      \item 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;
      \item 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;
      \item i) has not granted and will not grant, has not sought and will not seek, has not attempted and will not attempt to obtain, and has not accepted and will not accept any advantage, financial or in kind, to or from any party whatsoever, where such advantage constitutes an illegal practice or involves corruption, either directly or indirectly, inasmuch as it is an incentive or reward relating to award of the contract;
      \item j) provided accurate, sincere and complete information to the contracting authority within the context of this procurement procedure;
    \end{itemize}
  \end{itemize}

\begin{itemize}
  \item acknowledges that [the above-mentioned legal person][he][she] may be subject to administrative and financial penalties\textsuperscript{13} if any of the declarations or information provided prove to be false.
\end{itemize}

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

For situations described in (a), (b) and (e), production of a recent extract from the judicial record is required or, failing that, a recent equivalent document issued by a judicial or administrative authority in the country of origin or provenance showing that those requirements are satisfied. Where the tenderer is a legal person and the national legislation of the country in which the tenderer is established does not allow the provision of such documents for legal persons, the documents should be provided for natural persons, such as the company directors or any person with powers of representation, decision making or control in relation to the tenderer.

For the situation described in point (d) above, recent certificates or letters issued by the competent authorities of the State concerned are required. These documents must provide evidence covering all taxes and social security contributions for which the tenderer is liable, including for example, VAT, income tax (natural persons only), company tax (legal persons only) and social security contributions.

For any of the situations (a), (b), (d) or (e), where any document described in two paragraphs above is not issued in the country concerned, it may be replaced by a sworn or, failing that, a solemn statement made by the interested party before a judicial or administrative authority, a notary or a qualified professional body in his country of origin or provenance.

\textsuperscript{12} This covers the company directors, members of the management or supervisory bodies, and cases where one natural person holds a majority of shares.

\textsuperscript{13} 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
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
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:

14 To be filled in and signed by each of the partners in a joint tender, except the lead partner
ANNEX 4
Standard Word template for studies

See separate document.

ANNEX 5
DRAFT CONTRACT

See separate document.

*****
# ANNEX 6

## TEMPLATE FOR SELECTION CRITERIA

### Criteria relating to the tenderer

Experience in carrying out dissemination and communication activities in transport, infrastructure or logistics with at least 4 projects delivered in this fields in the last three years

<table>
<thead>
<tr>
<th>Project</th>
<th>Field and short description of the project</th>
<th>Amount (at least EUR 150,000.00)</th>
<th>Year (from the last 3 years)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of project 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name of project 2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name of project X</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Experience of website building and managing of at least 4 projects delivered in the last three years

<table>
<thead>
<tr>
<th>Project</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Project 1</td>
<td></td>
</tr>
<tr>
<td>Project 2</td>
<td></td>
</tr>
<tr>
<td>Project X</td>
<td></td>
</tr>
</tbody>
</table>

Experience of working in English

<table>
<thead>
<tr>
<th>Project</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Project 1</td>
<td></td>
</tr>
<tr>
<td>Project 2</td>
<td></td>
</tr>
<tr>
<td>Project X</td>
<td></td>
</tr>
</tbody>
</table>

Capacity to draft reports in English

<table>
<thead>
<tr>
<th>Project</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Project 1</td>
<td></td>
</tr>
<tr>
<td>Project 2</td>
<td></td>
</tr>
<tr>
<td>Project X</td>
<td></td>
</tr>
</tbody>
</table>

Experience of working in at least 10 EU Member States with at least three projects delivered

<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></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>
### Criteria related to the team delivering the service\textsuperscript{15}

<table>
<thead>
<tr>
<th>Name of the team member</th>
<th>Years of experience in project management (at least 10 years)</th>
<th>Projects already worked on as a project manager (at least EUR 300,000.00) – also include the field</th>
<th>Experience of managing a team of at least 5 people</th>
<th>Languages (minimum English + another EU language) – also include the level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Person A</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Team of experts

<table>
<thead>
<tr>
<th>Name of the team member</th>
<th>Higher education degree</th>
<th>Relevant years of professional experience</th>
<th>Field</th>
<th>Languages – also include the level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication Senior Expert</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transport Senior expert</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WWW Senior expert</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Person …</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Person …</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

\textsuperscript{15} Please include for each column the relevant elements from the CV